Surface/Seaman Professional Apprenticeship Career Track (PACT)
Career Roadmap

Seaman Recruit to Rate Selection Roadmap

The Enlisted Career Roadmap (ECR) below will assist Sailors in the Surface/Seaman Professional Apprenticeship Career Track (PACT) community in selecting a rating and pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Surface/Seaman Professional Apprenticeship Career Track (PACT)?

Surface/Seaman Professional Apprenticeship Career Track (PACT) roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Rate Selection. 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 Surface/Seaman Professional Apprenticeship Career Track (PACT) 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, Common Core Course at Great Lakes, IL, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCNUS Education Office vast resources. All are uniquely qualified to help you along the way.

How do I get started?

You already have...All your training up to this point is part of your S-PACT Roadmap. Now it is up to you to keep on track with your Leading Chief Petty Officer, Leading Petty Officer or mentor.
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.
Surface/Seaman Professional Apprenticeship Career Track (PACT)
Seaman Recruit to Seaman

NAME___________________________________________________________

**SKILL TRAINING**
(Schools, courses and assignments directly related to occupation)

### REQUIRED SKILL TRAINING

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Recruit Training</td>
<td>Great Lakes, IL</td>
<td>A-950-0001</td>
<td>8 weeks</td>
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<tr>
<td>Surface Common Core</td>
<td>Great Lakes</td>
<td></td>
<td>3 weeks</td>
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### RECOMMENDED SKILL TRAINING

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<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE/ACE ID</th>
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<tbody>
<tr>
<td>None</td>
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### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE/ACE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>None</td>
<td></td>
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</tbody>
</table>
JOB DESCRIPTION
Performs all basic seamanship functions aboard ship to include: serving as helmsmen and lookouts; repairing, maintaining, and stowing equipment in preparation for underway operations; working in non-engineering divisions of the ship or station; standing security watches while in port and underway; operating sound-powered telephone systems; doing temporary duty for 90-120 days with food service divisions or compartment cleaning; serving as a member of damage control, emergency and security alert teams; participating in naval ceremonies; taking part in underway replenishment (transferring supplies from ship to ship at sea); working with qualified personnel to gain job training and experience.

This enlistment program option enables men and women to eventually qualify for one of several Navy ratings (skill specialties) through on-the-job Seaman Apprenticeship training. The program also offers apprenticeship training in a rating that may not be available at the time of enlistment. Seamen are usually assigned to shipboard duties where the Navy needs them the most. Seamen can request, and may receive on-the-job training in a rating that they are interested in, qualified for, and is available at their first command, by completing correspondence courses and personal advancement requirements. They must also be recommended by their commanding officer for the Navy rating they desire. Seamen may also attend Navy schools to learn about general damage control, shipboard fire fighting, preventive maintenance of special equipment, and the use of special tools used in the rating they are working in or seeking.

Seamen are taught fundamental skills needed in a shipboard environment. Most training takes place at the first duty station in the form of on-the-job training in the rating for which they are "striking." By "striking" for a specific Navy rating a qualified person may be assigned to a Navy class "A" technical school for further training in that rating.

Navy Ratings in the Seaman Apprenticeship Training Program

**Navigation**
- BM - Boatswain's Mate
- QM - Quartermaster

**Electronics**
- ET - Electronics Technician*
- FC - Fire Controlman*
- MT - Missile Technician**
- FT - Fire Control Technician**
- OS - Operations Specialist
- ST - Sonar Technician

**Ordnance**
- GM - Gunner's Mate
- MN - Mineman*

**Administration**
- CS - Culinary Specialists
- MC - Mass Communication Specialist
- LS - Logistic Specialist
- PS - Personnel Specialist
- IT - Information Systems Technician*
- RP - Religious Program Specialist
- SH - Ship's Serviceman
- YN - Yeoman

**Miscellaneous**
- MU - Musician*

* Class "A" technical school required.
** Submarine only, Class “A” technical school required.

RECOMMENDED BILLET ASSIGNMENTS
Seaman are assigned to various class ships or shore installations supporting naval operations
PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 60 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: _________

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

Professional Apprenticeship Career Track (PACT) only: 6 Month: _________ 12 Month: _________ 18 Month: _________

24 Month: _________ 48 Month: _________ 60 Month: _________

Special Program: _________ Member Request: _________

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

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

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

Transfer: _________ Separation: _________ Career Status Bonus (election message received): _________

Physical Fitness Test Failure: _________ Overseas Tour Extension Incentives Program (OTEIP): _________

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

Advancement: _________

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

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

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

Naval Academy _________ Naval Academy Preparatory School (NAPS) _________ Officer Candidate School _________
PROFESSIONAL APPRENTICESHIPS CAREER TRACK PROGRAM

Rating eligibility screening and career progression plan will be developed during the reporting career development board (CDB). CDB's shall be conducted and documented in the Career Information Management System (CIMS) by your Career Counselor.

Navy PACT program guarantees:
A. Initial four year active obligation
B. Initial apprentice skill training
C. Career development plan with viable career opportunity.

Every effort will be made for pact Sailors to gain rating entry via the navy wide advancement examination. PACT Sailors which are not designated within 24 months onboard their first permanent duty station will be offered a navy need "A" School if the Sailor has maintained PACT program and rating entry eligibility.

PACT guaranteed Sailors must:
A. Maintain or obtain target rating eligibility per MILPERSMAN 1306-618 and Career Waypoint - PACT Designation.
B. Have no NJP within 12 months of "A" School class convene
C. Have passed most recent PRT and be within body composition standards
D. Have no mark below 3.0 on most recent performance evaluation
E. Maintain world-wide assignment eligibility
F. Obligate service per MILPERSMAN 1306-604 if required to meet minimum tour requirements for follow-on assignment upon completion of "A" School.

Academic skills development and Armed Forces Classification Testing (AFCT) should be encouraged and scheduled well in advance to enable pact Sailors to maximize career options. Academic skills options available through the navy college program at https://www.navycollege.navy.mil include NCPACE Ship board courses and Online Academic skills self-paced courses. Following academic preparation, Sailors may take the AFCT at authorized personnel support activity detachments as well as large platform ship test sites (CVN/LHD/LHA).

PACT ASSIGNMENT METHODS

Career Waypoint-PACT Designation will auto-generate partially populated applications for PACT Sailors who are Time In-Rate (TIR) eligible for the Navy-Wide Advancement Examination (NWAE) and/or have at least 12 months on board their first permanent duty station.

a. PACT Sailors who meet TIR requirements for the NWAE will be able to apply for rating entry designation (RED) or NWAE quotas. RED quotas are preferred because Sailors are designated in the same month as the quota is approved. Additionally, direct designation is advantageous for Sailors because it provides a career path and eligibility to participate in the NWAE as a rated E-3. Sailors on this path may perform better on the NWAE, increasing their chances for advancement since they will have more opportunity to gain experience and study in their new rating prior to the exam.

b. Sailors who have at least 12 months on board their first permanent duty station following completion of their initial skills training will be able to apply for RED or A-school quotas.

c. PACT Sailors are encouraged to research and review gapped billets on board their command and apply for ratings with gaps, which benefits both the command and the Sailor. Most Sailors will find the opportunity to gain experience and study in their new rating may lead to faster promotion, which in turn increases competitiveness for reenlistment if desired and for converting to a different rating in the future.

Leaders need to ensure PACT Sailors are on track to get designated in a rating four to six months prior to their two-year anniversary on board. Minimum requirements for commands to direct designate a PACT Sailor are:
- Meets qualification standards for desired rate.
- Minimum 12 months onboard permanent duty station
QUALIFICATIONS AND CERTIFICATIONS

### Sea/Shore General Qualifications

<table>
<thead>
<tr>
<th>Watch Standing Qualifications</th>
<th>Report Date</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td>Ship Board Fire Fighting</td>
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<tr>
<td>Aviation Fire Fighting</td>
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<td></td>
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<tr>
<td>Basic Damage Control</td>
<td></td>
<td></td>
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<tr>
<td>Advanced Damage Control</td>
<td></td>
<td></td>
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<tr>
<td>3M 301 Maintenance Person</td>
<td></td>
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<tr>
<td>3M 302 Repair Parts/Supply Petty Officer</td>
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<td></td>
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<tr>
<td>3M 303 Work Center Supervisor</td>
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<tr>
<td>3M 304 LCPO/Division Officer</td>
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<tr>
<td>Messenger of the Watch (MOOW)</td>
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<tr>
<td>Petty Officer of the Watch (POOW)</td>
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<tr>
<td>Personal Qualifications Standard</td>
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### Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

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<tr>
<th>Warfare qualification programs</th>
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<tbody>
<tr>
<td>Aviation Warfare Specialist</td>
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</tr>
<tr>
<td>Diving and Salvage Warfare Specialist</td>
<td></td>
<td></td>
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<tr>
<td>Expeditionary Warfare Specialist</td>
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<td></td>
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<tr>
<td>EWS-EOD Warfare Specialist</td>
<td></td>
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<tr>
<td>Fleet Marine Force Warfare Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Warfare Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sea, Air, Land (SEAL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seabee Combat Warfare Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Warfare Combatant-Craft Crewman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submarine Warfare Specialist</td>
<td></td>
<td></td>
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<tr>
<td>Surface Warfare Specialist</td>
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</table>

### Rate Specific/Department Qualifications (Add)

<table>
<thead>
<tr>
<th>Report Date</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
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</table>

NAVY COOL ACCREDITATION is recommended for anyone seeking certifications in the private and public sector in their specific job field. To find out more about Navy COOL certifications offered, go to [https://www.cool.navy.mil/usn/](https://www.cool.navy.mil/usn/). You can find civilian credentials related to a specific rating, job, or occupation to assist you in determining which rating is right for you. You will also be able understand what it takes to obtain the credentials and see if there are available programs that will help pay credentialing fees.

UNIFORMED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP) is available to most active duty occupational and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion.
Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.

- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active 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 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active Obligated Service (SEAOS)/End of Active Obligated Service (EAOS) applications are created by C-Way at the 18 month from SEAOS/EAOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from SEAOS/EAOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from SEAOS/EAOS with career choice options of conversion and Selected Reserve. From 8 months to 4 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 1160-140, NAVADMIN 231/17, and your Career Counselor
TRANSFER:

<table>
<thead>
<tr>
<th>15 Months</th>
<th>12 Months</th>
<th>9 Months</th>
<th>6 Months</th>
<th>Orders Received</th>
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<tbody>
<tr>
<td>Career Waypoint</td>
<td>Career Waypoint</td>
<td>Career Waypoint</td>
<td>Accept Orders</td>
<td>Screening</td>
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<td>Exception Family Member</td>
<td>EFM</td>
<td>CMS/ID</td>
<td>Reverse Sponsor</td>
<td>Obligate</td>
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<td>CMS/ID</td>
<td>SRB</td>
<td>Relocation (FFSC)</td>
<td>Bonus</td>
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<td>Continuous Overseas Tours (COT)</td>
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<td>Medical/Dental</td>
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<tr>
<td>Overseas Tour Extension Incentive Program (OTEIP)</td>
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<td>SRB</td>
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</table>

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

SEPARATING/RETIRE:

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<tr>
<th>18 -12 months</th>
<th>6 months</th>
<th>90 days</th>
<th>30 days</th>
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<tr>
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<td>MED/DEN</td>
<td>Copy of Records</td>
<td>Copy of Records</td>
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<tr>
<td>Complete DD2648PSD</td>
<td>Relocation</td>
<td>Microfiche CD</td>
<td>PSD</td>
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<tr>
<td>Transition Planning</td>
<td>Relocation Services (FFSC)</td>
<td>Arrange Ceremony</td>
<td>MED/DEN</td>
</tr>
<tr>
<td>Reserve Affiliation</td>
<td>Request Leave / PTDY</td>
<td></td>
<td></td>
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</table>

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/](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 call the Virtual Education Center (VEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/VEC _____________________ Current Education Level______________

Degree Goal_____________________________

**Various Degree options are available using the Joint Service Transcript Degree Shop/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 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: Links to study guides, exam preparations, and practice tests are located on DANTES website
http://www.dantes.doded.mil/

Academic skills _______ NCPACE _______ CLEP _______ DSST _______ TA _______ MGIB _______ Post 9/11 GIB_________
E1/E2/E3 REQUIRED NAVY PME:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Petty Officer Selectee Leadership Course</td>
<td>Command Delivered</td>
<td>CPPD-LEAD-09-001</td>
<td>24 hours</td>
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<td>Navy Military Training (Life Skills) (Pre-A School Delivery only)</td>
<td>Command Delivered</td>
<td>A-500-1000</td>
<td>2 days</td>
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<td>Ethics Training</td>
<td>Command Delivered</td>
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**Required General Military Training Topics For FY 2018 (Standardized Core Training)**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
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</thead>
<tbody>
<tr>
<td>Sexual Assault Prevention and Response (SAPR) Awareness</td>
<td>Command Delivered</td>
<td>CPPD-GMT-SAPRA-1.0</td>
<td></td>
</tr>
<tr>
<td>Equal Opportunity/Sexual Harassment/Grievance Procedures</td>
<td>Command Delivered</td>
<td>CPPD-GMT-EOSH-1.0</td>
<td></td>
</tr>
<tr>
<td>Suicide Prevention</td>
<td>Command Delivered</td>
<td>CPPD-GMT-SAP-1.0</td>
<td></td>
</tr>
<tr>
<td>DoD Cyber Awareness Challenge 2018</td>
<td>Navy eLearning</td>
<td>DOD-IAA-V15.0</td>
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</tr>
<tr>
<td>Combating Trafficking in Persons (CTIP) General Awareness</td>
<td>Command Delivered/MNP/</td>
<td>DOD-CTIP-2.0</td>
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<tr>
<td>Antiterrorism Level I Awareness</td>
<td>Command Delivered/MNP/</td>
<td>CENSECFOR-AT-010-1.0</td>
<td></td>
</tr>
<tr>
<td>Counterintelligence Awareness and Reporting</td>
<td>Command Delivered/MNP/</td>
<td>DOD-CIAR-1.0</td>
<td></td>
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<tr>
<td>Operations Security</td>
<td>Command Delivered/MNP/</td>
<td>NIOC-USOPSEC-2.0</td>
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</tr>
<tr>
<td>Department of the Navy Annual Privacy Training</td>
<td>Command Delivered/MNP/</td>
<td>DOD-PII-2.0</td>
<td></td>
</tr>
<tr>
<td>Records Management</td>
<td>Command Delivered/MNP/</td>
<td>DOR-RM-010-1.1</td>
<td></td>
</tr>
</tbody>
</table>

1 - Verify GMT topics on MNP GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Formal delivery (face-to-face only)
4 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
</tr>
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<tbody>
<tr>
<td>None</td>
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### E1/E2/E3 RECOMMENDED NAVY PME:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)</td>
<td></td>
<td>NAVEDTRA 14325</td>
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<tr>
<td>Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)</td>
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<td>NAVEDTRA 14504</td>
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<tr>
<td>Introductory Enlisted Professional Military Education (IEPME)</td>
<td>Navy E-Learning</td>
<td>Military DON/PME</td>
<td>18 hours</td>
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</tr>
<tr>
<td>Block 1 Introductory EPME - Introduction</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B1</td>
<td>3 hours</td>
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<tr>
<td>Block 2 Introductory EPME - History and Traditions</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B2</td>
<td>3 hours</td>
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<tr>
<td>Block 3 Introductory EPME - Enlisted Professionalism</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B3</td>
<td>3 hours</td>
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<tr>
<td>Block 4 Introductory EPME - Policy and the Navy</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B4</td>
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<tr>
<td>Block 5 Introductory EPME - Planning for Operations</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B5</td>
<td>3 hours</td>
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<tr>
<td>Block 6 Introductory EPME - Regional and Cultural Awareness</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B6</td>
<td>3 hours</td>
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<tr>
<td>Block 7 Introductory EPME - Technology in the Maritime Domain</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B7</td>
<td>3 hours</td>
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<tr>
<td>Block 8 Introductory EPME - Conclusion</td>
<td>Navy E-Learning</td>
<td>NWC-IEPME-INTRO-B82</td>
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<tr>
<td>Cultural Awareness</td>
<td>College Course/</td>
<td>Foreign Language and Culture</td>
<td>45 hours</td>
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<tr>
<td>English 101</td>
<td>College Course</td>
<td></td>
<td>45 hours</td>
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<tr>
<td>English Reading</td>
<td>College Course</td>
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<td>45 hours</td>
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<tr>
<td>English Writing</td>
<td>College Course</td>
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<td>45 hours</td>
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<tr>
<td>Math</td>
<td>College Course</td>
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<td>45 hours</td>
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<tr>
<td>Speech</td>
<td>College Course</td>
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<td>45 hours</td>
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<tr>
<td>Navy Reserve Fundamentals for Active Duty Course</td>
<td>Navy E-Learning</td>
<td>NAVRESFOR-NRF-3.0</td>
<td>10 hours</td>
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<tr>
<td>Nutrition</td>
<td>Navy E-Learning</td>
<td>NMHC12107V2.1</td>
<td>1 hour</td>
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<tr>
<td>Personal Financial Management</td>
<td>Navy E-Learning</td>
<td>CPD-PFM-1.0</td>
<td>8 hours</td>
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<tr>
<td>PREVENT</td>
<td>Command Delivered</td>
<td>S-501-0150</td>
<td>24 hours</td>
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</table>

**Recommended General Military Training Topics For FY 2018 (Delivery determined by command discretion)**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Alcohol, Drug, and Tobacco Awareness</td>
<td>Command Delivered</td>
<td>CPPD-GMT-ADTA-1.0</td>
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<td>Stress Management (Operational Stress Control)</td>
<td>Command Delivered</td>
<td>CPPD-GMT-SM-1.0</td>
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<td>Domestic Violence Prevention and Reporting</td>
<td>Command Delivered</td>
<td>CPPD-GMT-DV-1.1</td>
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<td>Sexual Health and Responsibility</td>
<td>Navy eLearning</td>
<td>CPPD-GMT-SHR-1.0</td>
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<tr>
<td>Physical Readiness</td>
<td>Command Delivered</td>
<td>CPPD-GMT-PRT-2.0</td>
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<tr>
<td>Hazing Policy and Prevention</td>
<td>Command Delivered</td>
<td>CPPD-GMT-HPP-1.0</td>
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<tr>
<td>Personal Financial Management</td>
<td>Command Delivered</td>
<td>CPPD-GMT-PFM-1.0</td>
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<tr>
<td>Operational Risk Management - Time Critical Risk Management</td>
<td>Command Delivered</td>
<td>CPPD-GMT-ORMTC-1.0</td>
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<tr>
<td>Energy Policy</td>
<td>Navy eLearning</td>
<td>OPNAV-GMTE-1.0</td>
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</tr>
</tbody>
</table>

1 - Verify GMT topics on MNP 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:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NROWS Orders Administration Course</td>
<td>E-Learning/MNP</td>
<td>R-500-0140/02PG /DoN</td>
<td>8 hours</td>
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<tr>
<td>Naval Reserve Center Commanding Officer Officer In Charge</td>
<td>E-Learning/MNP</td>
<td>CNRFC-COOIC-1.0 /DoN</td>
<td>8 hours</td>
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</tr>
<tr>
<td>Guidance for Mobilization</td>
<td>E-Learning/MNP</td>
<td>CNRFC-GMB-1.1 /DoN</td>
<td>4 hours</td>
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</tr>
<tr>
<td>Military Sealift Command 101</td>
<td>E-Learning/MNP</td>
<td>CNRFC-MSL101 /DoN 1.1</td>
<td>24 hours</td>
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</tr>
<tr>
<td>Non-Prior Service Accession Program</td>
<td>E-Learning/MNP</td>
<td>CNRFC-NPSAP-2 /DoN 0</td>
<td>23 hours</td>
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</tbody>
</table>
NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

- Sea Power by Admiral James Stavridis
- Toward a New Maritime Strategy by Peter D. Haynes
- The Rules Of The Game by Andrew Gordon
- Sea Power by Geoffrey Till
- Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes

- Democracy by Condoleezza Rice
- A World in Disarray by Richard Haass
- Our Robots, Ourselves by David A. Mindell
- On Writing Well by William Zinsser
- The Innovator's Dilemma by Clayton M. Christensen

Navy Team (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. Completed
- The Accidental Admiral by James Stavridis
- Team of Teams by Stanley Mc Chrystal
- Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.
- Leadership on the Line by Ronald A Heifetz, and Marty Linsky
- A Vietnam Experience by James Stockdale

Partnerships (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. Completed
- Partnerships for the Americas by James Stavridis
- The Accidental Superpower by Peter Zeihan
- Asia's Cauldron by Robert D. Kaplan
- World Order by Henry Kissinger
- At Ease by Dwight Eisenhower

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

E1/E2/E3 RECOMMENDED COMMUNITY READING

<table>
<thead>
<tr>
<th>Title</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sailors to the End by Gregory A. Freeman</td>
<td></td>
</tr>
</tbody>
</table>
**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 Surface/Seaman Professional Apprenticeship Career Track (PACT) 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 S-PACT**

<table>
<thead>
<tr>
<th>Recommended Associates’ degrees for the Seaman</th>
</tr>
</thead>
<tbody>
<tr>
<td>None applicable at this point in career</td>
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</table>

**RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR S-PACT**

<table>
<thead>
<tr>
<th>Recommended Bachelors/Masters degrees for the Seaman</th>
</tr>
</thead>
<tbody>
<tr>
<td>None applicable at this point in career</td>
</tr>
</tbody>
</table>
**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](https://www.navycollege.navy.mil)

**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: [https://www.gosoced.org/](https://www.gosoced.org/)

**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/](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](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. For specific testing locations visit the DANTES website.

- Navy College Program: [https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm](https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm)

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

REFERENCES

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

**Reenlistments and Extensions:**
- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006

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

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

- 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