



# Boatswain's Mate (BM)

January 2021





## 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.

# CAREER ROADMAP

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## Seaman Recruit to Master Chief Roadmap

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

## What is a Career Roadmap for Boatswain's Mate?

Boatswain's Mate 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?

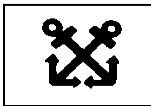
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional 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 Boatswain's Mate roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, BM A School at Naval Station Great Lakes, IL or other recommend training opportunities such as BM Apprentice and BM Supervisor Courses at Little Creek VA and San Diego CA, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

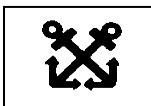
## Notes:



## BM CAREER PATH (SW)



Boatswain's Mate (BM). BM is the oldest rating in the Navy and has a rich history of honored traditions. BMs are the leaders and backbone of every ship's crew. BMs maintain the exterior surfaces of ships, deck handling machinery and equipment, handles cargo, operates small boats during a number of evolutions including Anti-Terrorism Operations and Maritime Interdiction boarding's of suspect ships.					
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	BMCM	24.2 Yrs	CSEL	36	4 <sup>th</sup> Shore Tour Billet: CSEL, ECM/TECHAD, Training Officer, Dept LCPO. Duty: Admin/Operational Staff
23-26	BMCM BMCS	24.2 Yrs 17.9	CSEL	48	4 <sup>th</sup> Sea Tour Billet: CSEL, Dept LCPO. Duty: CVN, LHD, LHA, LPD, LSD. Qualification: SEA
20-23	BMCM BMCS BMC	24.2 Yrs 17.9 14	CWO, CSEL	36	3 <sup>rd</sup> Shore Tour Billet: CSEL, Training Officer, Dept/Div LCPO, Harbor Pilot/Tug Master, Det OIC. Duty: Admin/Operational Staff, Enl Comm Mgr, Lead Detailer, RDC, Recruiting. Qualification: CDO, ACDO, Zone Supervisor, Ships LCPO/RDC/FQA on RDC duty
16-20	BMCS BMC BM1	17.9 Yrs 14 9.9	LDO, CWO, OCS, MECP, CSEL, RDC, Recruiting, Instructor.	48	3 <sup>rd</sup> Sea Tour Billet: Dept/Div LCPO, Craftmaster, Det OIC, 3MC. Duty: Ship, Craft Unit, CRS/CRG, PHIB. Qualification: CDO, OOD, Section Leader, Safety Officer, ATTWO, Debark Control Officer, Crane Safety
12-16	BMCS BMC BM1	17.9 Yrs 14 9.9		36	2 <sup>nd</sup> Shore Tour Billet: LCPO, LPO, POIC, Maintenance Technician, Harbor Pilot. Duty: Admin/Operational Staff, Detailer, Course Manager. Qualification: Craftmaster, MTS, QA, Dock Master
8-12	BMC BM1 BM2	14 Yrs 9.9 4.6		60	2 <sup>nd</sup> Sea Tour Billet: Maintenance Technician, LPO, SAR Swimmer. Duty: Ship, Craft Unit, CRS/CRG, PHIB. Qualification: WCS, DCTT, STT, LSE, LPO, WDCO, HCO, Deck Safety Supervisor



## BM CAREER PATH (SW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
4-8	BM1 BM2 BM3	9.9 Yrs 4.6 2.6	STA-21, OCS, MECP, RDC, Recruiting, Instructor	36	1 <sup>st</sup> Shore Tour Billet: Rigger, Technician. Duty: Admin/Operational Staff. Qualification: MTS, ATS, SDO, Recruiter In Charge
1-4	BM2 BM3	4.6 Yrs 2.6	Naval Academy, NROTC	56	1 <sup>st</sup> Sea Tour Billet: BMOW, Cargo Handler, Deck Seaman, Small Boat Coxswain, SAR Swimmer. Duty: Ship. Qualification: DCPO, POOW, 3-M WCS, Warfare Qualification, USCG Ordinary Seaman, Rig Captain, Crane Signalman, Foc'sle POIC, LSE
1+/-	BM3 BMSN BMSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

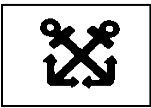
Notes:

1. "A" School is not required.
2. BM is a sea intensive rating (refer to Sea/Shore Flow front page).
3. Tour at PERS as an "BM" Rating Detailer It is a highly competitive tour requiring thorough understanding of the Rating, manning and manpower policies. Special consideration should be taken if SCVM is fulfilling and has documented performance in this position.
4. Tour at BUPERS 3 as an Enlisted Community Manager (ECM) are for high-performing E8s or E9s. It is a highly competitive tour requiring thorough understanding of the Rating and manning and manpower policies. ECMs handle multiple Ratings affecting tens of thousands of Sailors, adjudicate Career Waypoints applications, develop and present advancement quotas, school quotas, accession and strength policies and initiatives for community health. Special consideration should be taken if SCVM is fulfilling and has documented performance in this position..
5. Harbor Pilot, LCAC Navigator and Craftmaster is a special program that requires an arduous and extended training program to qualify, with billets that have increased responsibility.
6. Consideration should be given to sailors who have displayed sustained superior performance while serving in Naval Special Warfare (NSW) assignments. These assignments include but are not limited to Naval Special Warfare Command, NSW Groups, NSW Units, SEAL Teams, Boat Teams and NSW Logistical Support Units. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career.

### **Considerations for advancement from E6 to E7**

1. Sea Assignments:

a. ALL SHIP CLASSES:



## BM CAREER PATH (SW)



- Should obtain ESWS and/or any warfare devices available at current command
- Should be assigned LPO/ALPO/WCS of a Deck Division with documented performance
- Should be Deck Special Evolutions POIC qualified
- Should be Davit Captain/POIC qualified
- Should be UNREP Rig Captain/POIC qualified
- Deck Safety Observer qualification
- UNREP Safety Observer qualification
- STT/DCTT/ATTT member/training team involvement
- Repair Locker Leader qualification
- OOD (I/P) qualification
- Duty Section watchbill coordinator
- Asst Command Collateral (ie: ACFL, Asst. CMEO, Asst. DAPA, Dept. Mentorship Coord, Dept ESWS/EAWS coord, FCPOA involvement)

### b. CVN

- Navy Standard Fuel Delivery Winch Operator qualification
- Enlisted Section Leader qualification/designation
- CPI Program Involvement/Qualifications (Green Belt/Yellow Belt/etc)

### c. DDG/CG/LSD/ESB

- LSE/Flight Deck Officer qualification/designation

### d. LPD/LSD/LHD

- Should be Well Deck POIC/LCAC Ramp Marshall qualified
- Well Deck Safety Observer qualification
- Well Deck Control/Docking Officer qualification/designation
- Crane Operator/Signalman (LPD/LSD)
- Crane Safety Observer (LPD/LSD)

### e. LCS/PC/MCM

- CICWO qualification/designation

### f. ACU/BMU/NBU/ACB/CRG/CRF:

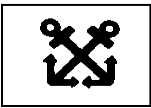
- Craft Master (minus ACU 4/5, NBU 7 LCAC)
- Load Master
- Salvage Petty Officer (BMU)
- INLS Operator (ACB)
- Qualify Coxswain (MK IV) and/or B/C (SEA ARK)
- Boat Team Leader (CRF)
- Weapons Line Coach (CRF)
- CDO/SDO

### g. STAFF DUTY (CSG/DESRON/PHIBRON)

- SDO
- Documented performance in shipboard evolutions/assessments (not just a ship rider)

## 2. Shore Assignments (all)

- Detailer
- Training Teams (ATG/NFMT)
- Instructor Duty (MTS at completion-all ranks)
- Recruiter Duty LPO
- Port Operations Quals (Dock Master/Oil Spill Response Team Leader/SIBC/PODO)
- Major Command Collateral
- Range Safety Officer (RSO), Small Arms Instructor, Crew Served Weapons Instructor (CRF)
- CRG TEU Training Team Lead



## BM CAREER PATH (SW)



- MTS is a NETC program. All learning center instructors fall under NETC as TYCOM. Other organizations (ATG/CRG/etc.) although have valid 805A billets, do not fall under NETC as TYCOM and MTS is not a requirement.
- ATS is an Afloat Training Group Program. Personnel assigned to ATG should qualify ATS if available at current command.

### **Considerations for advancement from E7 to E8**

#### **1. Sea Assignments:**

##### **a. ALL SHIP CLASSES:**

- Should obtain ESWS and/or any warfare devices available at current command
- Should be assigned Divisional/Department LCPO
- Should be Deck Safety Observer qualified
- Should be UNREP Safety Observer qualified
- Should be OOD (I/P) qualified
- Qualified Duty Section Leader,
- ATTWO qualification/designation if available
- STT Coord, DCTT, ATTT, ITT team or other Training Team member.
- Repair locker leader or other Damage Control organization involvement
- Command Collateral with documented impact (CFL, CMEO, CFS, DAPA, Mentorship, Sponsor)
- CPOA involvement
- Sailor 360 involvement
- Enlisted watchbill coordinator

##### **b. CVN:**

- Navy Standard Fuel Delivery Winch Operator Qualification

##### **c. DDG/CG/LSD/ESB:**

- Flight Deck Officer qualification/designation
- Helicopter Control Officer qualification/designation

##### **d. LPD/LSD/LHD:**

- Should be Well Deck Safety Observer qualified
- Well Deck Control/Docking Officer qualification/designation
- Should be Crane Safety Observer qualified (LPD/LSD)

##### **e. LCS/PC/MCM:**

- CICWO qualification/designation

##### **f. ACU/BMU/NBU/ACB/CRG/CRF:**

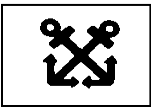
- Craft Master
- Salvage Officer (BMU)
- Range Safety Officer or Range OIC (CRF)
- Boat Captain (MK VI) and or Patrol Officer (SEA ARK)
- CDO/SDO

##### **g. STAFF DUTY (CSG/DESRON/PHIBRON)**

- SDO
- Documented performance in shipboard evolutions/assessments (not just a ship rider)

#### **2. Shore Assignments (all)**

- Detailer, Rating Specialist
- Instructor Duty/Course Supervisor/Training Safety Officer
- Recruit Division Commander/FQA



## BM CAREER PATH (SW)



- Recruiting/MEPS
- Port Operations Quals/LCPO Port Ops/Tug Master/Harbor Pilot
- Major Command Collateral
- Range Safety Officer (RSO), Small Arms Instructor, Crew Served Weapons Instructor (CRF)
- CRG TEU Training Cell LCPO
- SDO/CDO
- ATG Team Lead
- TYCOM
- MTS is a NETC program. All learning center instructors fall under NETC as TYCOM. Other organizations (ATG/CRG/etc.) although have valid 805A billets, do not fall under NETC as TYCOM and MTS is not a requirement.
- ATS is an Afloat Training Group Program. Personnel assigned to ATG should qualify ATS if available at current command.

### **Considerations for advancement from E8 to E9**

#### **1. Sea Assignments:**

##### **a. ALL SHIP CLASSES:**

- Should obtain ESWS and/or any warfare devices available at current command
- Should be assigned Department LCPO
- Should be Deck Safety Observer qualified
- Should be UNREP Safety Observer qualified
- Should be OOD (I/P) qualified
- Qualified Duty Section Leader
- ATTWO qualification/designation if available
- STT Coord, DCTT, ATTT, ITT team or other Training Team member.
- Repair locker leader or other Damage Control organization involvement
- Command Collateral with documented impact (Warfare Program, CFL, CMEO, CFS, DAPA, Mentorship, Sponsor)
- CPOA involvement
- Sailor 360 involvement
- Senior Enlisted watchbill coordinator

##### **b. CVN:**

- Navy Standard Fuel Delivery Winch Operator Qualification
- Senior Enlisted Section Leader

##### **c. DDG/CG/LSD/ESB:**

- Flight Deck Officer qualification/designation
- Helicopter Control Officer qualification/designation

##### **d. LPD/LSD/LHD:**

- Should be Well Deck Safety Observer qualified
- Well Deck Control/Docking Officer qualification/designation
- Should be Crane Safety Observer qualified (LPD/LSD)

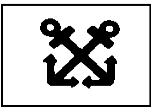
##### **e. LCS/PC/MCM:**

- CICWO qualification/designation

##### **f. ACU/BMU/NBU/ACB/CRG/CRF:**

- Craft Master
- Salvage Officer (BMU)
- Range Safety Officer or Range OIC (CRF)





## BM CAREER PATH (SW)



- Platoon/Company LCPO (CRF)
- Should be qualified up to Patrol Officer (CRF)
- DET OIC (CRF/BMU/ACU/ACB)
- CDO/SDO

### g. STAFF DUTY (CSG/DESRON/PHIBRON)

- SDO
- Documented performance in shipboard evolutions/assessments (not just a ship rider)

### 2. Shore Assignments (all)

- LCPO/SEL at large training command or Port OPS/Tug Master/Harbor Pilot
- Lead Detailer/Special Programs/ECM Tech Ad/Rating Specialist
- Learning Center Rating Lead
- Recruiting/MEPS SEL
- ATG Team Lead
- TYCOM
- Recruit Division Commander/FQA/Ship LCPO
- SDO/CDO
- Sailor 360 involvement
- Range OIC (CRF)
- LCPO/SEL of CRG TEU
- Major Command Collateral
- MTS is a NETC program. All learning center instructors fall under NETC as TYCOM. Other organizations (ATG/CRG/etc.) although have valid 805A billets, do not fall under NETC as TYCOM and MTS is not a requirement.
- ATS is an Afloat Training Group Program. Personnel assigned to ATG should qualify ATS if available at current command.

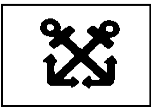


## BM CAREER PATH FULL TIME SUPPORT (FTS)



Boatswain's Mate, the oldest rate in the Navy, has a rich history of honored traditions. BMs are the leaders and backbone of every ship's crew. A Boatswain's Mate maintains the exterior surfaces of ships, deck handling machinery and equipment, handles cargo, operates small boats during a number of evolutions including Anti-Terrorism Operations and Maritime Interdiction boardings of suspect ships. Boatswain's Mate's ashore are assigned at Navy Operational Support Centers and ISIC assignments to provide administrative support.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	BMCM	22.2 Yrs	CMDCM	36/36	Follow on Sea/Shore Tours
23-26	BMCM BMCS	22.2 Yrs 16.7	CMDCM, CMDCS, CMD SEL	36/36 48/36	4 <sup>th</sup> Sea Tour Billet: CMDCM/CMDCS/CSEL, Dept LCPO Duty: LHD, LHA, CRS, NCHB Qualification: SEA
20-23	BMCM BMCS BMC	22.2 Yrs 16.7 13.8	CWO, CMD SEL	36/36 48/36 48/36	3 <sup>rd</sup> Shore Tour Billet: CSEL, Training Officer, Dept/Div LCPO, Harbor Pilot Duty: NOSC Admin/Operational Staff. Qualification: CDO, ACDO
16-20	BMCS BMC BM1	16.7 Yrs 13.8 9.3	LDO, CWO, OCS, MECP, CMD SEL, RDC, Instructor	48/36 48/36 48/36	3 <sup>rd</sup> Sea Tour Billet: Dept/Div LCPO, Ship's Bos'n, Craft Master Duty: Ship/Craft Unit Qualification: CDO, OOD, LTC, STT Section Leader, Safety Officer
12-16	BMCS BMC BM1	16.7 Yrs 13.8 9.3		48/36 48/36 48/36	2 <sup>nd</sup> Shore Tour Billet: LCPO Duty: NOSC Admin/Operational Staff. Qualification: Craftmaster, MTS, Harbor Pilot
8-12	BMC BM1 BM2	13.8 Yrs 9.3 4.8		48/36 48/36 48/36	2 <sup>nd</sup> Sea Tour Billet: LCPO/LPO Duty: Ship/Craft Unit Qualification: JOOD, WCS, DCTT, LSE, LPO, NAVLEAD, Safety Supervisor
4-8	BM1 BM2 BM3	9.3 Yrs 4.8 2.8	STA-21, OCS, MECP, RDC, Instructor.	48/36 48/36 48/36	1 <sup>st</sup> Shore Tour Billet: WCS/LPO, Rigger, Technician. Duty: NOSC Admin/Operational Staff. Qualification: MTS
1-4	BM2 BM3	4.8 Yrs 2.8	Naval Academy, NROTC	48/36 48/36	1 <sup>st</sup> Sea Tour Billet: BMOW, Cargo Handler, Deck Seaman, Small Boat Coxswain, SAR Swimmer Duty: Ship Qualification: DCPO, POOW, 3-M SUP, ESWS, USCG Ordinary Seaman, Rig Captain
1+/-	BM3 BMSN BMSA Accession Training	9 Months		48/36 48/36	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



**BM CAREER PATH**  
**FULL TIME SUPPORT (FTS)**



Notes:

1. "A" School NOT required.
2. This is not a compression rating.
3. BM-FTS is an intensive rate.

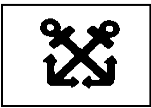
**Considerations for advancement from E6 to E7**

1. Sea Assignments (all)

- LPO
- OOD I/P
- At least one warfare pin
- STT or other Training Team Member. Repair Locker Leader or other Damage Control organization involvement
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- ANAV qualified
- Watchbill Coordinator duties
- Rig Captain
- Deck Safety
- Patrol Leader (weapon release authority)
- Hatch Captain

2. Shore Assignments (all)

- Detailer
- Training Teams (CRF TEU/EOD TEU) MTS at completion all ranks
- RDC (MTS at completion-all ranks)
- Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075).
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- LPO
- Department Head



**BM CAREER PATH  
FULL TIME SUPPORT (FTS)**



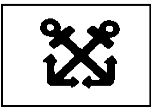
**Considerations for advancement from E7 to E8**

**1. Sea Assignments (all)**

- Department LCPO
- Should be qualified OOD(I/P), Section Leader, and other outside the normal scope (ie: ATTWO, Senior Watchbill Coord etc)
- At least one warfare pin
- STT Coordinator or STT Assistant Coordinator
- Flight Deck Officer (FDO)
- Helicopter Control Officer (HCO)
- DCTT team or other Training Team Member. Repair Locker Leader or other Damage Control organization involvement
- Enlisted Watchbill Coordinator
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- Deck Safety Qualified in all evolutions
- Well Deck Safety Officer (Amphi)
- Crane Safety Officer (Amphi)
- Wells Deck Control (Amphi)

**2. Shore Assignments (all)**

- Detailer
- RDC
- ECM
- Training Teams (CRF TEU/EOD TEU) MTS at completion all ranks
- CDO Qualified
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- TYCOM
- NOSC CSEL



**BM CAREER PATH**  
**FULL TIME SUPPORT (FTS)**



**Considerations for advancement from E8 to E9**

**1. Sea Assignments (all)**

- Department LCPO
- Deck Safety Qualified in all deck evolutions
- Section Leader, and other outside the normal scope (ie: ATTWO)
- At least one warfare pin
- DCTT Team or other Training Team Member. Repair Locker Leader or other Damage Control organization involvement
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- Department LCPO
- Senior Watchbill Coordinator
- STT Coordinator
- Tactical Action Officer (TAO)
- OOD Underway
- Well Deck Safety Observer (amphi)
- Crane Safety Officer (amphi)
- Well Deck Control (amphi)

**2. Shore Assignments (all)**

- LCPO/SEL at large training command.
- Head Detailer/Special Programs/ECM Tech Ad
- TYCOM
- RDC
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

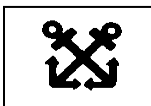


## BM CAREER PATH SELECTED RESERVE (SELRES)



Boatswain's Mate (BM) is the oldest rating in the Navy and has a rich history of honored traditions. BMs are the leaders and backbone of every ship's crew. BMs maintain the exterior surfaces of ships, deck handling machinery and equipment, handles cargo, operates small boats during a number of evolutions including Anti-Terrorism Operations and Maritime Interdiction boardings of suspect ships.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	BMCM	23.0 Yrs	CSEL	N/A	Billet: CSEL, Training Officer, Dept LCPO. Duty: Admin/Operational Staff. Qualification: 8CMC, 824A
23-26	BMCM BMCS	23.0 Yrs 18.6	CSEL	N/A	Billet: CSEL, Dept LCPO. Duty: CORIVRON, BCHMSTR Unit, ACU, CNSP/CNSL, ESG, LCSRON and various other reserve units. Qualification: Senior Enlisted Academy, CMC 8CMC, 8CSC
20-23	BMCM BMCS BMC	23.0 Yrs 18.6 14.9	CWO, CSEL	N/A	Billet: CSEL, Training Officer, Dept/Div LCPO, Duty: CORIVRON, BCHMSTR Unit, ACU, NMCB, CNSP/CNSL, ESG, LCSRON and various other reserve units.
16-20	BMCS BMC BM1	18.6 Yrs 14.9 11.5	LDO, CWO, OCS, MECP, CSEL	N/A	Billet: SEL, Dept/Div LCPO, Craftmaster Duty: CORIVRON, BCHMSTR Unit, ACU, NMCB CNSP/CNSL, ESG, LCSRON and various other reserve units Qualification: Safety Officer.
12-16	BMCS BMC BM1	18.6 Yrs 14.9 11.5		N/A	Billet: LCPO, LPO, Subject Matter Expert. Duty: CORIVRON, BCHMSTR Unit, ACU, CNSP/CNSL, ESG, LCSRON and various other reserve units. Qualification: Craftmaster, Patrol Leader, Coxswain, Chief of the Guard.
8-12	BMC BM1 BM2	14.9 Yrs 11.5 7.1		N/A	Billet: Maintenance Technician, LPO, Duty: CORIVRON, BCHMSTR Unit, ACU, CNSP/CNSL, ESG, LCSRON and various other reserve units. Qualification: WCS, LSE, LPO, P.O Indoc, Safety Supervisor.
4-8	BM1 BM2 BM3	11.5 Yrs 7.1 3.0		N/A	Billet: Rigger, Instructor, ATG, Duty: CORIVRON, BCHMSTR Unit, ACU, CNSP/CNSL, ESG, LCSRON and various other reserve units. Qualification: Warfare device's expected if attainable.



## BM CAREER PATH SELECTED RESERVE (SELRES)



1-4	BM2 BM3	7.1 Yrs 3.0	Naval Academy, NROTC	N/A	Billet: BMOW, Cargo Handler, Deck Seaman, Small Boat Coxswain. Duty: CORIVRON, BCHMSTR Unit, ACU, NMCB, CNSP/CNSL, ESG, LCSRON and various other reserve units. Qualification: Rig Captain, Hatch Captain
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/ShORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
1+/-	BM3 BMSN BMSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is not required for this rating.
2. This is not a compressed rating.
3. SELRES BM's should show diversity in billets throughout their careers and include Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and mobilizations in support Sea, Shore and Expeditionary Commands.
4. When able, SELRES Sailors should try to earn ESWS, EXWS and Coxswain pin.
5. Rating NECs:

797A - NAMTS Rigger/Weight Tester  
 U16A - Causeway Barge Ferry Pilot  
 W07A - Tugmaster  
 W09A - Patrol Boat Coxswain  
 799A - Causeway Barge Ferry Coxswain  
 W09A - Landing Craft Utility Craftmaster  
 700B - LCAC Loadmaster  
 W11A - Navy Lighterage Deck Supervisor

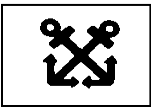
Consideration for advancement:

E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Duty aboard ship (AC/ADT/ADOS/ADSW) as safety observer of Sea & Anchor Detail, UNREP, Boat OPS"
- Warfare and/or Coxswain qualified (based on opportunity/assignment/mobilization)
- FCPO involvement/leadership
- Sailor 360 involvement/leadership
- Unit LPO or DLPO
- Command collateral (e.g., CFL, Unit CCC, etc.)

E8 Selection Board. Highly competitive/most fully qualified candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:

- Warfare and Coxswain qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360 involvement
- Initiation committee lead
- Unit LCPO or DLCPO of large command
- SEL



## BM CAREER PATH SELECTED RESERVE (SELRES)



E9 Selection Board. Highly competitive/most fully qualified candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Warfare and Coxswain qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360 involvement
- Initiation committee lead
- Unit LCPO or DLCPO of large command
- SEL
- Graduate of Senior Enlisted Academy or other Service Equivalent





## Boatswain's Mate Occupational Advancement Requirement Standards (OARS) to E4 NAVEDTRA 44020

**NAME:** \_\_\_\_\_

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

### AMPHIBIOUS OPERATIONS

Task Objective	** Supv Init	Date
Direct amphibious craft and vehicles in well deck		
Direct amphibious craft landing operations		
Direct beach vehicle traffic		
Launch amphibious craft		
Load amphibious vehicles		
Perform preventive maintenance on well deck equipment		
Perform well deck Foreign Object Damage (FOD) walk downs		
Prepare well deck equipment for amphibious operations		
Recover amphibious craft		
Recover amphibious vehicles		
Repair well deck equipment		
Report amphibious beach signals and flags		
Report amphibious craft markings and flags		
Report amphibious signals and markings		
Secure amphibious vehicles		
Test well deck equipment		
Troubleshoot well deck equipment		
Unload amphibious vehicles		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

\_\_\_\_\_

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## ANCHORING, MOORING, AND TOWING

Task Objective	** Supv Init	Date
Handle ground tackle		
Hoist ships anchor		
Let go of ships anchor		
Lower ships anchor		
Perform mooring and getting underway evolutions		
Perform preventive maintenance on anchoring equipment		
Perform preventive maintenance on mooring equipment		
Perform preventive maintenance on towing equipment		
Prepare lines for mooring and getting underway evolutions		
Repair anchoring equipment		
Repair mooring equipment		
Repair towing equipment		
Report anchoring flags, day shapes, and light configurations		
Report position and tension of anchor chain		
Rig clear hawse pennants		
Rig dip ropes		
Rig for mooring to buoy		
Rig for tow		
Secure mooring lines after getting underway		
Test anchoring equipment		
Test mooring equipment		
Test towing equipment		
Troubleshoot anchoring equipment		
Unrig clear hawse pennants		
Unrig dip ropes		
Unrig from mooring buoy		
Unrig from tow		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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## CARGO HANDLING, RIGGING, AND CRANES

Task Objective	** Supv Init	Date
Package cargo for transfer		
Perform cargo handling evolutions		
Perform preventive maintenance on cargo handling equipment		
Repair cargo handling equipment		
Rig cargo handling equipment		
Test cargo handling equipment		
Transport cargo		
Troubleshoot cargo handling equipment		
Unpack cargo for storage		
Unrig cargo handling equipment		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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## DECK SEAMANSHIP

Task Objective	** Supv Init	Date
Handle lines for deck evolutions		
Operate ships control console		
Perform external communications (ship-to-ship, ship-to-shore)		
Perform internal communications (verbal communications, sound powered phone, and Internal Voice Communication System (IVCS))		
Perform preventive maintenance on abandon ship equipment		
Perform preventive maintenance on davits		
Perform preventive maintenance on lifesaving equipment		
Perform shipboard man overboard recovery procedures		
Perform small boat man overboard recovery procedures		
Render calls on boatswains pipe		
Repair abandon ship equipment		
Repair lifesaving equipment		
Report air and surface contacts		
Report audible signals		
Report man overboard		
Report Search And Rescue (SAR) signals		
Report signal flags, pennants, and flares		
Report water depths using lead lines		
Rig davits		
Rig deck equipment		
Rig life lines		
Rig shipboard ladders		
Rig ships brows and gangways		
Steer ship using aft steering equipment		
Test abandon ship equipment		
Test davits		
Test lifesaving equipment		
Unrig davits		
Unrig deck equipment		
Unrig life lines		
Unrig shipboard ladders		
Unrig ships brows and gangways		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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## EQUIPMENT ADMINISTRATION

Task Objective	** Supv Init	Date
Inspect work areas, tools, and equipment		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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## FLIGHT DECK OPERATIONS

Task Objective	** Supv Init	Date
Launch helicopters		
Perform flight deck Foreign Object Damage (FOD) walk downs		
Perform preventive maintenance on flight deck equipment		
Prepare flight deck equipment		
Recover helicopters		
Refuel helicopters		
Secure helicopters to the deck		
Test flight deck equipment		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

### PENALTY STATEMENT

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## MARLINESPIKE SEAMANSHIP

Task Objective	** Supv Init	Date
Maintain wire ropes		
Perform preventive maintenance on ships lines		
Repair synthetic and canvas products		
Splice ships lines		
Tie knots, bends, and hitches		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## PAINTING AND PRESERVATION

Task Objective	** Supv Init	Date
Inventory painting and preservation equipment		
Paint prepared surfaces using primer, paint, and non-skid		
Prepare primer, paint, and non-skid		
Prepare surfaces for primer, paint, and non-skid		
Repair painting and preservation equipment		
Test painting and preservation equipment		
Troubleshoot painting and preservation equipment		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

### PENALTY STATEMENT

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## REPLENISHMENT AT SEA

Task Objective	** Supv Init	Date
Perform cargo replenishment evolutions		
Perform fueling replenishment evolutions		
Perform personnel transfer at sea		
Perform preventive maintenance on replenishment equipment		
Repair replenishment equipment		
Report position using phone and distance line		
Rig cargo for Vertical Replenishment (VERTREP)		
Rig cargo replenishment stations		
Rig for personnel transfer at sea		
Rig fueling replenishment stations		
Send and receive replenishment at sea signals		
Test replenishment equipment		
Troubleshoot replenishment equipment		
Unrig cargo from Vertical Replenishment (VERTREP)		
Unrig cargo replenishment stations		
Unrig from personnel transfer at sea		
Unrig fueling replenishment stations		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## SMALL BOAT OPERATIONS

Task Objective	** Supv Init	Date
Follow navigational courses during small boat operations		
Launch small boats		
Moor small boats		
Operate small boats		
Perform preventive maintenance on small boat davits		
Perform preventive maintenance on small boat equipment		
Perform preventive maintenance on small boat hulls		
Prepare small boats		
Recover small boats		
Refuel small boats		
Repair small boat equipment		
Repair small boat hulls		
Test small boat equipment		
Troubleshoot small boat equipment		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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**COMMAND ENDORSEMENT**

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.  
Signature level at discretion of command.

**DIVISION OFFICER:**

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**DEPARTMENT LCPO:**

---

**DEPARTMENT HEAD:**

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**COMMAND CAREER COUNSELOR:**

---

**COMMAND MASTER CHIEF:**

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**COMMANDING OFFICER:**

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**PENALTY STATEMENT**

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

**Command Comments – Command Use Only:**

**Enlisted Community Manager Comments:**

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.



## Boatswain's Mate 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
Boatswain's Mate 'A' School <sup>1</sup>	Great Lakes, IL	A-060-0021	26 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Boatswain's Mate Apprentice <sup>1</sup>	Little Creek VA, San Diego CA	A-060-0003	12 days	
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
W08A - Patrol Boat Coxswain <sup>1</sup>				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### JOB DESCRIPTION

Boatswain's Mate Seaman Recruit, Apprentice and Seaman (BMSR, BMSA & BMSN)

- Perform duties relating to marlinespike and deck seamanship; boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Perform preservation, preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Participate in Naval honors and ceremonies

#### RECOMMENDED BILLET ASSIGNMENTS

Sea – Boatswain's Mate onboard CG, DDG, FFG, CVN, LHD, LHA, LPD, LSD, ACU, BMU

Shore – Boatswain's Mate onboard Port Operations Department, LCSRON, RIVRON, Regional Maintenance Center

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

Professional Apprenticeship Career Track (PACT) only:

6 Month:  12 Month:  18 Month:

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

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

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

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

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

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

Advancement:

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

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

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

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:



## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
Messenger of the Watch (MOOW)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
301 Bow Hook and Stern Hook		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
301 Sound-Powered (S/P) Telephone Talker		
302 Sounding and Security		
303 Line Handler		
304 Lookout		
305 Helmsman		
306 Throttleman		
308 Deck Equipment Operator		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
301 Sound-Powered (S/P) Telephone Talker		
302 Signaller		
303 Leadsman		
304 Line Handler		
305 Deck Rigger		
306 Capstan/Brake Operator		
308 Tow Watch		
309 Boat Davit Winch Checker/Operator		
313 Aerial Platform Operator		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
301 Bow Hook and Stern Hook		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
301 Well Deck Line/Wire Handler		
302 Cargo/Shoring/Gripe Watch		
306 Signalman (Well Deck Control)		
307 Cargo and Vehicle Traffic Control Signalman		
312 Well Deck Rigger		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		
301 Interior Communications (IC) Telephone Talker		
302 Flight Deck Crewman		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
301 Basic Communications Operator		
302 Deck/Well Deck Line Handler		
304 Deck Special Evolutions Signalman		
305 Tow Watch		
306 Aerial Platform (Man-Lift) Operator		
307 Anchor/Capstan/Brake/Gypsy Winch Operator		
308 Leadsman		
309 Deck Rigger		
311 Winch Watcher		
316 Crane Rigger/Tag Line Handler		
323 Well Deck Communications Operator/Signalman		
324 Well Deck Shoring and Gripe Watch		
325 Well Deck Rigger		
327 Well Deck Traffic Controlman		
333 UNREP Rigger		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		
301 Basic Communications Operator		
302 Line Handler		
304 Deck Line Handler		
305 Towing Signalman		
306 Tow Watch		
307 Aerial Platform (Man-Lift) Operator		
309 Anchor/Capstan/Brake Operator		
310 Leadsman		
311 Deck Rigger		
318 Winch Watcher		
322 Crane Rigger/Tag Line Handler		
329 Well Deck Communications Operator/Signalman		
330 Well Deck Shoring and Gripe Watch		
331 Well Deck Line Handler		
333 Well Deck Rigger		
338 Well Deck Traffic Controlman		
344 UNREP Signalman		
345 UNREP Rigger		
346 Gypsy Winch Operator		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
301 Basic Communications Operator		
302 Line Handler		
304 Towing Signalman		
305 Towing Watch		
306 Aerial Platform (Man-Lift) Operator		
307 Anchor/Capstan/Brake Operator		
308 Deck Line Handler		
309 Leadsman		
310 Deck Rigger		
312 Winch Watcher		
317 Crane Rigger/Tag Line Handler		
321 UNREP Signalman		
323 UNREP Rigger		
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
301 Basic Communications Operator		
302 Line Handler		
303 Towing Signalman		
304 Tow Watch		
305 Aerial Platform (Man-Lift) Operator		
306 Anchor/Capstan/Brake Operator		
307 Leadsman		
308 Deck Operations Rigger		
310 Combat Craft Recovery System Winch Watcher		
314 Fueiling at Sea (FAS) Rigger		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
301 Maintenance Person		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
301 Camp Support Petty Officer		
302 SURF observation Report (SUROB)		
303 Traffic Controlman		
306 Beach Party Team (BPT) Communicator		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
308 Lighter Amphibious Resupply Cargo (LARC-V) Crewman		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
301 Tag/Vang Linehandler		
302 Winch Watcher		
303 Rigger		
<b>NAVEDTRA 43387-2: ANTITERRORISM COMMON CORE - Applies to all Ship Classes</b>		
301 Sentry		
302 Reaction Force Member		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
301 Line Handler		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
302 UNREP Phone Talker		
303 Signalman		
304 UNREP Rigger		
305 Winch Watcher/Checker		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
301 Anchor Watch		
302 Messenger of the Watch (MOOW)		
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships Flight Deck Observer		
<b>NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes</b>		
301 Bridge Telephone Talker		
302 Lookout		
303 Lee Helmsman		
304 Helmsman		
305 After Steering Helmsman		
307 Master Helmsman		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	

## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate



applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS 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	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

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

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  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: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

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

Joint Service Transcripts (JST)

HS Transcripts

College Transcripts

Date Degree Obtained: AA/AS

BA/BS

Master

Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills

NCPACE

CLEP

DSST

TA

MGIB

MGIB-SR

Post 9/11 GIB

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>6</sup>	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - 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		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

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

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

**E1/E2/E3 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>



## E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## Boatswain's Mate 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
See initial skills training from E1-E3 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Boatswain's Mate Apprentice <sup>1</sup>	Little Creek VA, San Diego CA	A-060-0003	12 days	
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	
shipboard crane operator <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0046	12 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
799A - Causeway Barge Ferry Coxswain <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0011	12 days	
700B - LCAC Loadmaster <sup>1</sup>	Camp Pendleton CA, Norfolk VA	S-062-0020	52 days	
W08A - Patrol Boat Coxswain <sup>1</sup>				
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
797A - NAMTS Rigger/Weight Tester <sup>1</sup>	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA	V-060-0120	30 day	
853A - Force Protection Boat Coxswain <sup>1</sup>	Little Creek, VA	K-062-0050	19 days	
746B - Outboard Engine Mechanic <sup>1</sup>	Coronado CA	K-652-0237	9 days	
W11A - Navy Ligherage Deck Supervisor <sup>1</sup>	Coronado, CA	K-551-0101	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## **JOB DESCRIPTION**

### **Boatswain's Mate Third Class (BM3)**

- Train, direct, and supervise personnel in the performance of duties relating to marlinespike and deck seamanship; – Direct and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
  - Perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
  - Supervise and perform preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
  - Conduct and coordinate Naval honors and ceremonies
- 

## **RECOMMENDED BILLET ASSIGNMENTS**

Sea – Boatswain's Mate Apprentice onboard CG, DDG, FFG, CVN, LCS, LHD, LHA, LPD, LSD, ACU, BMU

Shore – Boatswain's Mate Apprentice onboard Port Operations Department and Regional Maintenance Center

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

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

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

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

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

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

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

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

Advancement:

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

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

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

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## RECORD REVIEW CHECKLIST

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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 in to My Navy Portal (MNP) 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 in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
303 Assault Boat Coxswain		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
301 Sound-Powered (S/P) Telephone Talker		
302 Sounding and Security		
303 Line Handler		
304 Lookout		
305 Helmsman		
306 Throttleman		
308 Deck Equipment Operator		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
305 Deck Rigger		
307 Deck Petty Officer in Charge (POIC)		
309 Boat Davit Winch Checker/Operator		
310 Boat Davit Captain		
311 Slewing Arm Davit Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
312 Slewing Arm Davit Captain		
313 Aerial Platform Operator		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		
303 Conflagration Station Operator		
304 Monorail Operator		
305 Plenum Door Operator		
307 Cargo and Vehicle Traffic Control Signalman		
308 Side Port Crane Operator		
309 Vehicle Recovery Winch Operator		
310 Vehicle Hinged Ramp Operator		
311 Water Barrier Operator		
312 Well Deck Rigger		
313 Line Petty Officer (Condition 1A)		
314 Ramp Marshall		
315 Well Deck Petty Officer in Charge		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		
301 Interior Communications (IC) Telephone Talker		
302 Flight Deck Crewman		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
303 Deck/Well Deck Line Handler POIC		
304 Deck Special Evolutions Signalman		
306 Aerial Platform (Man-Lift) Operator		
309 Deck Rigger		
310 Deck Special Evolutions POIC		
312 Welin Lambie Davit Operator		
313 Lakeshore Davit Operator		
314 Boat Davit Captain		
316 Crane Rigger/Tag Line Handler		
317 Crane Signalman		
318 15-Ton Traveling Bridge Crane Operator		
319 20-Ton Crane Operator		
320 30-Ton Crane Operator		
321 60-Ton Crane Operator		
325 Well Deck Rigger		
326 Conflagration Station Operator		
327 Well Deck Traffic Controlman		
328 Well Deck (LCAC) Ramp Marshall		
329 Well Deck POIC		
333 UNREP Rigger		
334 UNREP Rig Captain		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
303 Line Handler POIC		
307 Aerial Platform (Man-Lift) Operator		
308 Deck Line Handler POIC		
312 Accommodation Ladder Operator		
313 Radar Cross Section Reduction (RCSR) Closure Operator		
314 Shell Door Operator		
315 Self-Deploying Sideport Ramp Operator		
317 Sea and Anchor Detail POIC		
319 Caley Davit Operator		
319 Caley Davit Captain		
322 Crane Rigger/Tag Line Handler		
323 Crane Signalman		
324 Articulating Knuckle Boom Crane Operator		
326 Sideport Cargo Crane Operator		
327 Well Deck Bridge Crane Operator		
332 Well Deck Line Handler POIC		
333 Well Deck Rigger		
334 Flight Deck Ramp Door Operator		
335 Stern Gate Operator		
336 Hinged Ramp Operator		
337 LCAC and Amphibian Recovery Winch Operator		
338 Well Deck Traffic Controlman		
339 Well Deck (LCAC) Ramp Marshall		
340 Well Deck POIC		
345 UNREP Rigger		
347 Sliding Padeye Operator		
348 UNREP Rig Captain		
350 Aviation Maintenance (Hangar) Bridge Crane Operator		
351 Aviation Maintenance Folding Boom Crane Operator		
352 Hanger Door Operator		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		
303 Line Handler POIC		
306 Aerial Platform (Man-Lift) Operator		
310 Deck Rigger		
311 Sea and Anchor Detail POIC		
313 Single Arm Pivoting Davit Operator		
314 Slewing Arm Davit Operator		
315 Boat Davit Captain		
317 Crane Rigger/Tag Line Handler		
318 Aviation Maintenance (Hangar) Crane Operator		
319 Crane Signalman		
322 UNREP Sliding Padeye Operator		
323 UNREP Rigger		
324 UNREP Rig Captain		



Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
305 Aerial Platform (Man-Lift) Operator		
308 Deck Operations Rigger		
309 Deck Operations POIC		
311 Combatant Craft Recovery System (CCRS) Operator		
312 Combatant Craft Recovery System (CCRS) Captain		
314 Fueiling at Sea (FAS) Rigger		
315 Fueling at Sea (FAS) Rig Captain		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
301 Maintenance Person		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
301 Camp Support Petty Officer		
302 SURF observation Report (SUROB)		
303 Traffic Controlman		
304 Landing Craft Air Cushion (LCAC) Ramp Marshall		
305 Flank Petty Officer		
306 Beach Party Team (BPT) Communicator		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
308 Lighter Amphibious Resupply Cargo (LARC-V) Crewman		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
303 Rigger		
304 Signalman		
305 Crane Operator		
306 Winch/Boom Operator		
307 Rig/Hatch Captain		
<b>NAVEDTRA 43387-2: ANTITERRORISM COMMON CORE - Applies to all Ship Classes</b>		
301 Sentry		
302 Reaction Force Member		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
304 UNREP Rigger		
306 3/2 Speed Saddle/Gypsy Winch Operator		
307 Navy Standard Ramless Spanwire Winch Operator		
308 Sliding Padeye Operator		
309 Rig Captain		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
303 Petty Officer of the Watch (POOW)		
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships Flight Deck Observer		
<b>NAVEDTRA 43436: LANDING SIGNALMAN ENLISTED (LSE) - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
303 Air Capable Ships/Deployable Squadrons LSE		
304 Night Vision Device (NVD) (Stage 2) LSE		
305 Multispot Operations Night Vision Device (NVD) (Stage 3) LSE		
306 Multiwave Operations Night Vision Device (NVD) (Stage 4) LSE		
307 Low Light-Level Night vision Device (NVD) LSE		
<b>NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes</b>		
305 After Steering Helmsman		
307 Master Helmsman		
308 Boatswain's Mate of the Watch (BMOW)		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	

## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS 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	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.



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**PHYSICAL FITNESS:**

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

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  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: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E4)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**\*\* Various degree options are available in the Advanced Education section. \*\***

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

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

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

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

**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
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

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

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

**E4 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E4 RECOMMENDED COMMUNITY PME:**

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

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

## E4 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## Boatswain's Mate 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
See initial skills training from E1-E3 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Boatswain's Mate Supervisor <sup>1</sup>	Little Creek VA, San Diego CA	J-822-0039	12 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	
shipboard crane operator <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0046	12 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0160 - Causeway Barge Ferry Pilot <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0012	12 days	
799A - Causeway Barge Ferry Coxswain <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0011	12 days	
700B - LCAC Loadmaster <sup>1</sup>	Camp Pendleton CA, Norfolk VA	S-062-0020	52 days	
W08A - Patrol Boat Coxswain <sup>1</sup>				
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
797A - NAMTS Rigger/Weight Tester <sup>1</sup>	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA	V-060-0120	30 day	
W10A - Causeway Lighterage Craftmaster <sup>1</sup>	Coronado CA	K-062-0110	19 days	
W11A - Navy Lighterage Deck Supervisor <sup>1</sup>	Coronado, CA	K-551-0101	19 days	
853A - Force Protection Boat Coxswain <sup>1</sup>	Little Creek, VA	K-062-0050	19 days	
746B - Outboard Engine Mechanic <sup>1</sup>	Coronado CA	K-652-0237	9 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.



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## **JOB DESCRIPTION**

### **Boatswain's Mate Second Class (BM2)**

- Train, direct, and supervise personnel in the performance of duties relating to marlinespike and deck seamanship; – Direct and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Supervise and perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshal, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Supervise and perform preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Conduct and coordinate Naval honors and ceremonies.

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## **RECOMMENDED BILLET ASSIGNMENTS**

- Sea - Division/Department Work Center Supervisor,
- Shore - Division/Department Work Center Supervisor

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

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

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

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

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

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

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

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

Advancement:

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

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

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:

## RECORD REVIEW CHECKLIST

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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 in to My Navy Portal (MNP) 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 in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
303 Assault Boat Coxswain		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
301 Sound-Powered (S/P) Telephone Talker		
302 Sounding and Security		
303 Line Handler		
304 Lookout		
305 Helmsman		
306 Throttleman		
308 Deck Equipment Operator		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
305 Deck Rigger		
307 Deck Petty Officer in Charge (POIC)		
309 Boat Davit Winch Checker/Operator		
310 Boat Davit Captain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
311 Slewing Arm Davit Operator		
312 Slewing Arm Davit Captain		
313 Aerial Platform Operator		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		
303 Conflagration Station Operator		
304 Monorail Operator		
305 Plenum Door Operator		
307 Cargo and Vehicle Traffic Control Signalman		
308 Side Port Crane Operator		
309 Vehicle Recovery Winch Operator		
310 Vehicle Hinged Ramp Operator		
311 Water Barrier Operator		
312 Well Deck Rigger		
313 Line Petty Officer (Condition 1A)		
314 Ramp Marshall		
315 Well Deck Petty Officer in Charge		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		
301 Interior Communications (IC) Telephone Talker		
302 Flight Deck Crewman		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
303 Deck/Well Deck Line Handler POIC		
304 Deck Special Evolutions Signalman		
306 Aerial Platform (Man-Lift) Operator		
309 Deck Rigger		
310 Deck Special Evolutions POIC		
312 Welin Lambie Davit Operator		
313 Lakeshore Davit Operator		
314 Boat Davit Captain		
316 Crane Rigger/Tag Line Handler		
317 Crane Signalman		
318 15-Ton Traveling Bridge Crane Operator		
319 20-Ton Crane Operator		
320 30-Ton Crane Operator		
321 60-Ton Crane Operator		
325 Well Deck Rigger		
326 Conflagration Station Operator		
327 Well Deck Traffic Controlman		
328 Well Deck (LCAC) Ramp Marshall		
329 Well Deck POIC		
333 UNREP Rigger		
334 UNREP Rig Captain		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
303 Line Handler POIC		
307 Aerial Platform (Man-Lift) Operator		
308 Deck Line Handler POIC		
312 Accommodation Ladder Operator		
313 Radar Cross Section Reduction (RCSR) Closure Operator		
314 Shell Door Operator		
315 Self-Deploying Sideport Ramp Operator		
317 Sea and Anchor Detail POIC		
319 Caley Davit Operator		
319 Caley Davit Captain		
322 Crane Rigger/Tag Line Handler		
323 Crane Signalman		
324 Articulating Knuckle Boom Crane Operator		
326 Sideport Cargo Crane Operator		
327 Well Deck Bridge Crane Operator		
332 Well Deck Line Handler POIC		
333 Well Deck Rigger		
334 Flight Deck Ramp Door Operator		
335 Stern Gate Operator		
336 Hinged Ramp Operator		
337 LCAC and Amphibian Recovery Winch Operator		
338 Well Deck Traffic Controlman		
339 Well Deck (LCAC) Ramp Marshall		
340 Well Deck POIC		
345 UNREP Rigger		
347 Sliding Padeye Operator		
348 UNREP Rig Captain		
350 Aviation Maintenance (Hangar) Bridge Crane Operator		
351 Aviation Maintenance Folding Boom Crane Operator		
352 Hanger Door Operator		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		
303 Line Handler POIC		
306 Aerial Platform (Man-Lift) Operator		
310 Deck Rigger		
311 Sea and Anchor Detail POIC		
313 Single Arm Pivoting Davit Operator		
314 Slewing Arm Davit Operator		
315 Boat Davit Captain		
317 Crane Rigger/Tag Line Handler		
318 Aviation Maintenance (Hangar) Crane Operator		
319 Crane Signalman		
322 UNREP Sliding Padeye Operator		
323 UNREP Rigger		
324 UNREP Rig Captain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
305 Aerial Platform (Man-Lift) Operator		
308 Deck Operations Rigger		
309 Deck Operations POIC		
311 Combatant Craft Recovery System (CCRS) Operator		
312 Combatant Craft Recovery System (CCRS) Captain		
314 Fueiling at Sea (FAS) Rigger		
315 Fueling at Sea (FAS) Rig Captain		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
301 Maintenance Person		
302 Repair Parts Petty Officer (RPPO)		
303 Work Center Supervisor (WCS)		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
301 Camp Support Petty Officer		
302 SURF observation Report (SUROB)		
303 Traffic Controlman		
304 Landing Craft Air Cushion (LCAC) Ramp Marshall		
305 Flank Petty Officer		
306 Beach Party Team (BPT) Communicator		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
308 Lighter Amphibious Resupply Cargo (LARC-V) Crewman		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
303 Rigger		
304 Signalman		
305 Crane Operator		
306 Winch/Boom Operator		
307 Rig/Hatch Captain		
<b>NAVEDTRA 43387-2: ANTITERRORISM COMMON CORE - Applies to all Ship Classes</b>		
301 Sentry		
302 Reaction Force Member		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
304 UNREP Rigger		
306 3/2 Speed Saddle/Gypsy Winch Operator		
307 Navy Standard Ramless Spanwire Winch Operator		
308 Sliding Padeye Operator		
309 Rig Captain		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
303 Petty Officer of the Watch (POOW)		
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
303 Air Capable Ships Flight Deck Observer		
<b>NAVEDTRA 43436: LANDING SIGNALMAN ENLISTED (LSE) - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships/Deployable Squadrons LSE		
304 Night Vision Device (NVD) (Stage 2) LSE		
305 Multispot Operations Night Vision Device (NVD) (Stage 3) LSE		
306 Multiwave Operations Night Vision Device (NVD) (Stage 4) LSE		
307 Low Light-Level Night vision Device (NVD) LSE		
<b>NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes</b>		
305 After Steering Helmsman		
307 Master Helmsman		
308 Boatswain's Mate of the Watch (BMOW)		

Notes on Qualifications:



## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	

## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### AC/FTS 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	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

### SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

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

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  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: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E5)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

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

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

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

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB



**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**E5 REQUIRED COMMUNITY PME:**

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

**E5 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

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

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

**E5 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPD New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPD New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPD New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPD New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPD New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-CGMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPD Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E5 RECOMMENDED COMMUNITY PME:**

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

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

## E5 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## Boatswain's Mate 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
See initial skills training from E1-E3 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Boatswain's Mate Supervisor <sup>1</sup>	Little Creek VA, San Diego CA	J-822-0039	12 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer <sup>1</sup>	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	
shipboard crane operator <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0046	12 days	
BOATSWAINS MATE'S MASTER <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0045	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0160 - Causeway Barge Ferry Pilot <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0012	12 days	
799A - Causeway Barge Ferry Coxswain <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0011	12 days	
700B - LCAC Loadmaster <sup>1</sup>	Camp Pendleton CA, Norfolk VA	S-062-0020	52 days	
W09A - Landing Craft Utility Craftmaster <sup>1</sup>	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
W08A - Patrol Boat Coxswain <sup>1</sup>				
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
797A - NAMTS Rigger/Weight Tester <sup>1</sup>	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA	V-060-0120	30 day	
W10A - Causeway Lighterage Craftmaster <sup>1</sup>	Coronado CA	K-062-0110	19 days	
W11A - Navy Lighterage Deck Supervisor <sup>1</sup>	Coronado, CA	K-551-0101	19 days	
W07A - Tugmaster <sup>1</sup>				
853A - Force Protection Boat Coxswain <sup>1</sup>	Little Creek, VA	K-062-0050	19 days	
746B - Outboard Engine Mechanic <sup>1</sup>	Coronado CA	K-652-0237	9 days	
W14A - Harbor/Docking Pilot <sup>1</sup>				
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

### JOB DESCRIPTION

#### Boatswain's Mate First Class (BM1)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
- Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Manage and coordinate Naval honors and ceremonies

### RECOMMENDED BILLET ASSIGNMENTS

- Sea - Division/Department LPO, Craftmaster
- Shore - Division/Department LPO, Craftmaster

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
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 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

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

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

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:



## 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 in to My Navy Portal (MNP) 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 in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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 emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN 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 <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> 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 **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- 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) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

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.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
303 Assault Boat Coxswain		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
307 Deck Petty Officer in Charge (POIC)		
310 Boat Davit Captain		
312 Slewing Arm Davit Captain		
314 Deck Safety Observer		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
303 Conflagration Station Operator		
304 Monorail Operator		
305 Plenum Door Operator		
308 Side Port Crane Operator		
309 Vehicle Recovery Winch Operator		
310 Vehicle Hinged Ramp Operator		
311 Water Barrier Operator		
313 Line Petty Officer (Condition 1A)		
314 Ramp Marshall		
315 Well Deck Petty Officer in Charge		
316 Well Deck Safety Officer		
317 Well Deck Control/Docking Officer		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		
302 Flight Deck Crewman		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
310 Deck Special Evolutions POIC		
312 Welin Lambie Davit Operator		
313 Lakeshore Davit Operator		
314 Boat Davit Captain		
315 Deck Safety Observer		
317 Crane Signalman		
318 15-Ton Traveling Bridge Crane Operator		
319 20-Ton Crane Operator		
320 30-Ton Crane Operator		
321 60-Ton Crane Operator		
322 Crane Safety Observer		
326 Conflagration Station Operator		
328 Well Deck (LCAC) Ramp Marshall		
329 Well Deck POIC		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
334 UNREP Rig Captain		
335 UNREP Safety Observer		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		
312 Accommodation Ladder Operator		
313 Radar Cross Section Reduction (RCSR) Closure Operator		
314 Shell Door Operator		
315 Self-Deploying Sideport Ramp Operator		
317 Sea and Anchor Detail POIC		
319 Caley Davit Captain		
321 Deck Safety Observer		
323 Crane Signalman		
324 Articulating Knuckle Boom Crane Operator		
325 Articulating Knuckle Boom Crane Rig Captain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
326 Sideport Cargo Crane Operator		
327 Well Deck Bridge Crane Operator		
328 Crane Safety Observer		
334 Flight Deck Ramp Door Operator		
335 Stern Gate Operator		
336 Hinged Ramp Operator		
337 LCAC and Amphibian Recovery Winch Operator		
339 Well Deck (LCAC) Ramp Marshall		
340 Well Deck POIC		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
347 Sliding Padeye Operator		
348 UNREP Rig Captain		
349 UNREP Safety Observer		
350 Aviation Maintenance (Hangar) Bridge Crane Operator		
351 Aviation Maintenance Folding Boom Crane Operator		
352 Hanger Door Operator		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		
311 Sea and Anchor Detail POIC		
315 Boat Davit Captain		
316 Deck Safety Observer		
318 Aviation Maintenance (Hangar) Crane Operator		
319 Crane Signalman		
320 Crane Safety Observer		
322 UNREP Sliding Padeye Operator		
324 UNREP Rig Captain		
325 UNREP Safety Observer		
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
309 Deck Operations POIC		
312 Combatant Craft Recovery System (CCRS) Captain		
313 Deck Operations Safety Observer		
315 Fueling at Sea (FAS) Rig Captain		
316 Fueling at Sea (FAS) Safety Observer		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
301 Maintenance Person		
302 Repair Parts Petty Officer (RPPO)		
303 Work Center Supervisor (WCS)		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
314 Salvage Petty Officer		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
316 Senior Ramp Marshall		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
304 Signalman		
305 Crane Operator		
306 Winch/Boom Operator		
307 Rig/Hatch Captain		
308 Safety Observer		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
306 3/2 Speed Saddle/Gypsy Winch Operator		
307 Navy Standard Ramless Spanwire Winch Operator		
308 Sliding Padeye Operator		
309 Rig Captain		
310 UNREP Safety Observer		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
303 Petty Officer of the Watch (POOW)		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships Flight Deck Observer		
<b>NAVEDTRA 43436: LANDING SIGNALMAN ENLISTED (LSE) - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships/Deployable Squadrons LSE		
304 Night Vision Device (NVD) (Stage 2) LSE		
305 Multispot Operations Night Vision Device (NVD) (Stage 3) LSE		
306 Multiwave Operations Night Vision Device (NVD) (Stage 4) LSE		
307 Low Light-Level Night vision Device (NVD) LSE		
<b>NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes</b>		
308 Boatswain's Mate of the Watch (BMOW)		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.



**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	



## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [redacted]	Career Waypoint [redacted]	Career Waypoint [redacted]	Accept Orders [redacted]	Screening [redacted]
Exception Family Member [redacted]	Exception Family Member [redacted]	Medical/Dental [redacted]	Reverse Sponsor [redacted]	Obligate [redacted]
MNA [redacted]	MNA [redacted]	MNA [redacted]	Relocation (FFSC) [redacted]	Bonus [redacted]
Mil to Mil [redacted]	Eval [redacted]	SRB [redacted]	SRB [redacted]	
Family Care Plan [redacted]				
Continuous Overseas Tours (COT) [redacted]				
Overseas Tour Extension Incentive Program (OTEIP) [redacted]				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] Reserve Only	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

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

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  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: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E6)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**\*\* Various degree options are available in the Advanced Education section. \*\***

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

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

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

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E6 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**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
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.



**Courses with Recommended Reserve Points:**

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

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

**E6 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

## E6 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## Boatswain's Mate 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
See initial skills training from E1-E3 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Boatswain's Mate Supervisor <sup>1</sup>	Little Creek VA, San Diego CA	J-822-0039	12 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer <sup>1</sup>	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	
shipboard crane operator <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0046	12 days	
BOATSWAINS MATE'S MASTER <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0045	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W09A - Landing Craft Utility Craftmaster <sup>1</sup>	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
800A - LCAC Operator <sup>1</sup>	Camp Pendleton CA, Norfolk VA			
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
797A - NAMTS Rigger/Weight Tester <sup>1</sup>	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA	V-060-0120	30 day	
W10A - Causeway Lighterage Craftmaster <sup>1</sup>	Coronado CA	K-062-0110	19 days	
W07A - Tugmaster <sup>1</sup>				
0160 - Causeway Barge Ferry Pilot <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0012	12 days	
746B - Outboard Engine Mechanic <sup>1</sup>	Coronado CA	K-652-0237	9 days	
W14A - Harbor/Docking Pilot <sup>1</sup>				
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## **JOB DESCRIPTION**

Boatswain's Mate Chief (BMC)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
- Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshal, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Manage and coordinate Naval honors and ceremonies

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## **RECOMMENDED BILLET ASSIGNMENTS**

Sea: LCPO, Craftmaster

Shore: LCPO, Craftmaster

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

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

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

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

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## 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 in to My Navy Portal (MNP) 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 in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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 emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN 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 <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> 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 **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- 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) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

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

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
303 Assault Boat Coxswain		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
314 Deck Safety Observer		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		
316 Well Deck Safety Officer		
317 Well Deck Control/Docking Officer		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
302 Flight Deck Crewman		
303 Flight Deck Officer (FDO)		
304 Helicopter Control Officer (HCO)		
308 Night Vision Goggles (NVG) Operator – Flight Deck Officer (FDO), Helicopter Control Officer (HCO) and Landing Signal Officer (LSO)		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
315 Deck Safety Observer		
322 Crane Safety Observer		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
335 UNREP Safety Observer		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		
321 Deck Safety Observer		
328 Crane Safety Observer		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
349 UNREP Safety Observer		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		
316 Deck Safety Observer		
320 Crane Safety Observer		
325 UNREP Safety Observer		
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
313 Deck Operations Safety Observer		
316 Fueling at Sea (FAS) Safety Observer		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
304 LCPO/Division Officer		
305 Departmental Maintenance and Material Management (3M) Assistant		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
315 Salvage Officer		
317 Beach Party Team (BPT) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
308 Safety Observer		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
310 UNREP Safety Observer		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships Flight Deck Observer		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	

## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## 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 [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)



## PROFESSIONAL MILITARY EDUCATION (CPO)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

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

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

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

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-06	5 days	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**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
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

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

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

**CPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

**CPO RECOMMENDED COMMUNITY READING**

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## Boatswain's Mate 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
See initial skills training from E1-E3 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer <sup>1</sup>	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	
BOATSWAINS MATE'S MASTER <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0045	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W09A - Landing Craft Utility Craftmaster <sup>1</sup>	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
800A - LCAC Operator <sup>1</sup>	Camp Pendleton CA, Norfolk VA			
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
W07A - Tugmaster <sup>1</sup>				
0160 - Causeway Barge Ferry Pilot <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0012	12 days	
746B - Outboard Engine Mechanic <sup>1</sup>	Coronado CA	K-652-0237	9 days	
W14A - Harbor/Docking Pilot <sup>1</sup>				
8CSC - Command Senior Chief (CMDCS) <sup>1</sup>	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## **JOB DESCRIPTION**

Boatswain's Mates Senior Chief Petty Officer (BMCS)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
  - Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
  - Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshal, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
  - Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
  - Manage and coordinate Naval honors and ceremonies
- 

## **RECOMMENDED BILLET ASSIGNMENTS**

Sea - LCPO, Craftmaster, Senior Enlisted Leader

Shore - LCPO, Craftmaster, Senior Enlisted Leader



**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

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

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

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

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## 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 in to My Navy Portal (MNP) 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 in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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 emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN 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 <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> 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 **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- 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) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

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

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 Department Head		
3M 306 PQS		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
303 Assault Boat Coxswain		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
314 Deck Safety Observer		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		
316 Well Deck Safety Officer		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
317 Well Deck Control/Docking Officer		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		
302 Flight Deck Crewman		
303 Flight Deck Officer (FDO)		
304 Helicopter Control Officer (HCO)		
308 Night Vision Goggles (NVG) Operator – Flight Deck Officer (FDO), Helicopter Control Officer (HCO) and Landing Signal Officer (LSO)		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
315 Deck Safety Observer		
322 Crane Safety Observer		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
335 UNREP Safety Observer		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		
321 Deck Safety Observer		
328 Crane Safety Observer		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
349 UNREP Safety Observer		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		
316 Deck Safety Observer		
320 Crane Safety Observer		
325 UNREP Safety Observer		
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
313 Deck Operations Safety Observer		
316 Fueling at Sea (FAS) Safety Observer		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
304 LCPO/Division Officer		
305 Departmental Maintenance and Material Management (3M) Assistant		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
315 Salvage Officer		
317 Beach Party Team (BPT) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
308 Safety Observer		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
310 UNREP Safety Observer		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships Flight Deck Observer		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	



## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## 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 [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (SCPO)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

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

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

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

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

**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
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

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

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

**SCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>



## SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## Boatswain's Mate 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
See initial skills training from E1-E3 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain <sup>1</sup>	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist <sup>1</sup>	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance <sup>1</sup>	Little Creek VA	J-690-0077	3 days	
STREAM Team Training <sup>1</sup>	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer <sup>1</sup>	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted <sup>1</sup>	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	
BOATSWAINS MATE'S MASTER <sup>1</sup>	LITTLE CREEK VA, SAN DIEGO CA	A-060-0045	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W09A - Landing Craft Utility Craftmaster <sup>1</sup>	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
800A - LCAC Operator <sup>1</sup>	Camp Pendleton CA, Norfolk VA			
801A - Surface Rescue Swimmer <sup>1</sup>	San Diego CA, Jacksonville FL	C-050-0500	29 days	
W07A - Tugmaster <sup>1</sup>				
0160 - Causeway Barge Ferry Pilot <sup>1</sup>	San Diego CA, Mobile Training Team	K-062-0012	12 days	
W14A - Harbor/Docking Pilot <sup>1</sup>				
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) <sup>1</sup>	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## **JOB DESCRIPTION**

Boatswain's Mates Master Chief Petty Officer (BMCM)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
  - Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
  - Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshal, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
  - Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
  - Manage and coordinate Naval honors and ceremonies
- 

## **RECOMMENDED BILLET ASSIGNMENTS**

Sea - LCPO, Craftmaster

Shore - LCPO, Craftmaster, Senior Enlisted Leader

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

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

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

**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:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 Department Head		
3M 306 PQS		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units</b>		
303 Assault Boat Coxswain		
<b>NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only</b>		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
<b>NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes</b>		
301 Man Overboard Indicator (MOBI) Operator		
<b>NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
314 Deck Safety Observer		
<b>NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes</b>		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
<b>NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only</b>		
316 Well Deck Safety Officer		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
317 Well Deck Control/Docking Officer		
<b>NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only</b>		
302 Flight Deck Crewman		
303 Flight Deck Officer (FDO)		
304 Helicopter Control Officer (HCO)		
308 Night Vision Goggles (NVG) Operator – Flight Deck Officer (FDO), Helicopter Control Officer (HCO) and Landing Signal Officer (LSO)		
<b>NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only</b>		
315 Deck Safety Observer		
322 Crane Safety Observer		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
335 UNREP Safety Observer		
<b>NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only</b>		
321 Deck Safety Observer		
328 Crane Safety Observer		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
349 UNREP Safety Observer		
<b>NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only</b>		
316 Deck Safety Observer		
320 Crane Safety Observer		
325 UNREP Safety Observer		
<b>NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only</b>		
313 Deck Operations Safety Observer		
316 Fueling at Sea (FAS) Safety Observer		
<b>NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes</b>		
304 LCPO/Division Officer		
305 Departmental Maintenance and Material Management (3M) Assistant		
<b>NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2</b>		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
315 Salvage Officer		
317 Beach Party Team (BPT) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
<b>NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
308 Safety Observer		
<b>NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only</b>		
310 UNREP Safety Observer		
<b>NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes</b>		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only</b>		
303 Air Capable Ships Flight Deck Observer		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the BM-Boatswain's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.



**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
Institute of Management Consultants (IMC)	Certified Management Consultant - Basic	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the BM-Boatswain's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Canvas Worker	
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Rigger	

## POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
First-Line Supervisors of Firefighting and Prevention Workers
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Occupational Health and Safety Technicians
Riggers
Sailors and Marine Oilers

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> 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>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## 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 [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (MCPO)

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

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

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

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

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  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 hrs	
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

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
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders <sup>4</sup>	TWMS		1 hour	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

**Courses with Recommended Reserve Points:**

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

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

**MCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A. Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

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

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

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

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

## MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	
In Harm's Way <i>by Doug Stanton</i>	



## ALL PAYGRADES VOLUNTARY EDUCATION



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

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

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

### How do I get started?

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

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

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR BM

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

## RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR BM

Recommended Bachelors/Masters degrees for the Seaman
BBA - Business Administration (General Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Technical Management (General Technician)
BS - Community and Human Services (Computer Crime and Security Management)
BGS- Organizational Leadership
BS- Business Administration (Finance)
BS- Diplomacy and Military Studies
BS- Public Administration
BA- Psychology
BS- Business Administration (General Management)
BS- Management Studies
BA- Administrative Leadership
BA- Human Resources
BA- Organizational Development

## GENERAL INFORMATION ON VOLUNTARY EDUCATION

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### 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>

### Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: 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. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

### Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

### Vocational Certificates

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

### College credits by Testing CLEP, DSST

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

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

### College Entrance Exams Testing ACT, SAT

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

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

## SAMPLE DEGREE PLAN

	<b>Florida Community College</b> <b>NCPDLP ROADMAP</b>	
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### A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

#### RATING:

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

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

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

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

**FAX: 904-632-5073**



## REFERENCES

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### Navy Enlisted Learning and Development Programs:

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

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

### Fleet Reserve and Retirements:

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

### Enlisted Administrative Separations:

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

## **Advancement & Service Schools:**

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

## **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
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2