



# Special Warfare Operator (SO)



November 2016

# **Career Roadmap**

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

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

### **What is a Career Roadmap for Special Warfare Operator?**

Special Warfare Operator 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 Special Warfare Operator 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, SO A-School Training Pipeline at Naval Special Warfare Center, NKO (E-Learning, etc.)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



## United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

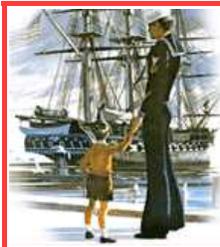
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



## The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



## SO CAREER PATH



Special Warfare Operators (SO) are responsible for training and preparation for execution of special operations in maritime, urban, desert, jungle, arctic and mountain environments. SOs are experts in special operations tactics and technical knowledge; mission planning; cultural awareness; small-unit leadership; operational risk management; tactical, operational and strategic thinking; tactical communications; tactical air control/terminal guidance; combat diving; paradrop operations; small boat operations; tactical ground mobility; small arms and crew-served weapons; fast roping and rappelling; demolitions/explosive breaching; trauma care; intelligence gathering and interpretation; transportation and logistics; and chemical/biological/radiological/nuclear defense measures. The SO rate is Sea-duty intensive.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	SOCM	20.1 Yrs	CMC	36	6 <sup>th</sup> Operational or Non Operational Tour Billet: FORCM, CMDCM, SEA. Duty: Team, Squadron, SA, CNSWC, NSWEN, TRADET, NSW Group, or NSW Unit. Schools: Keystone Course
21-25	SOCM	20.1 Yrs	CWO, CMC	36	5 <sup>th</sup> Operational or Non Operational Tour Billet: SEA, CMDCM, Staff Dept/DIV SEL. Duty: Team, Squadron, SA, CNSWC, NSWEN, TRADET, NSW Group, or NSW Unit. Schools: CMC/COB, Summit Course
17-21	SOCM SOCS SOC	20.1 Yrs 16.5 11.9	CWO, CMC, CSD	36	4 <sup>th</sup> Operational Tour Billet: PLT LCPO, TU/TRP SEL, CFT SEL, OPS LCPO. Duty: Team, Squadron, or SA. Schools: JSOF-SEA.
14-17	SOCS SOC	16.5 Yrs 11.9	LDO, CWO, OCS, MECP, CSC	48	3 <sup>rd</sup> Operational Tour Billet: PLT/TRP/CFT LPO, PLT/CFT LCPO, TM LDR, Instructor, Dept LPO, TRNG LPO. Duty: Team, Squadron, or SA Qualification: Air OPS Inst, ROIC, CQC/EB/DR/DGM RANGE SAFETY OFFICER, MFF/JM, SDV DV Sup. Schools: Sniper, Breacher, ASOT II & III, TSO, Joint Courses.
10-14	SOCS SOC SO1	16.5 Yrs 11.9 6.1		48	1 <sup>st</sup> Non Operational Tour Billet: Instructor, Dept LPO/LCPO, TRNG LPO/LCPO Staff LPO/LCPO. Duty: NSWEN, TRADET, NSW Group, or NSW Unit. Qualification: Air OPS Inst, ROIC, CQC/EB/DR/DGM RANGE SAFETY OFFICER, MFF/JM, SDV DV Sup. Schools: Sniper, Breacher, ASOT II & III, TSO, Joint Courses.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



## SO CAREER PATH



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
2-10	SOC SO1 SO2 SO3	11.9 Yrs 6.1 3.2 2		60	1 <sup>st</sup> /2 <sup>nd</sup> Operational Tour Billet: Team/PLT/TRP/CFT MBR, PLT/CFT LPO, TRP LPO Duty: Team, Squadron, or SA Qualification: DV Sup, ROIC, SR RANGE SAFETY OFFICER, HRST Master, SL/JM, NSW Medic, JTAC, SNEC 9502. Schools: NSW Comms, Sniper, Breacher, ASOT II.
1-2	Accession training, SEAL pipeline training. SEAL NEC 5326 awarded upon completion of SQT.	Advancement to SO3 upon completion of BUD/S.	Special Operations Combat Medic - SNEC 5392 SEAL Delivery Vehicle (SDV) Pilot/Navigator - SNEC 5323.		Recruit Training. Basic Underwater Demolition/SEAL (BUD/S) training. Military Static Line/Free-Fall parachute training. SEAL Qualification Training (SQT).
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT

### Notes:

1. In addition to the above career path, a SO is advanced due to his proven leadership, performance and qualifications.
2. Considerations for promotion from E6 to E7:
  - a. Prior to selection for E7, candidate should successfully complete a NSW LPO/E6 operational or training leadership tour for a minimum of 16 months.
  - b. Successful completion is defined by the member earning a good performance mark on their evaluation as an LPO and meeting the 16 month requirement.
  - c. Candidate should complete a diversity tour to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Support Activity, Special Boat Team, Any Training Command or Development Group).
  - d. Candidate should have a minimum of four qualifications (Para 5), three basic leadership and one advanced. Member should have Letters of Designation for each basic leadership qualification. Operational and training LPO assignments (Para 6a-b) fully meet the leadership milestone for PO1 to CPO. Staff (Para 6c) LPO tours do *NOT* meet selection criteria.
  - d. Candidate should complete the NSW LPO Course and if possible the Career Education Program (CEP 1) Joint Fundamentals.
3. Considerations for promotion from E7 to E8:



## SO CAREER PATH



- a. Prior to selection for E8, candidate should successfully complete an operational leadership tour as an LCPO/E7 - SEAL PLT, Cross-Functional Team, NSWAD, TACDE/SQD Team, or SDV PLT.
  - b. Candidate should complete the NSW Platoon Leaders Course and if possible the Career Education Program (CEP 2) Enterprise Management.
  - c. Candidate should complete a diversity tour to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Support Activity, Special Boat Team, Any Training Command or Development Group).
  - c. Candidate should have a minimum of five qualifications (Para 5), three basic leadership and two advanced.
4. Considerations for promotion from E8 to E9:
- a. Prior to selection for E9, candidate should successfully complete an operational leadership tour as an LCPO/E8 - SEAL TU/TRP, Cross-Functional Troop, TACDE/SQD Troop, PRT, or SDV TU/TRP.
  - b. Candidate should complete Career Education Program (CEP 3) Joint Senior Enlisted Academy (JSOF-SEA) or a service equivalent academy.
  - c. Candidate should have a diversity tour to one of the following commands (Any NSW Group, NSW Unit, TSOC, CNSWC, Support Activity, Special Boat Team, Any Training Command or Development Group).
  - d. Candidate should have a minimum of six qualifications (Para 5), three basic leadership and three advanced.
5. Best qualified candidates will have a diverse background and have completed prescribed PME. Additional qualifications are listed below.
- a. Basic Leadership Qualifications:
    - SL/JM – Static Line Jump Master
    - HRST Helo Rope Suspension Technique Master/Cast Master
    - DV Sup – Diving Supervisor
    - RSO – Range Safety Officer to include: (Small Arms, Demo, Stand Off Weapons/Rocket)
  - b. Advanced Qualifications:
 

<ul style="list-style-type: none"> <li>MFF/JM - Military Freefall Jump Master</li> <li>HRST Instructor</li> <li>NSW Air Ops Trainer</li> <li>NSW Air Ops Trainer Examiner</li> <li>NSW Sniper</li> <li>NSW Communicator</li> <li>NSW Breacher</li> <li>JTAC - Joint Terminal Air Controller</li> <li>JTAC Instructor</li> <li>JTAC Evaluator</li> <li>SDV Operator - 5323</li> <li>SDV DV Sup – SDV Diving Supervisor</li> <li>ASDS Lock In/Out Supervisor</li> <li>NSW Medic - 5392</li> <li>Outboard Overhaul Mechanic</li> </ul>	<ul style="list-style-type: none"> <li>ROIC – Range Officer In Charge</li> <li>Dynamic Fire and Movement</li> <li>Range Safety Officer (RSO)</li> <li>Close Quarters Combat RSO</li> <li>Indirect Fire (Mortars) RSO</li> <li>Dynamic Ground Mobility Fire and Movement RSO</li> <li>Explosive Breaching RSO</li> <li>Laser RSO</li> <li>ASOT II</li> <li>ASOT III</li> <li>Technical Surveillance Operations</li> <li>USN Instructor SNEC 9502</li> <li>Master Training Specialists (MTS)</li> <li>Language Qualification</li> </ul>
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## SO CAREER PATH



### 6. NSW Leadership Tours:

#### a. Operational Tours:

SEAL Team – PLT or TRP  
SEAL Delivery Team (SDV) – PLT or TRP  
SUPPACT -Support Activity - Cross-Functional Team or Troop  
NSWAD – Naval Special Warfare Anchor Detachment  
CFT-Cross Functional Team  
NSWDG-Naval Special Warfare Development Group  
TACD&E-Tactical Development and Evaluation– Team or Troop  
PRDO - Personnel Resources Development Office  
PRT- Provincial Reconstruction Team

#### b. Training Tours:

NSWC - Naval Special Warfare Center  
BTC - Basic Training Command  
ATC- Advanced Training Command  
TRADET Group 1, 2, and 3  
NSWDG Selection & Training  
SDV Training cell  
Joint Spec Ops Medical Training Center, FT Bragg  
NSOMI - Naval Spec Ops Med Inst  
Cultural Engagement Unit (CEU)  
Support Activity Training  
Special Operations Forces Liaison Element (SOFLE)

#### c. Staff Tours:

NSW Units 1, 2, 3, 4, 10  
CNRC/NSW Recruiter  
Enlisted Detailer  
ECM - Enlisted Community Manager  
NAVSPECWARCOM  
NAVSPECWARGRU ONE, TWO, THREE  
CENSEALSWCC  
USSOCOM  
Navy Parachute Team  
TSOC - Theater Special Operations Command



## Special Warfare Operator Petty Officer Third Class (Apprentice/Journeyman)

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Special Warfare Preparatory Course	Recruit Training Command, Great Lakes, IL	K-431-0350	8 weeks	
Basic Underwater Demolition/SEAL(BUD/S) BO thru Hellweek <sup>1</sup>	Coronado, CA	K-431-0037	6 weeks	
Post hell-week Basic Underwater Demolition/SEAL(BUD/S) <sup>1</sup>	Coronado, CA	K-431-0024	18 weeks	
Pre-SEAL Qualification Training <sup>1</sup>	Coronado, CA	K-431-0058	2 weeks	
SEAL Qualification Training <sup>1</sup>	Coronado, CA	K-431-0059	29 weeks	
<b>(Courses below are integrated into 29 week SQT COI)</b>				
SEAL Basic Cold Weather Maritime <sup>1</sup>	Kodiak, AK	K-431-0098	4 weeks	
NSW Naval Parachute Course – Static line <sup>1</sup>	Coronado, CA	K-431-0135	1 week	
NSW Naval Parachute Course – Military Freefall <sup>1</sup>	Coronado, CA	K-431-0136	4 weeks	
NSW SERE <sup>1</sup>	Coronado, CA	K-431-0400	3 weeks	

<sup>1</sup> - The SO rating, PNEC 5326, and the SEAL warfare qualification are assigned at the completion of the Basic Underwater Demolition/SEAL Pipeline, which includes all courses above except Initial Acquisition Training.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
SPECOPS Parachute Rigger (7353) <sup>1</sup>	Fort Lee, VA	K-860-0010	4 weeks	
NSW Communications Course <sup>1</sup>	Coronado, CA Little Creek, VA	K-431-0141	6 weeks	
Naval Special Warfare (NSW) Basic Combatives <sup>1</sup>	Coronado, CA*	K-431-0097	1 week	
NSW Diving Equipment Maintenance and Repair <sup>1</sup>	Various	K-431-0050	2 weeks	
MK 25 UVA Maintenance & Repair <sup>1</sup>	Coronado, CA*	K-431-0091	2 weeks	
MK 16 UBA Maintenance & Repair <sup>1</sup>	Panama City, FL	K-431-0093	1 week	
Outboard Motor Operator/Maintenance <sup>1</sup>	Various	Various		
Advanced SERE courses <sup>1</sup>	Various	Various		
Naval Special Warfare (NSW) Special Operations Tactical Paramedic (SO-TP) (5392)	Ft. Bragg, N.C.	K-431-7001	22 weeks	
Naval Special Warfare Medic and NSW SpecOps Tech (5392)	NSOMI, FT Bragg, NC / Coronado, CA	B-300-0042 / K-431-0021	30 weeks	

<sup>1</sup> - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4313 - Outboard Engine Mechanic	Coronado, CA	K-652-0237	2 weeks	
5323 - SDV Pilot/Navigator and Operator	Panama City, FL	K-431-0040	10 weeks	
5392 - Naval Special Warfare Medic and NSW SpecOps Tech	NSOMI, FT Bragg, NC / Coronado, CA	B-300-0042 / K-431-0021	30 weeks	
7352 - Senior Naval Parachutist	See NAVPERS			
7353 - Naval Special Operations Parachute Rigger	Fort Lee, VA	K-860-0010	4 weeks	
9536 - NSW Small Arms Organizational Level Maintenance Technician (NSW Armorer)	NWS, Crane, IN	S-041-0002	5 weeks	
9568 - Joint Terminal Attack Controller (JTAC)	Various	Various		

Note: See NAVPERS 18068F for NEC requirements

**JOB DESCRIPTION**

The SO3 is a junior leader/manager assigned to a SEAL Platoon or SEAL Delivery Vehicle Team (SDVT). He assumes responsibility for, and masters the management skills necessary for at least one department at the Platoon level. Departments include Air Operations, Diving Operations, Ordnance, Combat Medicine, Tactical Communications & Electronics, Intelligence, Tactical Mobility and Transportation & Logistics. The SO3 masters Platoon tactical level Standard Operating Procedures, and is expected to become a subject matter expert in at least one war fighting SO skill that include Explosive Breacher, Sniper, Tactical Radioman, Medic and others. The SO3 is responsible for conducting analysis and detailed briefings on his department for inclusion in operational mission plans.

**RECOMMENDED BILLET ASSIGNMENTS**

1st 5-year operational Sea Tour - SEAL Team or SEAL Delivery Vehicle Team.

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E-5)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

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

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

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

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

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

Physical Fitness Test Failure: \_\_\_\_\_

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

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

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

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

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

Naval Academy \_\_\_\_\_ Naval Academy Preparatory School (NAPS) \_\_\_\_\_ Officer Candidate School \_\_\_\_\_

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

## RECORD REVIEW CHECKLIST

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

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

## QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

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)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Military drivers license		
Bus license		
HAPS		

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Commercial Divers</a>
<a href="#">Environmental Science and Protection Technicians, Including Health</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">Hazardous Materials Removal Workers</a>
Occupation (Federal Employer)
<a href="#">0006 - Correctional Institution Administration Series</a>
<a href="#">0007 - Correctional Officer Series</a>
<a href="#">0072 - Fingerprint Identification Series</a>
<a href="#">0080 - Security Administration Series</a>
<a href="#">0082 - United States Marshal Series</a>
<a href="#">0083 - Police Series</a>
<a href="#">0085 - Security Guard Series</a>
<a href="#">0086 - Security Clerical and Assistance Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">1801 - General Inspection, Investigation, Enforcement, and Compliance Series</a>
<a href="#">1811 - Criminal Investigation Series</a>
<a href="#">1881 - Customs and Border Protection Interdiction Series</a>
<a href="#">1895 - Customs and Border Protection Series</a>
<a href="#">1896 - Border Patrol Enforcement Series</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5784 - Riverboat Operating</a>
<a href="#">5786 - Small Craft Operating</a>
<a href="#">6502 - Explosives Operating</a>
<a href="#">6610 - Small Arms Repairing</a>
<a href="#">6656 - Special Weapons Systems Mechanic</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Entry Level Tender/Diver</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Saturation Technician</a>	
E5	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Master Parachute Rigger</a>	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Senior Parachute Rigger</a>	
E4	<a href="#">National Registry of Emergency Medical Technicians (NREMT)</a>	<a href="#">Emergency Medical Technician (EMT)</a>	
E4	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA A License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA B License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA C License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA D License</a>	

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

### UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	<a href="#">Armory Technician</a>	
E1 - E9	<a href="#">Computer Operator</a>	
E7 - E9	<a href="#">Master Homeland Security Specialists</a>	

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): \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_

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

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Second Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD-09-002	16 hours	
Petty Officer Second Class Selectee Leadership Course - Phase Two	Command Delivered	CPPD-LEAD-09-002	10 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training)<sup>1</sup></b>				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity)<sup>3</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

**E4 REQUIRED COMMUNITY PME:**

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

**E4 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Core Continuum (LCC)	Command Delivered	CPPD10-LCC (Series)	6 hours	
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**E4 RECOMMENDED RESERVE PME:**

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

**E4 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

#### E4 RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
First SEAL <i>by Roy Boehm with Charles W. Sasser</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
Endurance: Shackelton's Incredible Voyage <i>by Alfred Lansing</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



## Special Warfare Operator Petty Officer Second Class (Journeyman)

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Special Warfare Preparatory Course	Recruit Training Command, Great Lakes, IL	K-431-0350	8 weeks	
Basic Underwater Demolition/SEAL(BUD/S) BO thru Hellweek	Coronado, CA	K-431-0037	6 weeks	
Post hell-week Basic Underwater Demolition/SEAL(BUD/S)	Coronado, CA	K-431-0024	18 weeks	
Pre-SEAL Qualification Training	Coronado, CA	K-431-0058	2 weeks	
SEAL Qualification Training	Coronado, CA	K-431-0059	29 weeks	
<b>(Courses below are integrated into 29 week SQT COI)</b>				
SEAL Basic Cold Weather Maritime	Kodiak, AK	K-431-0098	4 weeks	
NSW Naval Parachute Course – Static line	Coronado, CA	K-431-0135	1 week	
NSW Naval Parachute Course – Military Freefall	Coronado, CA	K-431-0136	4 weeks	
NSW SERE	Coronado, CA	K-431-0400	3 weeks	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Diving Supervisor <sup>1</sup>	Coronado, CA*	K-431-0048	2 weeks	
Static Line Jump Master (SLJM) <sup>1</sup>	Coronado, CA Little Creek, VA	K-431-0084	3 weeks	
NSW Range Operations Safety (ROS) <sup>1</sup>	Coronado, CA / Little Creek, VA	K-431-0100	1 week	
Naval Special Warfare 107 <sup>1</sup>	Coronado, CA*	K-431-0107	5 weeks	
NSW Special Reconnaissance Scout <sup>1</sup>	Coronado, CA*	K-431-0128	4 weeks	
NSW Photographic Image Capture (PIC) <sup>1</sup>	Coronado, CA Little Creek, VA	K-431-0140	2 weeks	
NSW Sniper <sup>1</sup>	Coronado, CA*	K-431-0129	6 weeks	
NSW Helicopter Rope Suspension Techniques/Cast (HRST/C) Master <sup>1</sup>	Coronado, CA Little Creek, VA	K-431-0132	2 weeks	
NSW Explosives <sup>1</sup>	Virginia Bch, VA	K-431-0064		
40mm MK-19 Operation & Maintenance <sup>1</sup>	Various	J-041-4001		
50cal M2 HB Operation & Maintenance <sup>1</sup>	Various	J-041-0145		
Air Deployment Load Planner <sup>1</sup>	Various, Air Force	8C-S135	3 weeks	
Transportation of Hazardous Materials <sup>1</sup>	San Diego, CA Norfolk, VA	A-822-0012	2 weeks	
Naval Strike and Air Warfare Joint Terminal Attack Controller (JTAC) (5304)	Fallon, NV	S-250-0500	2 weeks	

<sup>1</sup> - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - NSW Instructor Qualification Course (IQC)	Coronado, CA	K-431-0300	3 weeks	

**JOB DESCRIPTION**

The SO2 serves primarily as a mid level leader/manager of a SEAL/SDV Platoon or NSW training department. He provides leadership, mentorship and training to junior personnel. The SO2 provides reports and accountability with regard to the readiness of his department at the Platoon level. The SO2 is an expert in more than one war fighting SO skill set, and assists in managing a second department at the Platoon level. The SO2 conducts analysis and detailed briefings on his department for inclusion in operational mission plans. The SO2 plans and executes operations at the department and Platoon level in support of Platoon and Task Unit level tasking. An experienced SO2 conducts high risk training in training departments, and when deployed train foreign regular military and special operations forces.

**RECOMMENDED BILLET ASSIGNMENTS**

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team  
Training Tour: Instructor- Basic, Advanced, Training Detachment  
Alternate Tour: Navy Parachute Team, Language training student (Defense Language Institute)

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E-6)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

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

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

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

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

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

Physical Fitness Test Failure: \_\_\_\_\_

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

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

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

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

Naval Academy \_\_\_\_\_ Naval Academy Preparatory School (NAPS) \_\_\_\_\_

Officer Candidate School \_\_\_\_\_ Seaman to Admiral 21 (STA-21) \_\_\_\_\_

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

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

## RECORD REVIEW CHECKLIST

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

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

## QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

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)

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

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Commercial Divers</a>
<a href="#">Environmental Science and Protection Technicians, Including Health</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">Hazardous Materials Removal Workers</a>
Occupation (Federal Employer)
<a href="#">0006 - Correctional Institution Administration Series</a>
<a href="#">0007 - Correctional Officer Series</a>
<a href="#">0072 - Fingerprint Identification Series</a>
<a href="#">0080 - Security Administration Series</a>
<a href="#">0082 - United States Marshal Series</a>
<a href="#">0083 - Police Series</a>
<a href="#">0085 - Security Guard Series</a>
<a href="#">0086 - Security Clerical and Assistance Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">1801 - General Inspection, Investigation, Enforcement, and Compliance Series</a>
<a href="#">1811 - Criminal Investigation Series</a>
<a href="#">1881 - Customs and Border Protection Interdiction Series</a>
<a href="#">1895 - Customs and Border Protection Series</a>
<a href="#">1896 - Border Patrol Enforcement Series</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5784 - Riverboat Operating</a>
<a href="#">5786 - Small Craft Operating</a>
<a href="#">6502 - Explosives Operating</a>
<a href="#">6610 - Small Arms Repairing</a>
<a href="#">6656 - Special Weapons Systems Mechanic</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Entry Level Tender/Diver</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Saturation Technician</a>	
E5	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Master Parachute Rigger</a>	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Senior Parachute Rigger</a>	
E4	<a href="#">National Registry of Emergency Medical Technicians (NREMT)</a>	<a href="#">Emergency Medical Technician (EMT)</a>	
E4	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA A License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA B License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA C License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA D License</a>	

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

### UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	<a href="#">Armory Technician</a>	
E1 - E9	<a href="#">Computer Operator</a>	
E7 - E9	<a href="#">Master Homeland Security Specialists</a>	

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

## STAY NAVY

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

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

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

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer First Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD09-003	16 hours	
Petty Officer First Class Selectee Leadership Course - Phase Two (Frocked E-6)	Command Delivered	CPPD-LEAD09-003		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
Ethics Training	Command Delivered			

**Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup>**

Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		

**Required General Military Training Topics For FY 2016 (Command-Assigned Readiness – Enhancement topics; biennial periodicity) <sup>3</sup>**

Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

**E5 REQUIRED COMMUNITY PME:**

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

**E5 RECOMMENDED NAVY PME:**

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

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**E5 RECOMMENDED RESERVE PME:**

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

**E5 RECOMMENDED COMMUNITY PME:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

## E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Why: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



## Special Warfare Operator Petty Officer First Class (Journeyman/Master)

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

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

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Lead Breacher <sup>1</sup>	Virginia Bch, VA	K-431-0139	4 weeks	
ASDS Lock-In/Out Basic Operator <sup>1</sup>	Pearl Harbor, HI	K-431-0104		
ASDS Lock-In/Out Supervisor <sup>1</sup>	Pearl Harbor, HI	K-431-0105		
Air Drop Load Inspector <sup>1</sup>	Fort Lee, VA	K-860-0010, 4N-F3/860-F1	1 week	
Javelin Gunnery <sup>1</sup>	Various	010-AS12C		
SpecOps Mission Planning Environment (SOMPE-MARITIME) <sup>1</sup>	San Diego, CA	Various	2 weeks	
Joint Terminal Attack Controller Instructor (JTAC-I) (9569)	Various	Various		

<sup>1</sup> - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9554 - Master Naval Parachutist	Various	Various		
9569 - Joint Terminal Attack Controller Instructor (JTAC-I)	Various	Various		

Note: See NAVPERS 18068F for NEC requirements

#### JOB DESCRIPTION

The SO1 serves primarily as a SEAL/SDV Platoon/Training Detachment Leading Petty Officer, or LPO/SO1 of an NSW training command. The SO1 assumes responsibility for the readiness of each department and all junior personnel at the Platoon level, and provides leadership, mentorship and training to junior personnel. The SO1 is responsible for personnel and equipment management in support of Platoon level operations. The SO1 plans and executes operations at the Platoon level in support of the Task Unit, and provides tactical input to current operational plans. The Training Detachment SO1 is a Range Safety Officer and high risk trainer, responsible for developing and implementing complex training scenarios. He coordinates logistics for training blocks of instruction, which can last for several weeks in remote locations, including coordinating large-group travel arrangements, live-fire ranges, day to day training schedules, weapons and ammo storage, medical, etc. When deployed coordinates and trains foreign regular military and special operations forces.

#### RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team, DEVGRU  
 Training Tour: Instructor- Basic, Advanced, Training Detachment, SERE, Joint Spec Ops Medical Training Center  
 Staff Tour: NSW Group HQ, NSW Unit (OCONUS)  
 Alternate Tour: Recruiting Directorate, Personnel Exchange Program, Navy Parachute Team, Experimental Diving Unit, Language Training Student (Defense Language Institute)

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E-7)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

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**CAREER DEVELOPMENT BOARDS:** Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ CPO 365: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

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

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

Transfer: \_\_\_\_\_ Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

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

Selection Board Ineligible/Non-Select: \_\_\_\_\_ Standard Score 40 or less/failed: \_\_\_\_\_

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

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

Naval Academy \_\_\_\_\_ Naval Academy Preparatory School (NAPS) \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_

Officer Candidate School \_\_\_\_\_ Seaman to Admiral 21 (STA-21) \_\_\_\_\_

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

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

## SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

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

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

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

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

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 360 / SELRES = 335 / FTS = 336)

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

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

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

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

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

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

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

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

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

**Phase 2:** Begins when the NAVADMIN announcing CPO selection is released and is designed as the final training period to prepare Selectees for entry into the Chiefs' Mess. This phase culminates with the Final Test, followed by a pinning ceremony on September 16, or a suitable date.

As determined to be appropriate by the CPO mess, all FCPOs will continue to participate in some form of CPO 365 training throughout Phase 2 - when and where practical. It is agreed that there will be several instances where CPO Selectees and non Selects will conduct separate sessions.

## QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

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)

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

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Commercial Divers</a>
<a href="#">Environmental Science and Protection Technicians, Including Health</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">Hazardous Materials Removal Workers</a>

Occupation (Federal Employer)
<a href="#">0006 - Correctional Institution Administration Series</a>
<a href="#">0007 - Correctional Officer Series</a>
<a href="#">0072 - Fingerprint Identification Series</a>
<a href="#">0080 - Security Administration Series</a>
<a href="#">0082 - United States Marshal Series</a>
<a href="#">0083 - Police Series</a>
<a href="#">0085 - Security Guard Series</a>
<a href="#">0086 - Security Clerical and Assistance Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">1801 - General Inspection, Investigation, Enforcement, and Compliance Series</a>
<a href="#">1811 - Criminal Investigation Series</a>
<a href="#">1881 - Customs and Border Protection Interdiction Series</a>
<a href="#">1895 - Customs and Border Protection Series</a>
<a href="#">1896 - Border Patrol Enforcement Series</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5784 - Riverboat Operating</a>
<a href="#">5786 - Small Craft Operating</a>
<a href="#">6502 - Explosives Operating</a>
<a href="#">6610 - Small Arms Repairing</a>
<a href="#">6656 - Special Weapons Systems Mechanic</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Entry Level Tender/Diver</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Saturation Technician</a>	
E5	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Master Parachute Rigger</a>	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Senior Parachute Rigger</a>	
E4	<a href="#">National Registry of Emergency Medical Technicians (NREMT)</a>	<a href="#">Emergency Medical Technician (EMT)</a>	
E4	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA A License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA B License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA C License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA D License</a>	

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

### UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	<a href="#">Armory Technician</a>	
E1 - E9	<a href="#">Computer Operator</a>	
E7 - E9	<a href="#">Master Homeland Security Specialists</a>	

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

## STAY NAVY

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

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

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

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

Goal: Date: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_

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

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

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

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

For entry into JST, send official transcripts to:

Naval Education and Training Professional Development and Technology Center

Attn: JST Operation Center N615

6490 Saufley Field Road

Pensacola, FL 32509

Phone: 1-877-838-1659

Comm: 757-492-4684

FAX: 757-492-5095

DSN: 492-4684

Email: VEC@navy.mil

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

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

**E6 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD09-004	30 hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

**E6 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Joint Fundamentals COI	Distance Learning	SOE-2220 / CEP-1	8 weeks	
NSW LPO Preparatory COI	San Diego, CA / Little Creek, VA	K-431-8001	2 weeks	

**E6 RECOMMENDED COMMUNITY PME:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

## E6 RECOMMENDED COMMUNITY READING

Title	Completed
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



## Special Warfare Operator Chief Petty Officer (Master)

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

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

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Joint Interrogation Certification Course <sup>1</sup>	Various	241-F4(CT)		
Disaster Preparedness Operations & Training Specialist (9598) <sub>1</sub>	FT, Leonard Wood, MO	A-494-0006	26 days	
Administrative Laser Systems Safety Officer Course <sup>1</sup>	San Diego, CA Little Creek, VA	A-493-0067	1 week	
Joint Terminal Attack Controller - Evaluator	Various			

<sup>1</sup> - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance/Explosives, Diving Operations, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

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

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

#### JOB DESCRIPTION

The SOC serves primarily as the LCPO of a Platoon or NSW Training Detachment/Command. As a Platoon LCPO he is the senior enlisted leader for a SEAL Platoon. He provides the operational and administrative leadership/management for his Platoon and is routinely called upon to provide Platoon level tactical input to current operational plans. The scope of responsibilities includes daily management of mission requirements and personnel, mission planning and acquisition of support assets, coordinating and executing NSW missions unilaterally or with joint forces, coordinating and supervising training and exercises with NSW Training Detachments, joint forces, and other government agencies. He coordinates with Theater Special Operations Command representatives to provide oversight in the planning and execution of operations and exercises. The Training Detachment LCPO/SOC is a Range Safety Officer and High Risk trainer in charge of multiple high risk complex training scenarios. When deployed coordinates training and leads operations with foreign regular military and special operations forces.

#### RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team, DEVGRU  
 Training Tour: Instructor – Basic, Advanced, Training Detachment  
 Joint & Staff Tour: Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)  
 Alternate Tour: Recruiting Directorate, Personnel Exchange Program, Navy Parachute Team, Language training student (DLI)

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

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

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ CPO 365: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

CMS/ID 13 months to PRD: \_\_\_\_\_ Transfer: \_\_\_\_\_

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

Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

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

Non-Select: \_\_\_\_\_

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

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

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

Officer Candidate School \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_ Chief Warrant Officer \_\_\_\_\_

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

## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

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

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

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

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

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

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

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

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

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

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

## QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

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)

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

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Commercial Divers</a>
<a href="#">Environmental Science and Protection Technicians, Including Health</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">Hazardous Materials Removal Workers</a>
Occupation (Federal Employer)
<a href="#">0006 - Correctional Institution Administration Series</a>
<a href="#">0007 - Correctional Officer Series</a>
<a href="#">0072 - Fingerprint Identification Series</a>
<a href="#">0080 - Security Administration Series</a>
<a href="#">0082 - United States Marshal Series</a>
<a href="#">0083 - Police Series</a>
<a href="#">0085 - Security Guard Series</a>
<a href="#">0086 - Security Clerical and Assistance Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">1801 - General Inspection, Investigation, Enforcement, and Compliance Series</a>
<a href="#">1811 - Criminal Investigation Series</a>
<a href="#">1881 - Customs and Border Protection Interdiction Series</a>
<a href="#">1895 - Customs and Border Protection Series</a>
<a href="#">1896 - Border Patrol Enforcement Series</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5784 - Riverboat Operating</a>
<a href="#">5786 - Small Craft Operating</a>
<a href="#">6502 - Explosives Operating</a>
<a href="#">6610 - Small Arms Repairing</a>
<a href="#">6656 - Special Weapons Systems Mechanic</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Entry Level Tender/Diver</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Saturation Technician</a>	
E5	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Master Parachute Rigger</a>	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Senior Parachute Rigger</a>	
E4	<a href="#">National Registry of Emergency Medical Technicians (NREMT)</a>	<a href="#">Emergency Medical Technician (EMT)</a>	
E4	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA A License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA B License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA C License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA D License</a>	

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

### UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	<a href="#">Armory Technician</a>	
E1 - E9	<a href="#">Computer Operator</a>	
E7 - E9	<a href="#">Master Homeland Security Specialists</a>	

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

**STAY NAVY**

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_  
Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_ Medical/Dental Screening: \_\_\_\_\_  
Command Recommendation (evaluation): \_\_\_\_\_ Bonus: \_\_\_\_\_ Ceremony: \_\_\_\_\_

**TRANSFER:**

15 Months                      12 Months                      9 Months                      6 Months                      Orders Received  
Exception Family Member \_\_\_\_\_ EFM \_\_\_\_\_ CMS/ID \_\_\_\_\_ Accept Orders \_\_\_\_\_ Screening \_\_\_\_\_  
CMS/ID \_\_\_\_\_ CMS/ID \_\_\_\_\_ Reverse Sponsor \_\_\_\_\_ Obligate \_\_\_\_\_  
Continuous Overseas Tours (COT) \_\_\_\_\_ Relocation (FFSC) \_\_\_\_\_ Bonus \_\_\_\_\_  
Overseas Tour Extension Incentive Program (OTEIP) \_\_\_\_\_ Medical/Dental \_\_\_\_\_

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

**SEPARATING/RETIRE:**

18 -12 months                      6 months                      90 days                      30 days  
Transition GPS \_\_\_\_\_ MED/DEN \_\_\_\_\_ Copy of Records \_\_\_\_\_ Copy of Records \_\_\_\_\_  
Complete DD2648PSD \_\_\_\_\_ Relocation \_\_\_\_\_ Official Record CD \_\_\_\_\_ PSD \_\_\_\_\_  
Transition Planning \_\_\_\_\_ Relocation Services (FFSC) \_\_\_\_\_ Arrange Ceremony \_\_\_\_\_ MED/DEN \_\_\_\_\_  
Reserve Affiliation \_\_\_\_\_ Request Leave / PTDY \_\_\_\_\_  
VA/DVA \_\_\_\_\_

**PHYSICAL FITNESS:**

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ If Required (Neck \_\_\_\_\_ Waist \_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)  
Last 2 PRT Cycles: Curl-ups \_\_\_\_\_ / \_\_\_\_\_ Push-ups \_\_\_\_\_ / \_\_\_\_\_ Run/Swim/Cardio \_\_\_\_\_ / \_\_\_\_\_ Overall Score \_\_\_\_\_ / \_\_\_\_\_  
List date (if) any PRT/BCA failure(s) over the last 5 years \_\_\_\_\_ / \_\_\_\_\_ List if any Medical Waiver(s) \_\_\_\_\_ / \_\_\_\_\_

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

**CPO REQUIRED NAVY PME:**

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

1 - Verify GMT topics on NKO GMT web page.

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

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

**CPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Enterprise Management	Distance Learning	SOE-3420 / CEP-2	8 weeks	
NSW Platoon Leaders COI	San Diego, CA / Little Creek, VA	K-2E-5001	4 weeks	

**CPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hours	
Senior Enlisted Academy	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Senior Enlisted Leadership Development Guide	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion)<sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**CPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-CGMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-CMSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-CNPSAP-2 /DoN 0	23 hours	

**CPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	
NSW Ground Force Commander	San Diego/Little Creek	K-431-8002	1 week	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

**CPO RECOMMENDED COMMUNITY READING**

Title	Completed
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



**Special Warfare Operator  
Senior Chief Petty Officer  
(Master)**

NAME \_\_\_\_\_

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

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

**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
None				

**JOB DESCRIPTION**

The SOCS serves primarily as a Task Unit SCPO, and Training Detachment SCPO. He possesses extensive Naval Special Warfare operational skills and knowledge. The scope of responsibilities includes leading, supervising and managing assigned SEAL Platoons and numerous supporting attachments. He supervises, plans and coordinates high-risk training and exercises and when deployed coordinates training and leads operations with foreign regular military and special operations forces. The SOCS routinely provides Task Unit level and above, critical tactical input to current operational plans. He coordinates with Theater Special Operations Command representatives to provide oversight in the planning and execution of operations and exercises, and is frequently assigned as the Liaison Officer (LNO) for foreign special operations forces, other government agencies, and U.S. Embassies. He is responsible for all Task Unit personnel special qualifications and oversees the combat development and evaluation of NSW combat equipment.

**RECOMMENDED BILLET ASSIGNMENTS**

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team  
 Training Tour: Instructor – Basic, Advanced, Training Detachment, NSW Prep Course  
 Joint & Staff Tour: Special Operations Command, Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)  
 Alternate Tour: Detailer, Career Specialist (CENSEALSWCC), Personnel Exchange Program, Navy Parachute Team, Language training student (DLI)

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Command Master Chief: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

**CAREER DEVELOPMENT BOARDS:** Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ CPO 365: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

CMS/ID 13 months to PRD: \_\_\_\_\_ Transfer: \_\_\_\_\_

Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

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

Non-Select: \_\_\_\_\_

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

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

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

Officer Candidate School \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_ Chief Warrant Officer \_\_\_\_\_

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

## SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

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

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

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

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

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

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

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

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

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

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

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

## QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

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)

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

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Commercial Divers</a>
<a href="#">Environmental Science and Protection Technicians, Including Health</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">Hazardous Materials Removal Workers</a>

Occupation (Federal Employer)
<a href="#">0006 - Correctional Institution Administration Series</a>
<a href="#">0007 - Correctional Officer Series</a>
<a href="#">0072 - Fingerprint Identification Series</a>
<a href="#">0080 - Security Administration Series</a>
<a href="#">0082 - United States Marshal Series</a>
<a href="#">0083 - Police Series</a>
<a href="#">0085 - Security Guard Series</a>
<a href="#">0086 - Security Clerical and Assistance Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">1801 - General Inspection, Investigation, Enforcement, and Compliance Series</a>
<a href="#">1811 - Criminal Investigation Series</a>
<a href="#">1881 - Customs and Border Protection Interdiction Series</a>
<a href="#">1895 - Customs and Border Protection Series</a>
<a href="#">1896 - Border Patrol Enforcement Series</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5784 - Riverboat Operating</a>
<a href="#">5786 - Small Craft Operating</a>
<a href="#">6502 - Explosives Operating</a>
<a href="#">6610 - Small Arms Repairing</a>
<a href="#">6656 - Special Weapons Systems Mechanic</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Entry Level Tender/Diver</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Saturation Technician</a>	
E5	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Master Parachute Rigger</a>	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Senior Parachute Rigger</a>	
E4	<a href="#">National Registry of Emergency Medical Technicians (NREMT)</a>	<a href="#">Emergency Medical Technician (EMT)</a>	
E4	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA A License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA B License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA C License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA D License</a>	

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

### UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	<a href="#">Armory Technician</a>	
E1 - E9	<a href="#">Computer Operator</a>	
E7 - E9	<a href="#">Master Homeland Security Specialists</a>	

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

## STAY NAVY

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

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

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### TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

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

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### SEPARATING/RETIRE:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

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### PHYSICAL FITNESS:

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

Goal: Date: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_

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

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

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

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

For entry into JST, send official transcripts to:

Naval Education and Training Professional Development and Technology Center

Attn: JST Operation Center N615

6490 Saufley Field Road

Pensacola, FL 32509

Phone: 1-877-838-1659

Comm: 757-492-4684

FAX: 757-492-5095

DSN: 492-4684

Email: VEC@navy.mil

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

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

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy <sup>4,5</sup>	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

4 - NAVADMIN 266/14 Starting in FY 2017, all newly selected SCPO's will be required to complete the SEA

5 - Reserves selected to Senior Chief Petty Officer will also be required to complete (See NAVADMIN 266/14 for guidance)

**SCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Joint Special Operations Forces Senior Enlisted Academy	Distance Learning / Resident	SOE-3440 / CEP-3	8 months 6 months distance learning / 2 months resident	
NSW Platoon Leaders COI	San Diego, CA / Little Creek, VA	K-2E-5001	4 weeks	

**SCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	NOK	JKDDC-SNCO-2	60 hours	
Senior Enlisted Leadership Development Guide	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	NKO/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0 / US DoN	10 hours	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**SCPO RECOMMENDED RESERVE PME:**

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

**SCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

**SCPO RECOMMENDED COMMUNITY READING**

Title	Completed
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Why: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



## Special Warfare Operator Master Chief Petty Officer (Master)

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

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

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Enlisted Leadership Course	NJS, Newport, RI	S-500-0017	5 days	
Senior Enlisted Academy & CMC/COB Course	Newport, RI	P-920-1301/960F	7 weeks	
Joint Special Operations Forces Pre-Command Course (JSOFPC)	MacDill AFB, FL	S-2G-5065		
Keystone Course	Suffolk, VA and Washington D.C.			

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9580 - Command Master Chief (CMDCM)	Newport, RI	A-570-4500	2 weeks	

#### JOB DESCRIPTION

The SOCM serves primarily as a Command Master Chief, Operations Master Chief, Training Master Chief and Senior Enlisted Advisor (SEA) for a Naval Special Warfare (NSW) command. They also serve as a joint CSEL/CMC/SEA/OPS MCPO at every level within U.S. Special Operations Command. The SOCM is the premier enlisted leader, manager, and SEAL Operator. The scope of responsibility includes advising Commanding Officers on all facets of the command, from personnel and equipment management to pre-deployment training and combat operations. As Operations MCPO he provides critical input to the Commanding Officer and coordinates all activities for SEAL Platoons and NSW Task Units within and outside the NSW Squadron/Unit. The OPS MCPO coordinates and ensures interoperability with all Squadron attachments, including Special Boat Detachments, EOD, cryptologists, interpreters, intelligence analysts, and other supporting forces. He manages deployment and training schedules and coordinates with joint, combined and interagency forces, and all required combat and non-combat service supporting assets for operations and exercises. The Training Detachment MCPO plans, manages, and coordinates all aspects of NSW high-risk training programs and conducts liaison with high-ranking military and government officials, joint forces, and other government agencies. During the inter-deployment training cycle, with high risk tactical training and full mission profile exercises with all supporting assets, he ensures all training and SOPs are adhered to in preparing the NSW Squadron for deployment.

#### RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: SEAL Team, SEAL Delivery Vehicle Team, Special Reconnaissance Team  
 Training Tour: Instructor – Basic, Advanced, Training Detachment  
 Joint & Staff Tour: Special Operations Command, Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)  
 Alternate Tour: Detailer, Enlisted Community Manager Tech Advisor, Career Specialist (CENSEALSWCC), Language training student (DLI)

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Command Master Chief: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_

HYT Date: \_\_\_\_\_ Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

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

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ CPO 365: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

CMS/ID 13 months to PRD: \_\_\_\_\_ Transfer: \_\_\_\_\_

Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

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

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

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

Officer Candidate School \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_ Chief Warrant Officer \_\_\_\_\_

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

## QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Diving Supervisor		
Static-line Jumpmaster		
Small Arms RSO		
Dynamic Range RSO		
Demolitions RSO		
Indirect Fire RSO		
Rockets RSO		
Close Quarters Combat RSO		
Explosive Breaching RSO		
Laser RSO		
Dynamic Ground Mobility Vehicle Range RSO		
Dynamic Waterborne Range RSO		
Drop-Zone Safety Officer		
HRST/C MASTER		
HRST/C MASTER INSTRUCTOR		
Master Training Specialist (MTS)		
AIR OPS TRAINER		
AIROPS TRAINER EXAMINER		

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)

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

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Commercial Divers</a>
<a href="#">Environmental Science and Protection Technicians, Including Health</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">Hazardous Materials Removal Workers</a>

Occupation (Federal Employer)
<a href="#">0006 - Correctional Institution Administration Series</a>
<a href="#">0007 - Correctional Officer Series</a>
<a href="#">0072 - Fingerprint Identification Series</a>
<a href="#">0080 - Security Administration Series</a>
<a href="#">0082 - United States Marshal Series</a>
<a href="#">0083 - Police Series</a>
<a href="#">0085 - Security Guard Series</a>
<a href="#">0086 - Security Clerical and Assistance Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">1801 - General Inspection, Investigation, Enforcement, and Compliance Series</a>
<a href="#">1811 - Criminal Investigation Series</a>
<a href="#">1881 - Customs and Border Protection Interdiction Series</a>
<a href="#">1895 - Customs and Border Protection Series</a>
<a href="#">1896 - Border Patrol Enforcement Series</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5784 - Riverboat Operating</a>
<a href="#">5786 - Small Craft Operating</a>
<a href="#">6502 - Explosives Operating</a>
<a href="#">6610 - Small Arms Repairing</a>
<a href="#">6656 - Special Weapons Systems Mechanic</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Entry Level Tender/Diver</a>	
E4	<a href="#">Association of Diving Contractors International (ADCI)</a>	<a href="#">Saturation Technician</a>	
E5	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Master Parachute Rigger</a>	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	<a href="#">Senior Parachute Rigger</a>	
E4	<a href="#">National Registry of Emergency Medical Technicians (NREMT)</a>	<a href="#">Emergency Medical Technician (EMT)</a>	
E4	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA A License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA B License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA C License</a>	
E6	<a href="#">United States Parachute Association (USPA)</a>	<a href="#">USPA D License</a>	

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

### UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	<a href="#">Armory Technician</a>	
E1 - E9	<a href="#">Computer Operator</a>	
E7 - E9	<a href="#">Master Homeland Security Specialists</a>	

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

**STAY NAVY**

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

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

**TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

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

**SEPARATING/RETIRE:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

**MCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hours	
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness – Enhancement topics; biennial periodicity) <sup>3</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

**MCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Joint Special Operations Forces Senior Enlisted Academy	Distance Learning / Resident	SOE-3440 / CEP-3	8 months 6 months distance learning / 2 months resident	
JSOU Summit	Distance Learning / Resident	SOE-4440 / CEP-4	3 months 2 months distance learning / 3 weeks resident	

**MCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	NOK	JKDDC-SNCO-2	60 hours	
Senior Enlisted Leadership Development Guide	NKO			
CMDCM/COB Leadership Course (Must have fleet recommendation)	NKO/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Selection Board Member	NKO	NPC-SBM-2.0	1 hour	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**MCPO RECOMMENDED RESERVE PME:**

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

**MCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

## MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Wake of the Wahoo <i>by Forest J. Sterling</i>	
1812: The Navy's War <i>by George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know <i>by P.W. Singer</i>	
SEAL of Honor <i>by Gary Williams</i>	
Leading with the Heart <i>by Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War <i>by David Crist</i>	
The Crisis of Islam <i>by Bernard Lewis</i>	
Execute Against Japan <i>by LT Joel Holwitt, USN</i>	
Monsoon <i>by Robert Kaplan</i>	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsean</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Killer Angels <i>by Michael Shaara</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
A Commitment to Valor <i>by Rod Cragg</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



**ALL PAYGRADES  
VOLUNTARY EDUCATION**



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

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

**E1- E6: The workshop is available at your Navy College Office  
E-7 and above: The Workshop is available at your Navy College Office  
or  
Complete the online course at the Navy College Website**

**How do I get started?**

You already have. All your training up to this point is part of your Special Warfare Operator 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 SO**

<b>Recommended Associates' degrees for the Seaman</b>
AA in Liberal Arts
AA in Business Administration or Management
AA in Applied Management
AA in Applied Science or Technology

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

<b>Recommended Bachelors/Masters degrees for the Seaman</b>
BA in Criminal Justice with specialization in Homeland Security
BA in Business Administration with specialization in International Business
BS in Organizational Leadership
BS in Criminal Justice
BS in Strategic Studies and Defense Analysis
BS in Cyber Security
MS in Strategic Leadership
MS in Information and Security Assurance
MBA in Business Administration
MDY in Diplomacy
MCE in Civil Engineering
MSN in Nursing
MMH in Military History
MAH in Arts and History
MSL in Science of Leadership
MPA in Public Administration

## **GENERAL INFORMATION ON VOLUNTARY EDUCATION**

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

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

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

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

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

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

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

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

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

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

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

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

### **Vocational Certificates**

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

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

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

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

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

## SAMPLE DEGREE PLAN



### A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

#### RATING:

**Other Degree Requirements:** Remediation / SLS / Pre-reqs if Needed  
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
<b>~GENERAL EDUCATION</b>								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
<b>~PROFESSIONAL COURSES</b>								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
<b>~PROFESSIONAL ELECTIVES - minimum 24 hours</b>								
	E3	E4	E5	E6	E7	E8	E9	
<i>ACE Recommended from MOS / Rate:</i>								
Military Credits	7	13	13	17	16	16	16	
<i>Credit from Service School:</i>								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
C-Schools (if attended)	Credit based on individual evaluation							
<b>Total Elective Hours</b>	9	15	15	19	18	18	18	
<b>Total Credits Awarded *</b>	<b>9</b>	<b>15</b>	<b>15</b>	<b>22</b>	<b>24</b>	<b>24</b>	<b>24</b>	
<b>TOTAL CREDITS NEEDED (60 s.h.)</b>	<b>51</b>	<b>45</b>	<b>45</b>	<b>38</b>	<b>36</b>	<b>36</b>	<b>36</b>	

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

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

## **REFERENCES**

### **Navy Enlisted Learning and Development Programs:**

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878K
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program (GUARD 2000), MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### **Reenlistments and Extensions:**

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Perform to Serve (PTS) MILPERSMAN 1440-060
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006

### **Fleet Reserve and Retirements:**

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

### **Enlisted Administrative Separations:**

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

### **Advancement & Service Schools:**

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

### **Education:**

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

### **Other Quick References:**

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardization Policy and Procedures for the Active Duty for Special Work (ADSW) Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M