



Sonar Technician - Surface (STG)



October 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Sonar Technician - Surface 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 Sonar Technician - Surface?

Sonar Technician - Surface 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 Sonar Technician - Surface 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, STG "A" School at Naval Station Great Lakes, IL, 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.



**STG CAREER PATH
(SW)**



SONAR Technicians are responsible for operating SONAR systems, underwater fire control systems, and supporting equipment on surface ships such as frigates, destroyers and cruisers. STGs are also responsible for undersea surveillance, and aid in safe navigation and search-and-rescue operations. They use equipment to detect, analyze and locate targets of interest.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	STGCM	19.7 Yrs	CMC, Senior Enl Academy	36	4 th Shore Tour Billet: Analyst, OPS Mgr, Instructor Duty: NOPF, NMAWC, CPPD.
22-25	STGCM STGCS	19.7 Yrs 15.7	CMC, CSC, ACINT	36	4 th Sea Tour Billet: DESRON. Duty: Analyst, OPS Mgr. Qualification: ASWE, ACINT.
19-21	STGCM STGCS STGC	19.7 Yrs 15.7 12.4	CWO, CMC, CSC, ACINT, Instructor, RDC, Recruiter	36	3 rd Shore Tour Billet: Lead Analyst, Lead Acoustic Advisor, DLCPO, Curriculum Dev, Senior Inst. Duty: CSCS, TSC, IUSS, CUSS. Qualification: ACINT.
16-18	STGCS STGC	15.7 Yrs 12.4	CWO, CSC, ACINT,	48	3 rd Sea Tour Billet: LCPO. Duty: CNV, CG, DDG. Qualification: ASWE, SUWC.
13-15	STGC STG1	12.4 Yrs 8.6	LDO, CWO, ACINT, Instructor, RDC, Recruiter	36	2 nd Shore Tour Billet: Instructor, RDC, Supervisor. Duty: CSCS, TSC, IUSS, CUSS, NRD, RTC, ATG. Qualification: IUSS Watch Supv, ACINT analyst, MTS, ATS.
10-12	STG1 STG2	8.6 Yrs 3.6	LDO, CWO, OCS, MECP, ACINT,	54	2 nd Sea Tour Billet: LPO, LCPO, SONAR SUP. Duty: CVN, DDG, CG, SURTASS. Qualification: CSOOW, SONAR Sup. ASWE, SUWC.
7-9	STG2	3.6 Yrs.	STA-21, OCS, MECP, Instructor, RDC, Recruiter	36	1 st Shore Tour Billet: Instructor, RDC, Recruiting, RMC/Tech Rep, IUSS. Duty: CSCS, TSC, RTC, NRD, ATG. Qualification: MTS, ATS, RINC.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



STG CAREER PATH (SW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
2-6	STG2 STG3	3.6 Yrs 1.6	STA-21, Naval Academy, NROTC	54	1 st Sea Tour Billet: Operator, Technician. Area Sup, CSMC, ATFP/VBSS. Duty: CVN, CG, DDG, SURTASS. Qualification: WCS, Area Sup, CSMC, ATFP/VBSS.
1+/-	STG3 STGSN STGSA Accession Training	9 Months			Recruit A and C school.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT

Notes:

1. STGs serving at an IUSS site can complete the requirement to wear the IUSS breast insignia.
2. NOPF is considered career enhancing shore duty
3. Acronyms
 - a. SONAR- SOUNd NAVigation and Ranging
 - b. IUSS – Integrated Undersea Surveillance System
 - c. NOPF – Naval Ocean Processing Facility

ACOUSTIC INTELLIGENCE (ACINT) SPECIALIST PROGRAM SELECTION BOARD INFORMATION SHEET

Key Points:

1. ACINT Specialists are handpicked from only the top performing Fleet Sonar Technicians. This CNO special program requires that only the most knowledgeable and competent individuals be accepted.
2. ACINT Specialist duty is voluntary and conducted under extremely arduous conditions.
3. Upon completion of a highly rigorous and intense 18-24 month qualification program, an individual is qualified for independent duty as an ACINT Specialist.
4. ACINT Specialists are the recognized experts throughout the Navy in all facets of ASW operations.
5. We want the individuals that take on and excel at the “Tough Jobs” to be advanced.
6. Commanding Officers continually cite ACINT Specialist’s ability to provide mentoring and a strong example of leadership to all levels of their crew.
7. ACINT Specialists are managed as a community, but advance within their source rating.
8. Effective ACINT Specialist Program Sea/Shore rotation computes to 72/36.
9. ACINT Specialists comprise a very small elite Community (<50 Individuals). Consequently, members may be detailed involuntarily because of the needs of the program. The result: career paths may not fit standard Sea/Shore rotation.

The CNO sponsored ACINT Specialist Program is comprised of one NEC with the following duties and responsibilities:

ACINT Specialist (ST-0416) E6-E9. (Closed-loop) Responsible for providing the Commanding Officer of Submarines and Strike Group ASW Commanders with operational tactical ACINT support. Through extensive training, experience and knowledge of worldwide naval platform acoustics, tactics, and operational capabilities,



STG CAREER PATH (SW)



ACINT Specialists are required to make sound tactical recommendations to Commanding Officers during operations vital to the national security.

1. The nature by which the ACINT Specialist Program recruits candidates at the E-6 or Junior E-7 level often precludes them serving as an LPO/LCPO at sea. The very fact that they were screened and selected as an ACINT Specialist candidate identifies them as exceptional leaders and technicians as directly observed by a seasoned ACINT Specialist under arduous real world at sea conditions.
2. The degree of responsibility given to a qualified independent duty ACINT Specialist is extraordinary. The ACINT Specialist is a direct advisor to the Commanding Officer or BG ASW Commander on all matters relating to ship's positioning/posture to optimize acoustic collection and detection. Additionally, the ACINT Specialist provides real-time analysis of acoustic signatures to provide the commander with the most accurate tactical assessment of the contact's operations and tactics.



Sonar Technician - Surface Seaman Recruit to Seaman

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SONAR Technician A-SCHOOL	San Diego, CA	K-130-0037	61 day	
STG ATT- Apprentice Technical Training	Great Lakes, IL	A-100-0107	47 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Single ship ASW	Norfolk VA, San Diego CA	K-2E-4634	12 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0410 - AN/SLQ-48(V) Mine Neutralization System (MNS) Operator/ Maintenance Technician	FASW, San Diego / MWTC, Point Loma	A-647-0931	33 days	
0411 - AN/SQQ-89(V)4/6/10 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1105	40 days	
0414 - AN/SQQ-89(V)3/5 Active Sonar Level II Technician/Operator	FASW, San Diego	K-130-1131 K-130-1123	249 days	
0415 - AN/SQQ-89(V) 2/3/4/6/7/8/9/12 Passive Sonar Level II Technician/Operator	FASW, San Diego	K-130-1135 / K-130-1123	240 days	
0455 - AN/SQQ-89(V) 4/6 Active Sonar Level II Technician	FASW, San Diego	K-130-1134 / K-130-1106	176 days	
0510 - AN/SQS-53D Maintenance	FASW, San Diego	K-130-1160	87 days	
0511 - AN/SQQ-89(V) 11/12 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1159	40 days	
0522 - AN/SQQ-89(V)15 Sonar System Level II Technician	FASW, San Diego	A-130-0339	113 days	
0524 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Sensor Operator	FASW, San Diego	A-130-0061	68 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

RECOMMENDED BILLET ASSIGNMENTS

Maintenance technician afloat

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)

PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____ 36 Month: _____ 48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Advanced Damage Control		
Basic Damage Control		
Messenger of the Watch (MOOW)		
301 Line Handler		
302 Line Handler		
302 UNREP Phone Talker		
301 M9 Service Pistol Operator		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
CSOSS 301 Technician		

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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43503-D		
301- SONAR SUITE LOGKEEPER		
302-FATHOMETER OPERATOR		
303-XBT		
304-RANGE PREDICTION SYSTEM OPERATOR		
305-SONAR COMMUNICATION SET OPERATOR		
306-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
307-UNDERWATER SURVEILLANCE SYSTEM OPERATOR (HULL-MOUNTED)		
308-TOWED SURVEILLANCE SYSTEM (TAS) OPERATOR		
309-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
NAVEDTRA 43504 AN/SQQ-89(V)15		
301-USW BASIC OPERATOR		
302-AUXILIARY OPERATOR		
303-TRAFS OPERATOR		
304-ASFS PASSIVE OPERATOR		
305-ASFS ACTIVE OPERATOR		
306-LSFS OPERATOR		
307-SPPFS OPERATOR		
308-MISSION DATA COLLECTOR		
NAVEDTRA 43505-A AN/SQQ-89A(V)15		
301-SONAR SUITE LOGKEEPER		
302-USW BASIC OPERATOR		
303-AUXILIARY OPERATOR		
304-SONAR DOME PRESSURIZATION SYSTEM (SDPS) OPERATOR		
305-HULL PASSIVE PROCESSING FUNCTIONAL SEGMENT (HPPFS) OPERATOR		
306-PASSIVE ACOUSTIC FUNTIONAL SEGMENT (PAFS) OPERATOR		
308-TORPEDO RECOGNITION AND ALERTMENT FUNCTIONAL SEGMENT (TRAFS)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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: _____

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 _____

E1/E2/E3 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

4 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

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

E1/E2/E3 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

E1/E2/E3 RECOMMENDED RESERVE PME:

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

E1/E2/E3 RECOMMENDED COMMUNITY PME:

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

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

WARFIGHTING FIRST	Completed
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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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.

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
Naval Electronics Engineering Training Series (NEETS) Modules	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Operational Sequencing System (CSOSS) Manuals (Platform/Ship Specific)	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
TACMEMOs (Platform/System Specific)	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	



**Sonar Technician - Surface
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
SONAR Technician A-SCHOOL	San Diego, CA	K-130-0037	61 day	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Single ship ASW	Norfolk VA, San Diego CA	K-2E-4634	12 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
AEGIS Advanced Electronic Cooling Water/Dry Air Self Assessment and Groom Training (ECWS SAGT)	CSCS DETs (various)	A-104-0019	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0402 - AN/SQQ-89(V)2/9 Active Sonar Level II Technician/Operator	FASW, San Diego	K-130-0245	94 days	
0406 - AN/SQQ-89(V)2/9 Sonar Subsystem Level I	FASW, San Diego	K-130-0269	19 days	
0410 - AN/SLQ-48(V) Mine Neutralization System (MNS) Operator/ Maintenance Technician	FASW, San Diego / MWTC, Point Loma	A-647-0931	33 days	
0411 - AN/SQQ-89(V)4/6/10 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1105	40 days	
0414 - AN/SQQ-89(V)3/5 Active Sonar Level II Technician/Operator	FASW, San Diego	K-130-1131 K-130-1123	249 days	
0415 - AN/SQQ-89(V) 2/3/4/6/7/8/9/12 Passive Sonar Level II Technician/Operator	FASW, San Diego	K-130-1135 / K-130-1123	240 days	
0430 - Underwater Fire Control System MK-116 MOD 7 ASW Control System Operator	FASW, San Diego	K-130-1149	59 days	
0450 - Advanced Acoustic Analysis (Triple A)	FASW, San Diego	K-210-0529	75 days	
0455 - AN/SQQ-89(V) 4/6 Active Sonar Level II Technician	FASW, San Diego	K-130-1134 / K-130-1106	176 days	
0509 - AN/SQQ-89(V) MK 116/ Adjunct Subsystem Level II Tech	FASW, San Diego	K-130-1156	135 days	
0510 - AN/SQS-53D Sensor Subsystem Level II Tech/Operator	FASW, San Diego	K-130-1160	87 days	
0511 - AN/SQQ-89(V) 11/12 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1159	40 days	
0522 - AN/SQQ-89(V)15 Sonar System Level II Technician	FASW, San Diego	A-130-0339	113 days	
0524 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Sensor Operator	FASW, San Diego	A-130-0061	68 days	
0525 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Maintenance Tech	FASW, San Diego	A-130-0062	110 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

RECOMMENDED BILLET ASSIGNMENTS

Anti-Submarine Warfare Equipment Technicians maintain, troubleshoot and repair sonar systems, underwater fire control systems and support equipment on combatant surface ships and fixed shore stations.

Maintenance technician afloat

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: _____

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)
Basic Damage Control		
Ship Board Fire Fighting		
Advanced Damage Control		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Officer of the Deck (OOD) (In Port)		
301 Line Handler		
302 Line Handler		
302 UNREP Phone Talker		
301 M9 Service Pistol Operator		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		

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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43503-D		
301- SONAR SUITE LOGKEEPER		
302-FATHOMETER OPERATOR		
303-XBT		
304-RANGE PREDICTION SYSTEM OPERATOR		
305-SONAR COMMUNICATION SET OPERATOR		
306-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
307-UNDERWATER SURVEILLANCE SYSTEM OPERATOR (HULL-MOUNTED)		
308-TOWED SURVEILLANCE SYSTEM (TAS) OPERATOR		
309-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
310-TOWED BODY/TOWED ARRAY SAFETY OBSERVER		
311-SHIPS SONOBOUY PROCESSING SYSTEM (SSPS) OPERATOR		
312-ON-BOARD TRAINER (OBT) OPERATOR		
313- UNDERWATER FIRE CONTROL SYSTEM (UCFS) OPERATOR		
NAVEDTRA 43504 AN/SQQ-89(V)15		
301-USW BASIC OPERATOR		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
302-AUXILIARY OPERATOR		
303-TRAFS OPERATOR		
304-ASFS PASSIVE OPERATOR		
305-ASFS ACTIVE OPERATOR		
306-LSFS OPERATOR		
307-SPPFS OPERATOR		
308-MISSION DATA COLLECTOR		
309-REMOTE VEHICLE LAUNCH/RECOVERY TEAM MEMBER		
310-REMOTE MINEHUNTING SENSOR ANALYST		
311-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
312-OBT OPERATOR		
313-UCFS OPERATOR		
314-SONAR SUPERVISOR		
NAVEDTRA 43505-A AN/SQQ-89A(V)15		
301-SONAR SUITE LOGKEEPER		
302-USW BASIC OPERATOR		
303-AUXILIARY OPERATOR		
304-SONAR DOME PRESSURIZATION SYSTEM (SDPS) OPERATOR		
305-HULL PASSIVE PROCESSING FUNCTIONAL SEGMENT (HPPFS) OPERATOR		
306-PASSIVE ACOUSTIC FUNTIONAL SEGMENT (PAFS) OPERATOR		
308-TORPEDO RECOGNITION AND ALERTMENT FUNCTIONAL SEGMENT (TRAFS)		
309-MID FREQUENCY ACTIVE FUNCTIONAL SEGMENT (MFAFS) OPERATOR		
310-SURFACE CAUSS FUNTIONAL SEGMENT (SCFS)		
311-SENSOR PERFORMANCE PREDICTION FUNCTIONAL SEGMENT (SPPFS) OPERATOR		
312-ACOUSTIC INTERCEPT FUNCTIONAL SEGMENT (ACIFS) OPERATOR		
313-ACOUSTIC SENSOR OPERATOR		
314-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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: _____

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

1 - Verify GMT topics on NKO GMT web page.

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

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

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
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	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of 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
Basic Military Requirements (BMR) for E5-E6	NKO/Navy E-Learning:	EPME-BASIC-B1 thru B8		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
Naval Electronics Engineering Training Series (NEETS) Modules	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Operational Sequencing System (CSOSS) Manuals (Platform/Ship Specific)	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
TACMEMOs (Platform/System Specific)	
ACINT COMPENDIUM, ACINT COMPENDIUM, YU-6; TOPIC Acoustic Characteristics of Foreign Torpedoes Missiles and Countermeasures	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
NAVY-WIDE OPTASK ASW	
Surface Torpedo Attack Tactics, Countermeasures and Evasion Manual <i>NTTP 3-21.33</i>	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	



Sonar Technician - Surface 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
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Single ship ASW	Norfolk VA, San Diego CA	K-2E-4634	12 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
AEGIS Advanced Electronic Cooling Water/Dry Air Self Assessment and Groom Training (ECWS SAGT)	CSCS DETs (various)	A-104-0019	5 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0411 - AN/SQQ-89(V)4/6/10 Level I Operator	FASW, San Diego	K-130-1105	40 days	
0414 - AN/SQQ-89(V)3/5 Active Sonar Level II Technician/Operator	FASW, San Diego	K-130-1131 K-130-1123	249 days	
0415 - AN/SQQ-89(V) Passive Sonar Level II Technician/Operator	FASW, San Diego	K-130-1135	240 days	
0430 - Underwater Fire Control System MK-116 MOD 7 ASW Control System Operator	FASW, San Diego	K-130-1149	59 days	
0450 - Advanced Acoustic Analysis (Triple A)	FASW, San Diego	K-210-0529	75 days	
0455 - AN/SQQ-89(V) 4/6 Active Sonar Level II Technician	FASW, San Diego	K-130-1134 / K-130-1106	176 days	
0466 - AN/SQQ-89(V) Sonar Watch Supervisor	FASW, San Diego	K-130-1157	43 days	
0509 - AN/SQQ-89(V) MK 116/ Adjunct Subsystem Level II Tech	FASW, San Diego	K-130-1156	135 days	
0510 - AN/SQS-53D Sensor Subsystem Level II Tech/Operator	FASW, San Diego	K-130-1160	87 days	
0511 - AN/SQQ-89(V) 11/12 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1159	40 days	
0522 - AN/SQQ-89(V)15 Sonar System Level II Technician	FASW, San Diego	A-130-0339	113 days	
0524 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Sensor Operator	FASW, San Diego	A-130-0061	68 days	
0525 - AN/SQQ-89A(V)15 Maintenance Course	FASW, San Diego	A-130-0062	110 days	
0527 - AN/SQQ-89A(V)15 Journeyman Course	FASW, San Diego	A-130-0063	110 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

RECOMMENDED BILLET ASSIGNMENTS

Anti-Submarine Warfare Equipment Technicians maintain, troubleshoot and repair sonar systems, underwater fire control systems and support equipment on combatant surface ships and fixed shore stations.

Maintenance technician afloat

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: _____

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)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
301 Line Handler		
301 M9 Service Pistol Operator		
302 Line Handler		
Officer of the Deck (OOD) (In Port)		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 301 Maintenance Person		
3M 303 Work Center Supervisor (WCS)		

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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43503-D		
301- SONAR SUITE LOGKEEPER		
302-FATHOMETER OPERATOR		
303-XBT		
304-RANGE PREDICTION SYSTEM OPERATOR		
305-SONAR COMMUNICATION SET OPERATOR		
306-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
307-UNDERWATER SURVEILLANCE SYSTEM OPERATOR (HULL-MOUNTED)		
308-TOWED SURVEILLANCE SYSTEM (TAS) OPERATOR		
309-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
310-TOWED BODY/TOWED ARRAY SAFETY OBSERVER		
311-SHIPS SONOBOUY PROCESSING SYSTEM (SSPS) OPERATOR		
312-ON-BOARD TRAINER (OBT) OPERATOR		
313- UNDERWATER FIRE CONTROL SYSTEM (UCFS) OPERATOR		
314-SONAR SUITE SUPERVISOR		
NAVEDTRA 43504 AN/SQQ-89(V)15		
301-USW BASIC OPERATOR		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
302-AUXILIARY OPERATOR		
303-TRAFS OPERATOR		
304-ASFS PASSIVE OPERATOR		
305-ASFS ACTIVE OPERATOR		
306-LSFS OPERATOR		
307-SPPFS OPERATOR		
308-MISSION DATA COLLECTOR		
309-REMOTE VEHICLE LAUNCH/RECOVERY TEAM MEMBER		
310-REMOTE MINEHUNTING SENSOR ANALYST		
311-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
312-OBT OPERATOR		
313-UCFS OPERATOR		
314-SONAR SUPERVISOR		
NAVEDTRA 43505-A AN/SQQ-89A(V)15		
301-SONAR SUITE LOGKEEPER		
302-USW BASIC OPERATOR		
303-AUXILIARY OPERATOR		
304-SONAR DOME PRESSURIZATION SYSTEM (SDPS) OPERATOR		
305-HULL PASSIVE PROCESSING FUNCTIONAL SEGMENT (HPPFS) OPERATOR		
306-PASSIVE ACOUSTIC FUNTIONAL SEGMENT (PAFS) OPERATOR		
308-TORPEDO RECOGNITION AND ALERTMENT FUNCTIONAL SEGMENT (TRAFS)		
309-MID FREQUENCY ACTIVE FUNCTIONAL SEGMENT (MFAFS) OPERATOR		
310-SURFACE CAUSS FUNTIONAL SEGMENT (SCFS)		
311-SENSOR PERFORMANCE PREDICTION FUNCTIONAL SEGMENT (SPPFS) OPERATOR		
312-ACOUSTIC INTERCEPT FUNCTIONAL SEGMENT (ACIFS) OPERATOR		
313-ACOUSTIC SENSOR OPERATOR		
314-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
315-HANDLING AND STOWAGE GROUP SAFETY OBSERVER		
316-TRAINER CONTROL WORKSTATION (TCW)/SURFACE ASW SYNTHETIC TRAINER		
317-UNDERSEA WARFARE CONTROL FUNCTIONAL SEGMENT		
318-SONAR SUPERVISOR		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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: _____

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) ¹

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

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

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

1 - Verify GMT topics on NKO GMT web page.

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

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

E5 REQUIRED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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.

E5 RECOMMENDED COMMUNITY READING

Title	Completed
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
Naval Electronics Engineering Training Series (NEETS) Modules	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Operational Sequencing System (CSOSS) Manuals (Platform/Ship Specific)	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
TACMEMOs (Platform/System Specific)	
ACINT COMPENDIUM, ACINT COMPENDIUM, YU-6; TOPIC Acoustic Characteristics of Foreign Torpedoes Missiles and Countermeasures	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
NAVY-WIDE OPTASK ASW	
Surface Torpedo Attack Tactics, Countermeasures and Evasion Manual <i>NTTP 3-21.33</i>	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	
Light Weight Torpedo Firing Reports <i>SW515-AP-PMN-010</i>	



**Sonar Technician - Surface
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
Single ship ASW	Norfolk VA, San Diego CA	K-2E-4634	12 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0411 - AN/SQQ-89(V)4/6/10 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1105	40 days	
0414 - AN/SQQ-89(V)3/5 Active Sonar Level II Technician/Operator	FASW, San Diego	K-130-1131 K-130-1123	249 days	
0415 - AN/SQQ-89(V) Passive Sonar Level II Technician/Operator	FASW, San Diego	K-130-1135	240 days	
0416 - Acoustic Intelligence Specialist (ACINT)	Pearl Harbor, Groton, or Suitland	T-912-0022	548 days	
0430 - Underwater Fire Control System MK-116 MOD 7 ASW Control System Operator	FASW, San Diego	K-130-1149	59 days	
0450 - Advance Accoustic Analysis (Triple A)	FASW, San Diego	K-210-0529	75 days	
0455 - AN/SQQ-89(V) 4/6 Active Sonar Level II Technician	FASW, San Diego	K-130-1134 / K-130-1106	176 days	
0466 - AN/SQQ-89 Sonar Watch Supervisor	FASW, San Diego	K-130-1157	43 days	
0509 - AN/SQQ-89(V) MK 116/ Adjunct Subsystem Level II Tech	FASW, San Diego	K-130-1156	135 days	
0510 - AN/SQS-53D Maintenance	FASW, San Diego	K-130-1160	87 days	
0511 - AN/SQQ-89(V) 11/12 Sonar Subsystem Level I Operator	FASW, San Diego	K-130-1159	40 days	
0522 - AN/SQQ-89(V)15 Sonar System Level II Technician	FASW, San Diego	A-130-0339	113 days	
0524 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Sensor Operator	FASW, San Diego	A-130-0061	68 days	
0525 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Maintenance Tech	FASW, San Diego	A-130-0062	110 days	
0527 - AN/SQQ-89A(V)15 Surface Ship USW Journeyman	FASW, San Diego	A-130-0063	110 days	
0507 - IUSS SURTASS Mission Commander	CENSUBLEARNING	A-130-0507	11 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

RECOMMENDED BILLET ASSIGNMENTS

Work Center Supervisor afloat or ashore
 Leading Petty Officer afloat or ashore
 Other Opportunities:

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

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____ 36 Month: _____ 48 Month: _____

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

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

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

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

Transfer: _____ Early Separation: _____ Fleet Reserve Retirement Options: _____

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

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

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

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

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

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Limited Duty Officer _____

Officer Candidate School _____ Seaman to Admiral 21 (STA-21) _____

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

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

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Officer of the Deck (OOD) (In Port)		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 (Division Officer)		

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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43503-D		
301- SONAR SUITE LOGKEEPER		
302-FATHOMETER OPERATOR		
303-XBT		
304-RANGE PREDICTION SYSTEM OPERATOR		
305-SONAR COMMUNICATION SET OPERATOR		
306-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
307-UNDERWATER SURVEILLANCE SYSTEM OPERATOR (HULL-MOUNTED)		
308-TOWED SURVEILLANCE SYSTEM (TAS) OPERATOR		
309-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
310-TOWED BODY/TOWED ARRAY SAFETY OBSERVER		
311-SHIPS SONOBOUY PROCESSING SYSTEM (SSPS) OPERATOR		
312-ON-BOARD TRAINER (OBT) OPERATOR		
313- UNDERWATER FIRE CONTROL SYSTEM (UCFS) OPERATOR		
314-SONAR SUITE SUPERVISOR		
NAVEDTRA 43504 AN/SQQ-89(V)15		
301-USW BASIC OPERATOR		
302-AUXILIARY OPERATOR		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
303-TRAFS OPERATOR		
304-ASFS PASSIVE OPERATOR		
305-ASFS ACTIVE OPERATOR		
306-LSFS OPERATOR		
307-SPPFS OPERATOR		
308-MISSION DATA COLLECTOR		
309-REMOTE VEHICLE LAUNCH/RECOVERY TEAM MEMBER		
310-REMOTE MINEHUNTING SENSOR ANALYST		
311-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
312-OBT OPERATOR		
313-UCFS OPERATOR		
314-SONAR SUPERVISOR		
NAVEDTRA 43505-A AN/SQQ-89A(V)15		
301-SONAR SUITE LOGKEEPER		
302-USW BASIC OPERATOR		
303-AUXILIARY OPERATOR		
304-SONAR DOME PRESSURIZATION SYSTEM (SDPS) OPERATOR		
305-HULL PASSIVE PROCESSING FUNCTIONAL SEGMENT (HPPFS) OPERATOR		
306-PASSIVE ACOUSTIC FUNTIONAL SEGMENT (PAFS) OPERATOR		
308-TORPEDO RECOGNITION AND ALERTMENT FUNCTIONAL SEGMENT (TRAFS)		
309-MID FREQUENCY ACTIVE FUNCTIONAL SEGMENT (MFAFS) OPERATOR		
310-SURFACE CAUSS FUNTIONAL SEGMENT (SCFS)		
311-SENSOR PERFORMANCE PREDICTION FUNCTIONAL SEGMENT (SPPFS) OPERATOR		
312-ACOUSTIC INTERCEPT FUNCTIONAL SEGMENT (ACIFS) OPERATOR		
313-ACOUSTIC SENSOR OPERATOR		
314-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
315-HANDLING AND STOWAGE GROUP SAFETY OBSERVER		
316-TRAINER CONTROL WORKSTATION (TCW)/SURFACE ASW SYNTHETIC TRAINER		
317-UNDERSEA WARFARE CONTROL FUNCTIONAL SEGMENT		
318-SONAR SUPERVISOR		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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: _____

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

1 - Verify GMT topics on NKO GMT web page.

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

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

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Core Continuum (LCC)	Command Delivered	CPPD10-LCC (Series)	6 hours	
Military Requirements for Chief Petty Officer (EDITION 1/1/1991)		NAVEDTRA 14144		
Basic Enlisted Professional Military Education (BEPME)	NKO	Military DON/ PME	20 hours	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Communication	College Course		45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Geography	College Course		45 hours	
History	College Course		45 hours	
Humanities	College Course		45 hours	
Language and Literature Study Guides	College Course		45 hours	
Math	College Course		45 hours	
Physical Sciences	College Course		45 hours	
Social Sciences	College Course		45 hours	
Speech	College Course		45 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	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	

E6 RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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
Joint Fleet Maintenance Manual (JFMM) Vol. V <i>COMFLTFORCOMINST 4790.3</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
ET Volumes <i>NAVEDTRA Series</i>	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Alignment Manual <i>NAVSEA SW225-CH-CSA-010</i>	
Ship Specific Smooth Log	
ACINT COMPENDIUM, ACINT COMPENDIUM, YU-6; TOPIC Acoustic Characteristics of Foreign Torpedoes Missiles and Countermeasures	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
NAVY-WIDE OPTASK ASW	
Coordinated Submarine/Task Group Ops Manual <i>NWP 3-21.0</i>	
Surface Torpedo Attack Tactics, Countermeasures and Evasion Manual <i>NTTP 3-21.33</i>	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	
Light Weight Torpedo Firing Reports <i>SW515-AP-PMN-010</i>	



Sonar Technician - Surface 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
Single ship ASW	Norfolk VA, San Diego CA	K-2E-4634	12 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
Combat Systems Senior Enlisted (CSSE) (1321)	Virginia Beach, VA	J-500-2104	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0415 - AN/SQQ-89(V) 2/3/4/6/7/8/9/12 Passive Sonar Level II Technician/Operator	FASW, San Diego	K-130-1135 / K-130-1123	240 days	
0416 - Acoustic Intelligence Specialist (ACINT)	Pearl Harbor, Groton, or Suitland	T-912-0022	548 days	
0417 - ASW Specialist	FASW, San Diego	K-210-0500	47 days	
0430 - Underwater Fire Control System MK-116 MOD 7 ASW Control System Operator	FASW, San Diego	K-130-1149	59 days	
0450 - Advance Acoustic Analysis (Triple A)	FASW, San Diego	K-210-0529	75 days	
0466 - Sonar Watch Supervisor	FASW, San Diego	K-130-1157	43 days	
0509 - AN/SQQ-89(V) MK 116/ Adjunct Subsystem Level II Tech	FASW, San Diego	K-130-1156	135 days	
0525 - AN/SQQ-89A(V)15 Surface Ship USW Combat Systems Maintenance Tech	FASW, San Diego	A-130-0062	110 days	
0527 - AN/SQQ-89A(V)15 Surface Ship USW Journeyman	FASW, San Diego	A-130-0063	110 days	
0507 - IUSS SURTASS Mission Commander	CENSUBLEARNING	A-130-0507	11 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

Oversee the day-to-day functions of the division focusing on system and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers.

RECOMMENDED BILLET ASSIGNMENTS

Leading Chief Petty Officer afloat or ashore

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor/Facilitator
- RDC
- DAPA
- CAAC
- Career Counselor
- Staff Duty
- 3-M Coordinator
- Joint Assignments
- GWOT Support Assignments

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: _____

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)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Section Leader		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		
CSOSS 304 Combat System Readiness Officer (CSRO)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 (Division Officer)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		

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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43503-D		
301- SONAR SUITE LOGKEEPER		
302-FATHOMETER OPERATOR		
303-XBT		
304-RANGE PREDICTION SYSTEM OPERATOR		
305-SONAR COMMUNICATION SET OPERATOR		
306-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
307-UNDERWATER SURVEILLANCE SYSTEM OPERATOR (HULL-MOUNTED)		
308-TOWED SURVEILLANCE SYSTEM (TAS) OPERATOR		
309-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
310-TOWED BODY/TOWED ARRAY SAFETY OBSERVER		
311-SHIPS SONOBOUY PROCESSING SYSTEM (SSPS) OPERATOR		
312-ON-BOARD TRAINER (OBT) OPERATOR		
313- UNDERWATER FIRE CONTROL SYSTEM (UCFS) OPERATOR		
314-SONAR SUITE SUPERVISOR		
NAVEDTRA 43504 AN/SQQ-89(V)15		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
301-USW BASIC OPERATOR		
302-AUXILIARY OPERATOR		
303-TRAFS OPERATOR		
304-ASFS PASSIVE OPERATOR		
305-ASFS ACTIVE OPERATOR		
306-LSFS OPERATOR		
307-SPPFS OPERATOR		
308-MISSION DATA COLLECTOR		
309-REMOTE VEHICLE LAUNCH/RECOVERY TEAM MEMBER		
310-REMOTE MINEHUNTING SENSOR ANALYST		
311-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
312-OBT OPERATOR		
313-UCFS OPERATOR		
314-SONAR SUPERVISOR		
NAVEDTRA 43505-A AN/SQQ-89A(V)15		
301-SONAR SUITE LOGKEEPER		
302-USW BASIC OPERATOR		
303-AUXILIARY OPERATOR		
304-SONAR DOME PRESSURIZATION SYSTEM (SDPS) OPERATOR		
305-HULL PASSIVE PROCESSING FUNCTIONAL SEGMENT (HPPFS) OPERATOR		
306-PASSIVE ACOUSTIC FUNTIONAL SEGMENT (PAFS) OPERATOR		
308-TORPEDO RECOGNITION AND ALERTMENT FUNCTIONAL SEGMENT (TRAFS)		
309-MID FREQUENCY ACTIVE FUNCTIONAL SEGMENT (MFAFS) OPERATOR		
310-SURFACE CAUSS FUNTIONAL SEGMENT (SCFS)		
311-SENSOR PERFORMANCE PREDICTION FUNCTIONAL SEGMENT (SPPFS) OPERATOR		
312-ACOUSTIC INTERCEPT FUNCTIONAL SEGMENT (ACIFS) OPERATOR		
313-ACOUSTIC SENSOR OPERATOR		
314-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
315-HANDLING AND STOWAGE GROUP SAFETY OBSERVER		
316-TRAINER CONTROL WORKSTATION (TCW)/SURFACE ASW SYNTHETIC TRAINER		
317-UNDERSEA WARFARE CONTROL FUNCTIONAL SEGMENT		
318-SONAR SUPERVISOR		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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 _____

CPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

CPO REQUIRED COMMUNITY PME:

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

CPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of 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-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

CPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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.

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V <i>COMFLTFORCOMINST 4790.3</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
ET Volumes <i>NAVEDTRA Series</i>	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Alignment Manual <i>NAVSEA SW225-CH-CSA-010</i>	
Ship Specific Smooth Log	
ACINT COMPENDIUM, ACINT COMPENDIUM, YU-6; TOPIC Acoustic Characteristics of Foreign Torpedoes Missiles and Countermeasures	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
NAVY-WIDE OPTASK ASW	
Coordinated Submarine/Task Group Ops Manual <i>NWP 3-21.0</i>	
Surface Torpedo Attack Tactics, Countermeasures and Evasion Manual <i>NTTP 3-21.33</i>	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	
Light Weight Torpedo Firing Reports <i>SW515-AP-PMN-010</i>	



Sonar Technician - Surface 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
Single ship ASW	Norfolk VA, San Diego CA	K-2E-4634	12 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
Combat Systems Senior Enlisted (CSSE) (1321)	Virginia Beach, VA	J-500-2104	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0415 - AN/SQQ-89(V) Passive Sonar Level II Technician/Operator	FASW, San Diego	K-130-1135	240 days	
0416 - Acoustic Intelligence Specialist (ACINT)	Pearl Harbor, Groton, or Suitland	T-912-0022	548 days	
0417 - ASW Specialist	FASW, San Diego	K-210-0500	47 days	
0430 - Underwater Fire Control System MK-116 MOD 7 ASW Control System Operator	FASW, San Diego	K-130-1149	59 days	
0450 - Advanced Acoustic Analysis (Triple A)	FASW, San Diego	K-210-0529	75 days	
0466 - AN/SQQ-89(V) Sonar Watch Supervisor	FASW, San Diego	K-130-1157	43 days	
0509 - AN/SQQ-89(V) MK 116/ Adjunct Subsystem Level II Tech	FASW, San Diego	K-130-1156	135 days	
0507 - IUSS SURTASS Mission Commander	CENSUBLEARNING	A-130-0507	11 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

Oversee the day-to-day functions of the department focusing on system and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers.

RECOMMENDED BILLET ASSIGNMENTS

Cruiser / Destroyer Department Leading Chief Petty Officer

Other opportunities:

- Command Senior Chief
- DAPA
- RDC
- CACO
- Instructor/Facilitator
- Joint Assignments
- Recruiter
- Detailer
- 3-M Coordinator
- GWOT Support Assignments
- CMEO/EOA

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)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		
CSOSS 304 Combat System Readiness Officer (CSRO)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 (Division Officer)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		

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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43503-D		
301- SONAR SUITE LOGKEEPER		
302-FATHOMETER OPERATOR		
303-XBT		
304-RANGE PREDICTION SYSTEM OPERATOR		
305-SONAR COMMUNICATION SET OPERATOR		
306-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
307-UNDERWATER SURVEILLANCE SYSTEM OPERATOR (HULL-MOUNTED)		
308-TOWED SURVEILLANCE SYSTEM (TAS) OPERATOR		
309-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
310-TOWED BODY/TOWED ARRAY SAFETY OBSERVER		
311-SHIPS SONOBOUY PROCESSING SYSTEM (SSPS) OPERATOR		
312-ON-BOARD TRAINER (OBT) OPERATOR		
313- UNDERWATER FIRE CONTROL SYSTEM (UCFS) OPERATOR		
314-SONAR SUITE SUPERVISOR		
NAVEDTRA 43504 AN/SQQ-89(V)15		
301-USW BASIC OPERATOR		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
302-AUXILIARY OPERATOR		
303-TRAFS OPERATOR		
304-ASFS PASSIVE OPERATOR		
305-ASFS ACTIVE OPERATOR		
306-LSFS OPERATOR		
307-SPPFS OPERATOR		
308-MISSION DATA COLLECTOR		
309-REMOTE VEHICLE LAUNCH/RECOVERY TEAM MEMBER		
310-REMOTE MINEHUNTING SENSOR ANALYST		
311-SONAR DOME PRESSURIZATION SYSTEM (SDPS)		
312-OBT OPERATOR		
313-UCFS OPERATOR		
314-SONAR SUPERVISOR		
NAVEDTRA 43505-A AN/SQQ-89A(V)15		
301-SONAR SUITE LOGKEEPER		
302-USW BASIC OPERATOR		
303-AUXILIARY OPERATOR		
304-SONAR DOME PRESSURIZATION SYSTEM (SDPS) OPERATOR		
305-HULL PASSIVE PROCESSING FUNCTIONAL SEGMENT (HPPFS) OPERATOR		
306-PASSIVE ACOUSTIC FUNTIONAL SEGMENT (PAFS) OPERATOR		
308-TORPEDO RECOGNITION AND ALERTMENT FUNCTIONAL SEGMENT (TRAFS)		
309-MID FREQUENCY ACTIVE FUNCTIONAL SEGMENT (MFAFS) OPERATOR		
310-SURFACE CAUSS FUNTIONAL SEGMENT (SCFS)		
311-SENSOR PERFORMANCE PREDICTION FUNCTIONAL SEGMENT (SPPFS) OPERATOR		
312-ACOUSTIC INTERCEPT FUNCTIONAL SEGMENT (ACIFS) OPERATOR		
313-ACOUSTIC SENSOR OPERATOR		
314-TOWED ARRAY HANDLING AND STOWAGE GROUP (H&SG) OPERATOR		
315-HANDLING AND STOWAGE GROUP SAFETY OBSERVER		
316-TRAINER CONTROL WORKSTATION (TCW)/SURFACE ASW SYNTHETIC TRAINER		
317-UNDERSEA WARFARE CONTROL FUNCTIONAL SEGMENT		
318-SONAR SUPERVISOR		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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 _____

SCPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

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

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

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

SCPO RECOMMENDED COMMUNITY PME:

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

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

WARFIGHTING FIRST	Completed
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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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.

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V <i>COMFLTFORCOMINST 4790.3</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
ET Volumes <i>NAVEDTRA Series</i>	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Alignment Manual <i>NAVSEA SW225-CH-CSA-010</i>	
Ship Specific Smooth Log	
ACINT COMPENDIUM, ACINT COMPENDIUM, YU-6; TOPIC Acoustic Characteristics of Foreign Torpedoes Missiles and Countermeasures	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
NAVY-WIDE OPTASK ASW	
Coordinated Submarine/Task Group Ops Manual <i>NWP 3-21.0</i>	
Surface Torpedo Attack Tactics, Countermeasures and Evasion Manual <i>NTTP 3-21.33</i>	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	
Light Weight Torpedo Firing Reports <i>SW515-AP-PMN-010</i>	



Sonar Technician - Surface 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
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
Combat Systems Senior Enlisted (CSSE) (1321)	Virginia Beach, VA	J-500-2104	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0416 - Acoustic Intelligence Specialist (ACINT)	Pearl Harbor, Groton, or Suitland	T-912-0022	548 days	
0417 - ASW Specialist	FASW, San Diego	K-210-0500	47 days	
0430 - Underwater Fire Control System MK-116 MOD 7 ASW Control System Operator	FASW, San Diego	K-130-1149	59 days	
0450 - Advanced Acoustic Analysis (Triple A)	FASW, San Diego	K-210-0529	75 days	
0507 - IUSS SURTASS Mission Commander	CENSUBLEARNING	A-130-0507	11 days	

JOB DESCRIPTION

Sonar Technician, Surface (STG) operate surface sonar and other oceanographic systems; manipulate, control, evaluate, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of anti-submarine warfare problems; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

Oversee the day-to-day functions of the department focusing on system and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers. Assert a command level presence to ensure your professional talents and years of experience are available to the Commanding Officer, Executive Officer, Department Heads, and the Command Master Chief.

RECOMMENDED BILLET ASSIGNMENTS

Cruiser / Destroyer Department Leading Chief Petty Officer
Large Deck Amphibious Ship Department Leading Chief Petty Officer
Other opportunities:

- Command Master Chief
- DAPA
- RDC
- CACO
- Instructor/Facilitator
- Detailer
- 3-M Coordinator
- Joint Assignments
- CMEO/EOA
- GWOT Support Assignments

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____
Phone Number: _____

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

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

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)
Ship Board Fire Fighting		
Advanced Damage Control		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		
CSOSS 304 Combat System Readiness Officer (CSRO)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 (Division Officer)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		

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)
Surface Warfare Specialist		

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 STG-Sonar Technician Surface Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Hazardous Materials Removal Workers
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Training and Development Managers

Occupation (Federal Employer)
0132 - Intelligence Series
0817 - Survey Technical Series
1360 - Oceanography Series
1361 - Navigational Information Series
1370 - Cartography Series
1371 - Cartographic Technician Series
1372 - Geodesy Series
1373 - Land Surveying Series
1374 - Geodetic Technician Series
1550 - Computer Science Series
2152 - Air Traffic Control Series
2154 - Air Traffic Assistance Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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

1 - Verify GMT topics on NKO GMT web page.

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

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

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

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of 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
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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>	
OPERATE FORWARD	Completed
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>	
BE READY	Completed
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.

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V <i>COMFLTFORCOMINST 4790.3</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
STG Volumes <i>NAVEDTRA Series</i>	
GM Volumes <i>NAVEDTRA Series</i>	
ET Volumes <i>NAVEDTRA Series</i>	
FC Volumes <i>NAVEDTRA Series</i>	
Combat Systems Alignment Theory <i>NAVSEA SW225-A0-MMA-010</i>	
Combat Systems Alignment Manual <i>NAVSEA SW225-CH-CSA-010</i>	
Ship Specific Smooth Log	
ACINT COMPENDIUM, ACINT COMPENDIUM, YU-6; TOPIC Acoustic Characteristics of Foreign Torpedoes Missiles and Countermeasures	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
NAVY-WIDE OPTASK ASW	
Coordinated Submarine/Task Group Ops Manual <i>NWP 3-21.0</i>	
Surface Torpedo Attack Tactics, Countermeasures and Evasion Manual <i>NTTP 3-21.33</i>	
Surface Ship Active and Passive Sonar Systems <i>NTTP 3-21.35</i>	
Surface Ship Passive Localization & TMA <i>NTTP 3-21.36</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Fleet Oceanographic and Acoustic Reference Manual <i>RP-33</i>	
Anti-Submarine Warfare Evasive Steering <i>ATP-3</i>	
Operating Guidelines for AN/SQR-19B <i>NUWC-NPT TD 10,523A</i>	
Active Tactical Employment Manual (ATEP) <i>SWDG TM 3-21.1-11</i>	
Light Weight Torpedo Firing Reports <i>SW515-AP-PMN-010</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 Sonar Technician - Surface 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 STG

Recommended Associates' degrees for the Seaman
AA - Business (Human Resource Management)
AA - Liberal Arts
AAS - Technical Studies (Electronic / Instrumentation Technologies)
AS - Liberal Arts
AS - Technology (Electronic / Instrumentation Technologies)
AS - Industrial Management Technology
AS - Management
ASL - Associate in Supervisory Leadership
AA - Business and Economics
AS - Business Studies
AA - Information Systems
AA - Associate in Arts
AAS - Applied Electronic Studies
AS - Business Administration
AA - Associate in Arts (Business/Business Information Systems)
AA - Associate in Arts (Business/Business)
AA - Associate in Arts (Liberal Arts)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR STG

Recommended Bachelors/Masters degrees for the Seaman
BA - Liberal Arts
BS - Liberal Arts
BA - Sociology
BGS - Bachelor of General Studies
BGS - Organizational Leadership
BS - Organizational Leadership
BS - Business Administration (Management)
BSET - General Engineering Technology (Electromechanical Systems)
BS - Business Administration (General Management)
BA - Liberal Studies (Administrative Leadership)
BA - Human Resources
BA - Organizational Development
BAAS - Bachelor of Applied Arts and Sciences
BS - Emergency and Disaster Management
BS - Human Services
BS - Psychology
BS - Public Administration (General)
BS - Social Science

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

Associate in Science

Florida Community College at Jacksonville (http://www.fccj.org/prospective/programs/data07_08/2175.html)

Associate in Science in Telecommunications Engineering Technology (Converged Networks)

<u>General Education</u>		<u>Credits</u>
ENC 1101	Mathematics	3
	Social and Behavioral Sciences	3
	English Composition I	3
	Communications	3
	Humanities	3
<u>Required Professional Courses</u>		
CET 2687	Security+	3
CET 2626	Building Scalable Networks	3
CET 2627	Building Multilayer Switched Networks	3
CET 2628	Building Remote Access Networks	3
CET 2636	Home Integration	3
CET 2660	Managing Network Security	3
CET 2665	Advanced Firewall Administration	3
CET 2481	Designing and Building Wireless Networks	3
CET 2682	Voice over IP (VoIP)	3
CET 2623	Deploying Quality of Service	3
CET 2675	IP Telephony	3
CET 2676	Unified Messaging	3
CET 1943	Internship	3
<u>Professional Electives</u>		
LIS 1002	Information Literacy (Online)	1
CET 2662	Techniques of Computer Hacking and Incident Handling	3
CET 2880	Data Forensics I — Basic	3
CET 1630	Fiber, Voice and Data Cabling	3
Total Credit Hours		64

SAMPLE DEGREE PLAN

Bachelor of Science

Fort Hays State University (<http://www.fhsu.edu/int/telecomm/vccourserequirements.shtml>)

Bachelor of Science in Information Networking and Telecommunications - Computer Networking and Telecommunications Concentration

<u>Information Networking and Telecommunications Major Core</u>	<u>Credits</u>
INT 300 Field of Information Networking: Foundations for Understanding	3
INT 250 Introduction to Web Development	3
POLS/INT 602 Public Policy, Ethics and Law in Information Networking	3
INT 430 Leadership in Information Networking	3
INT 405 Research Methods in Information Networking	3
INT 490 Capstone Seminar in Information Networking	3
<u>Concentration Requirements Computer Networking and Telecommunications</u>	
PHYS 230 Telecommunications Electronics	3
INT 291 Internetworking Certification I	3
INT 680 Network Architecture and Data Communications I	3
INT 681 Network Architecture and Data Communications II	3
INT 293 Internetworking II	3
<u>Cross Concentration Elective Media Studies</u>	
INT 140 Introduction to Electronic Media	3
<u>Cross Concentration Elective Web Development</u>	
INT 651 Advanced Web Development	3
Required General Education Class: COMM 318 Communication in Human Organization	3
<u>Telecommunications & Networking Emphasis Options</u>	
INT 293 Internetworking II (CCNA Prep)	3
INT 685 Fundamentals of Network Security (MCNS, CSPFA)	3
INT 695 Advanced Routing (CCNP Prep 1)	3
INT 696 Advanced Remote Access (CCNP Prep 2)	3
INT 697 Advanced LAN Switching (CCNP Prep 3)	3
INT 698 Internetwork Troubleshooting (CCNP Prep 4)	3
<u>Totals:</u>	
General Education Requirements	55
Department/Major Requirements	54
Free Electives	15
Total	 124

SAMPLE DEGREE PLAN

Master of Science

Boston University (http://www.bu.edu/online/online_programs/graduate_degree/master_management/project_management/courses.html)

Master of Science in Project Management

Core Courses

	<u>Credits</u>
AC 630 Financial and Managerial Accounting	4
FI 741 Financial Management	4
MG 610 Intro to Organizational Risk and Crisis Mang in Both Public and Private Enterprise	4
MG 650 International Business, Economics, and Cultures	4
MG 742 Data Analysis and Operations Management	4
MG 743 Managing Employees, Professionals, and Teams	4
MK 743 Marketing Management	4
TM 648 Introduction to Electronic Commerce, Systems, and Web Design	4

Specialization Courses

AD 642 Program and Project Management	4
AD 643 Project Leadership and Communications	4
AD 644 Project Risk and Cost Management	4
AD 645 International and Advanced Project Management	4

Total **48**

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

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

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

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

Education:

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

Other Quick References:

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