



Ship's Serviceman (SH)



October 2018

Career Roadmap

Seaman Recruit to Master Chief Roadmap

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

What is a Career Roadmap for Ship's Serviceman?

Ship's Serviceman 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 Ship's Serviceman 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, Ship's Serviceman "A" School at Meridian, MS, 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.

Notes:



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.



SH CAREER PATH

Ship's Servicemen are responsible for managing and operating all shipboard retail and service activities. These include the ship's store, vending machines, barber shops and laundry. They play a large role in the morale of the ship.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	SHCM	22.5 Yrs	CSEL	36	Follow on Sea/Shore Tours.
22-25	SHCM SHCS	22.5 Yrs 18.7	CSEL, LCS/MCM, 3MC	42	4 th Sea Tour Billet: Dept/Services/DivLCPO/CSEL. Duty: NCHB/NAVELSG/AS/LCC/ LHA/LHD/CVN. Qualification: Senior Enlisted Academy.
19-22	SHCS SHC	18.7 Yrs 15.2	CSEL, TPU/ FLC, Equal Opportunity Advisor, RDC, Camp David, Brig Duty, Officer/Enlisted Recruiter	36	3 rd Shore Tour Billet: Rating Specialist/Inspector/ Trainer/Instructor/ISIC SH/ Executive Assistant/Curriculum Manager/LCPO. Duty: NEXCOM/ATG/FLC/CSS/ LCSRON/NAVSUPHQ/Navy Medical/ Dental/Health Center/NAVCRUITCOM.
15-19	SHCS SHC	18.7 Yrs 15.2	LDO, OCS, MECP, CSEL, LCS/MCM 3MC	48	3 rd Sea Tour Billet: Dept/Services/DivLCPO. Duty: LSD/LPD/AS/LCC/LHA/ LHD/CVN.
13-15	SHC SH1	15.2 Yrs 10.1	Equal Opportunity Advisor, RDC, Camp David, Brig Duty, Officer/Enlisted Recruiter	36	2 nd Shore Tour Billet: Detailer/Inspector/Instructor/ Rating Specialist/Curriculum Manager/ Executive Assistant/BEQ/Housing Staff/ Retail Operations/LCPO/LPO Duty: NPC/ATG/CSS/FLC/NEXCOM/ NAVSUPHQ/CNIC/NAVSTA/LCSRON /Navy Medical/Dental/Health Center. Qualification: NAVLEAD.
8-13	SH1 SH2	10.1 Yrs 5.3		54	2 nd Sea Tour Billet: LPO/WCS/Barber/ROM II Tech/RetailOps/Laundry Supervisor. Duty: Ship/Amphibious Construction Battalion. Qualification: NEC 3122/3131.
5-8	SH1 SH2	10.1 Yrs 5.3		36	1 st Shore Tour Billet: LPO/Instructor/Trainer/Barber/ ROM II Tech/Retail Ops/Laundry Supervisor/BEQ/Housing Staff. Duty: NAVSTA/CNIC/FLC/CSS/NETC Qualification: NAVLEAD.
1-5	SH2 SH3	5.3 Yrs 2.8	Officer/Enlisted Recruiter, Drug & Alcohol Counselor, USS CONSTITUTION, Navy Ceremonial Guard, UPC Coordinator.	56	1 st Sea Tour Billet: RetailOps/Laundry/Barber. Duty: Ship/Amphibious Construction Battalion. Qualification: ESWS/EAWS/SCW.
1+/-	SHSN SHSA Accession Training	16 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



SH CAREER PATH

Notes:

1. "A" school is not required.
2. SH's follow a Sea/Shore Flow as per NAVADMIN 190/16.

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
 - Should have served as Recordkeeper or LPO
 - Should be qualified OOD(I/P)/JOOD
 - DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement.
 - Primary or assistant Command Collateral with documented impact
 - FCPOA involvement
 - CPO 365 Phase I involvement and leading a committee
 - Assistance watchbill coordinator
2. Shore Assignments (all)
 - ATG (qualified ATS), Fleet Assistance Team, Newport RI, SH "A" or "C" School Instructor
 - Instructor Duty (9502) (MTS at all levels)
 - RDC (MTS at all levels)
 - Enlisted Recruiter or Camp David
 - NAVMED, BEQ/Housing Manager/Staff, Brig Duty, FORSAT: OCONUS Billets
 - Qualified CDO

Considerations for advancement from E7 to E8

1. Sea Assignments (all)
 - Department LCPO/ LCPO
 - Should be qualified OOD(I/P), Section Leader, and other outside the normal scope (ie: ATTWO, OOD(U/W), Conning Officer, CDO)
 - DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement.
 - Command Collateral with documented impact
 - Active CPOA involvement, holding a position
 - CPO 365 Phase I/II involvement and leading a committee
2. Shore Assignments (all)
 - TYCOM, ATG, NEXCOM, Fleet Assistance Team Lead (OCONUS/CONUS)
 - RDC (MTS at all levels)
 - NAVMED, BEQ/Housing Manager/Staff, Brig duty, OCONUS billets
 - Qualified CDO
 - Phase II Chairman/committee member

Considerations for advancement from E8 to E9

1. Sea Assignments (all)
 - Department LCPO/Services LCPO(CVN) at Sea/Operational/Joint
 - Should be qualified OOD(I/P), Section Leader, Senior Enlisted Watchbill Coordinator, and other duties outside the normal scope (ie: ATTWO, OOD(U/W))
 - DCTT team or other Training Team member/ Repair locker leader or other Damage Control organization involvement.
 - Command Collateral with documented impact
 - Active CPOA involvement, holding a position
 - CPO 365 Phase I/II involvement and leading a committee
2. Shore Assignments (all)
 - Served as SEL/LCPO TYCOM, ATG, NEXCOM, Detailer, Fleet Assistance Team Lead (OCONUS/CONUS)
 - BQC Newport, RI
 - Special Program
 - Qualified CDO



Ship's Serviceman Seaman Recruit to Seaman

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Ship's Serviceman "A" School	NTTC Meridian, MS	A-823-0012	24 days / Self-paced (CBT)	

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
756A - Shipboard Barber School	TSC Norfolk, VA and TSC San Diego, CA	A-840-0013	26 days	
S010 - Ship's Serviceman Basic (Block 0)	Meridian, MS	A-823-0012	24 days	

JOB DESCRIPTION

Both ashore and afloat, Ship's Serviceman manage and operate barbershops, ship's uniform centers, laundry and dry cleaning plants, retail outlets, vending machines, bulk storerooms, perform cash collection functions, and facilitate postal operations at sea. Additionally, they operate and maintain the automated resale operation management inventory control system, which assists in the procurement and receipt of ship's store stock.

RECOMMENDED BILLET ASSIGNMENTS

Afloat units such as; Aircraft Carriers, Amphibious platforms, Cruisers, Destroyers, Frigates, LCS, and pre-commissioning vessels.

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: _____

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		
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		
Surface Warfare Specialist		
Seabee Combat Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
SH PQS 301-305		
SH NRTC		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Bookkeeping, Accounting, and Auditing Clerks
Computer Operators
First-Line Supervisors of Retail Sales Workers
Laundry and Dry-Cleaning Workers
Marking Clerks
Pressers, Textile, Garment, and Related Materials
Retail Salespersons
Sewers, Hand
Shipping, Receiving, and Traffic Clerks
Stock Clerks and Order Fillers
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Textile Bleaching and Dyeing Machine Operators and Tenders

Occupation (Federal Employer)
1384 - Textile Technology Series
1658 - Laundry Operations Services Series
2005 - Supply Clerical and Technician Series
2091 - Sales Store Clerical Series
2144 - Cargo Scheduling Series
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
7002 - Packing
7304 - Laundry Working
7305 - Laundry Machine Operating
7603 - Barbering

Navy COOL: The following certifications and licenses are applicable to the SH-Ship's Serviceman rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
	American Hotel and Lodging Educational Institute (AHLA)	Certified Hotel Administrator (CHA)	
	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
	Institute of Certified Records Managers (ICRM)	Certified Records Manager (CRM)	
	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2016	
E4	National Retail Federation (NRF)	Advanced Customer Service and Sales Certification	
E4	National Retail Federation (NRF)	Customer Service and Sales Certification	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Barber (Personal Service)	
E1 - E9	Computer Operator	
	Correction Officer (Government Service)	
	Counselor (Professional & Kindred)	
E1 - E9	Manager, Retail Store (Retail Trade)	

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

STAYNAVY

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

Selective Training and Reenlistment (STAR): _____

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

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

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

Career Waypoints-Reenlistment:

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

- E3-E6 Sailors with less than 14 years of service must submit a Career 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:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Wavpoint	Career Wavpoint	Career Wavpoint	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 DD 2648	Relocation	Official Record CD	PSD
_____	_____	_____	_____
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
_____	_____	_____	_____
	Reserve Affiliation	Request Leave / PTDY	
	_____	_____	
	VADVA		

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 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:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD-09-001	24 hours	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁴	Command Delivered	A-500-1000	2 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2018 (Standardized Core Training)¹				
Sexual Assault Prevention and Response (SAPR) Awareness ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Equal Opportunity/Sexual Harassment/Grievance Procedures ^{2 and 3}	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
DoD Cyber Awareness Challenge 2018	Navy eLearning	DOD-IAA-V15.0		
Combating Trafficking in Persons (CTIP) General Awareness	Command Delivered/MNP/ Navy eLearning	DOD-CTIP-2.0		
Antiterrorism Level I Awareness	Command Delivered/MNP/ Navy eLearning	CENSECFOR-AT-010-1.0		
Counterintelligence Awareness and Reporting	Command Delivered/MNP/ Navy eLearning	DOD-CIAR-1.0		
Operations Security	Command Delivered/MNP/ Navy eLearning	NIOC-USOPSEC-2.0		
Department of the Navy Annual Privacy Training	Command Delivered/MNP/ Navy eLearning	DOD-PII-2.0		
Records Management	Command Delivered/MNP/ Navy eLearning	DOR-RM-010-1.1		

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:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SHIP'S SERVICEMAN	MNP	NAVEDTRA 43239A		

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	Navy E-Learning	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	Navy E-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy E-Learning	NWC-IEPME-INTRO-B2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	Navy E-Learning	NWC-IEPME-INTRO-B3	3 hours	
Block 4 Introductory EPME - Policy and the Navy	Navy E-Learning	NWC-IEPME-INTRO-B4	3 hours	
Block 5 Introductory EPME - Planning for Operations	Navy E-Learning	NWC-IEPME-INTRO-B5	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy E-Learning	NWC-IEPME-INTRO-B6	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy E-Learning	NWC-IEPME-INTRO-B7	3 hours	
Block 8 Introductory EPME - Conclusion	Navy E-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	College Course/ Navy E-Learning	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	Navy E-Learning	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	Navy E-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy E-Learning	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2018 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Stress Management (Operational Stress Control)	Command Delivered	CPPD-GMT-SM-1.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Sexual Health and Responsibility	Navy eLearning	CPPD-GMT-SHR-1.0		
Physical Readiness	Command Delivered	CPPD-GMT-PRT-2.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Operational Risk Management - Time Critical Risk Management	Command Delivered	CPPD-GMT-ORMTC-1.0		
Energy Policy	Navy eLearning	OPNAV-GMTE-1.0		

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:

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

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Cash	Navy eLearning	CSS-NCASH-010-1.1	20 hours	

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

Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list.	Completed
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	
Fast Learning (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list.	Completed
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 McChrystal	
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

Title	Completed
This Peoples Navy: the Making of American Sea Power by Kenneth J. Hagan	
Responsibility and Judgment by Hannah Arendt	
For the Common Defense: A Military History of the United States by Allen Millett and Peter Maslowski	



**ALL PAYGRADES
VOLUNTARY EDUCATION**



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

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

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

How do I get started?

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

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR SH

Recommended Associates' degrees for the Seaman
AAS - Business Administration (Management)
AAS - Business Management (Marketing and Sales Management)
AAS - Business Administration
AS - Business, Management and Economics (Business)
AA - Liberal Arts
AAS - Administrative / Management Studies
AS - Liberal Arts
AS - Associate of Science (Business Administration)
AS - Industrial Management Technology
AS - Management
ASL - Associate in Supervisory Leadership
AA - Business and Economics
AS - Business Administration
AS - Business Studies
AA - Information Systems
AA - Associate in Arts
AA - Associate in Arts (Business/Business Information Systems)
AA - Associate in Arts (Business/Business)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR SH

Recommended Bachelors/Masters degrees for the Seaman
BBA - Business Administration (General Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Business, Management and Economics (Business Management)
BA - Liberal Arts
BS - General Business
BS - Liberal Arts
BA - Sociology
BGS - Bachelor of General Studies
BGS - Organizational Leadership
BS - Organizational Leadership
BS - Business Administration (Management)
BS - Finance / Economics
BA - Liberal Studies
BS - Business Administration (General Management)
BA - Liberal Studies (Administrative Leadership)
BA - Human Resources
BA - Organizational Development
BAAS - Bachelor of Applied Arts and Sciences
BBA - Business Administration (Accounting)
BBA - Business Administration (General Business)
BBA - Business Administration (Information Systems)
BBA - Business Administration (International Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Public Administration (General)

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>

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/>

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 \$4,500 per fiscal year: 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.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>

DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

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

Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>

DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

Degree Offered

Select College for Roadmap

AAS - Business Administration (Management)	Berkeley College
BBA - Business Administration (General Business)	Berkeley College
BBA - Business Administration (Management)	Berkeley College
BBA - Business Administration (Marketing)	Berkeley College
BS - Business Administration	Berkeley College
AAS - Business Management (Marketing and Sales Management)	Central Texas College
AAS - Business Administration	Dallas TeleCollege
AS - Business, Management and Economics (Business)	Empire State College
BS - Business, Management and Economics (Business Management)	Empire State College
AA - Liberal Arts	Excelsior College
AAS - Administrative / Management Studies	Excelsior College
AS - Liberal Arts	Excelsior College
BA - Liberal Arts	Excelsior College
BS - General Business	Excelsior College
BS - Liberal Arts	Excelsior College
AS - Associate of Science (Business Administration)	Florida National College
AS - Industrial Management Technology	Florida State College At Jacksonville
BA - Sociology	Fort Hays State University
BGS - Bachelor of General Studies	Fort Hays State University
BGS - Organizational Leadership	Fort Hays State University
BS - Organizational Leadership	Fort Hays State University
AS - Management	Hawaii Pacific University
ASL - Associate in Supervisory Leadership	Hawaii Pacific University
BS - Business Administration (Management)	Hawaii Pacific University
AA - Business and Economics	Olympic College
AS - Business Administration	Saint Joseph's College of Maine
AS - Business Studies	San Diego City College
AS - Business Administration	Southern New Hampshire University
BS - Business Administration	Southern New Hampshire University
BS - Finance / Economics	Southern New Hampshire University
AA - Information Systems	Strayer University
AA - Associate in Arts	Thomas Edison State College
AS - Business Administration	Thomas Edison State College

BA - Liberal Studies	Thomas Edison State College
BS - Business Administration (General Management)	Thomas Edison State College
AA - Associate in Arts	Trident Technical College
BA - Liberal Studies (Administrative Leadership)	University of Oklahoma
AA - Associate in Arts (Business/Business Information Systems)	University of the Incarnate Word
AA - Associate in Arts (Business/Business)	University of the Incarnate Word
AA - Associate in Arts (Liberal Arts)	University of the Incarnate Word
BA - Human Resources	University of the Incarnate Word
BA - Organizational Development	University of the Incarnate Word
BAAS - Bachelor of Applied Arts and Sciences	University of the Incarnate Word
BBA - Business Administration (Accounting)	University of the Incarnate Word
BBA - Business Administration (General Business)	University of the Incarnate Word
BBA - Business Administration (Information Systems)	University of the Incarnate Word
BBA - Business Administration (International Business)	University of the Incarnate Word
BBA - Business Administration (Management)	University of the Incarnate Word
BBA - Business Administration (Marketing)	University of the Incarnate Word
BS - Business Administration	Upper Iowa University
BS - Public Administration (General)	Upper Iowa University

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:

- 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