

Aviation/Airman Professional Apprenticeship Career Track (PACT)

October 2026

MyNAVYHR
Serving Sailors 24/7

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

Airman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Aviation/Airman Professional Apprenticeship Career Track (PACT) 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 Aviation/Airman Professional Apprenticeship Career Track (PACT)?

Aviation/Airman Professional Apprenticeship Career Track (PACT) roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Airman 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 Aviation/Airman Professional Apprenticeship Career Track (PACT) roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Basic Aviation Course at Pensacola, FL, 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.

How do I get started?

You already have...All your training up to this point is part of your A-PACT Roadmap. Now it is up to you to keep on track with your Leading Chief Petty Officer, Leading Petty Officer or mentor.

Aviation/Airman Professional Apprenticeship Career Track (PACT)
Airman Recruit to Airman

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
Recruit Training [1]	Great Lakes, IL	A-950-0001	8 weeks	
A-PACT P/L [1]	NATTC Pensacola	C-950-0011	17 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
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

JOB DESCRIPTION

- Repairing, maintaining and stowing aircraft and associated equipment in preparation for flight operations.
- Working with qualified personnel to gain job training and experience.
- Performing ground and deck duties involved in the take-off and landing of aircraft;
- Standing security watches on flight lines or decks;
- Doing temporary duty for 90-120 days with food services divisions;
- Serving as members of crash crews and security alert teams;

After completion of recruit training, Sailors in this program will attend a three-week Airman Common Core course on basic theory in Aviation operations and evolutions. Once completed, Airman are usually assigned to aviation duties where the Navy needs them the most. Airman may also attend Navy schools to learn about general damage control, firefighting, preventive maintenance of special equipment, and the use of special tools used in the rating they are working in or seeking.

RECOMMENDED BILLET ASSIGNMENTS

Airmen are assigned to squadrons, aircraft carriers or other aviation commands.
Airmen are taught fundamental skills needed in an aviation environment. Most of the training takes place at their first duty station in the form of on-the-job training. Airman will enter there Aviation professional career track in a Navy Rating that they are fully qualified for within 24 months onboard their first Permanent Duty Station, either by passing a Navy-Wide Advancement Examination, requesting a rating designation or requesting a Navy Class “A” school.

STEPS NORMALLY REQUIRED IN SELECTING A RATING:

1. Airmen while at their duty station request, on-the-job training in a rating that they are interested in, qualified for, and is available at this location / duty station.
2. The Sailor then must complete rate training manual courses and personal qualification standards requirements.
3. Sailors must be recommended by their commanding officer for the Navy rating they desire.

Navy Ratings in the A - Professional Apprenticeship Career Track (PACT) Program

Electronics

- AT - Aviation Electronics Technician

Electrical

- AE - Aviation Electrician's Mate

Mechanical

- AD - Aviation Machinist's Mate
- AM – Aviation Structural Mechanic
- AME - Aviation Structural Mechanic (Safety Equipment)*****
- AS - Aviation Support Equipment Technician

Miscellaneous

- ABE - Aviation Boatswain's Mate (Equipment)
- ABF - Aviation Boatswain's Mate (Fuels)
- ABH - Aviation Boatswain's Mate (Handling)
- AC - Air Traffic Controller*****
- AG - Aerographer's Mate*****
- AO - Aviation Ordnanceman
- AW - Aviation Warfare Systems Operator*
- AZ - Aviation Maintenance Administrationman
- PR - Aircrew Survival Equipmentman*****

*** Class "A" technical school required.**

PERSONAL AND PROFESSIONAL DEVELOPMENT

The Navy Career Development Program supports Sailors' personal and professional growth through career planning, mentorship, and Career Development Boards (CDBs). Refer to OPNAVINST 1040.11(Series), Navy Enlisted Retention and Career Development Program, and the Career Counselor Handbook (NAVPERS 15878) for Career Development Program policy, CDB requirements, timelines, roles and responsibilities, and recommended discussion topics. Refer to the MyNavy HR Career Counseling Resources page for additional references.

Advancement resources are also available on MyNavy Portal Advancement & Promotion page under the Career & Life Events.

Enlisted to Officer Commissioning Program Information and References, including OPNAVINST 1420.1 (series) are available at MyNavy HR Career Counseling Commissioning Programs.

PROFESSIONAL APPRENTICESHIPS CAREER TRACK PROGRAM

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

Navy PACT program guarantees:

A. Initial four year active obligation
B. Initial apprentice skill training
C. Career development plan with viable career opportunity.

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

PACT guaranteed Sailors must:

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

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

PACT ASSIGNMENT METHODS

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

a. PACT Sailors who meet TIR requirements for the NWAE will be able to apply for rating entry designation (RED) or NWAE quotas. RED quotas are preferred because Sailors are designated in the same month as the quota is approved. Additionally, direct designation is advantageous for Sailors because it provides a career path and eligibility to participate in the NWAE as a rated E3. Sailors on this path may perform better on the NWAE, increasing their chances for advancement since they will have more opportunity to gain experience and study in their new rating prior to the exam.

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

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

Leaders need to ensure PACT Sailors are on track to get designated in a rating four to six months prior to their two-year anniversary on board. Minimum requirements for commands to direct designate a PACT Sailor are:

- Meets qualification standards for desired rate.
- Minimum 12 months onboard permanent duty station

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Shipboard 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		
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		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (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 journeyworker, 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.
Visit USMAP https://usmap.osd.mil/index.htm for additional information.

MILGEARS

MilGears helps Sailors identify career development opportunities based on their military training, experience, education, and credentials. The platform provides personalized recommendations for industry credentialing, in-service advancement, and post-service employment.

MilGears offers two primary tools to support career exploration and planning:

- **Engage My Career (EMC) Tool:** Analyzes a Sailor's military and civilian experience, training, qualifications, and education to identify potential civilian occupations. Personalized results include recommended certifications, apprenticeships, and education; comparisons of existing qualifications with occupational requirements through *How You Stack Up*; and *Next Steps* to address training gaps and pursue career goals.
- **Quick Explorer Tool:** Allows Sailors to explore career pathways without uploading personal information. Sailors can search by credentials, career goals, military occupation, or personal interests to identify education, certifications, apprenticeships, cross-rating opportunities, and post-service employment options.
  .

For more information and access to these tools, visit MilGears.

DANTES Career Path DECIDE

DANTES Career Path DECIDE helps Sailors explore education and career opportunities based on their interests, skills, and work values. Sailors can complete self-assessments, develop personalized education, and career plans, and access resources for resume building, job searches, and transitioning to civilian employment.

Visit Career Path DECIDE to explore your options and plan your next steps.

DOW SKILLBRIDGE

The DOW SkillBridge program offers Sailors a valuable opportunity to gain civilian work experience through industry training, apprenticeships, or internships. It connects Sailors with trusted industry partners for real-world job experiences, easing the transition from military to civilian careers.

Learn more about the program and participation requirements at MyNavy HR – SkillBridge Career Management and Transition.

STAY NAVY

AC to AC and TAR to TAR - 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/TAR
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). 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/TAR. This component change refers to a permanent transfer from RC2AC/TAR. 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) webpage at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/.
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/TAR to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) 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.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/.

AC/TAR 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.mynavyhr.navy.mil/Career-Management/Talent-Management/.

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.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/.

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 TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR 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

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) 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

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
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:

12 Months	9 Months	6 Months	3 Months	Orders Received
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*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	TSC
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.*

PHYSICAL FITNESS:

Maintain Navy physical readiness standards by participating in a year-round fitness program and meeting all Physical Readiness Test (PRT) and Body Composition Assessment (BCA) requirements. Refer to OPNAVINST 6110.1 (Series), Physical Readiness Program, and PRIMS (CAC Login on MNP) for current program requirements and your individual physical readiness records. References are available at MyNavy HR Physical Readiness page.

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) 855-NAVYTA1 (855-628-9821) 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:
Commanding Officer
Naval Education and Training Command
JST Operations Center N6
130 West Ave, Suite G, Bldg 603
Pensacola, FL 32508
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.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 [4] [5]	Water front/ Flightline/ Various	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	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			
Required Common Military Training (CMT) Topics For FY25 (Delivery determined by command discretion) [1]				
DoD Controlled Unclassified Information (CUI) Training	TWMS/CDSE	TWMS-686564		
NCIS Counterintelligence & Insider Threat Awareness & Reporting	Navy eLearning	DON-CIAR-2.0		
DoD Cyber Awareness Challenge 2025	Navy eLearning	DOD-CAC-2025.0		
Operations Security (OPSEC) Annual Training	TWMS	TWMS-717067		
Sexual Assault Prevention & Response (SAPR) Awareness[3]	Command Delivered	Face to Face (Preferred/ Virtual is Authorized)		
Suicide Prevention[3]	Command Delivered	Face to Face (Required)		
Records Management in the DoN: Everyone's Responsibility	TWMS	TWMS 627356 (DOR-RM-010-1.2)		
Harassment Prevention & Military Equal Opportunity	Command Delivered	Face to Face		
Antiterrorism Level 1 Awareness Training	Navy eLearning	CENSECFOR-AT-010-2.0		

1 - Verify CMT topics on the My Navy Portal (MNP) CMT webpage
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions
4 - See Enlisted Leader Development (ELD) information included before the References section
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
3M 301	PQS	NAVEDTRA 43241 Series		

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	

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-MSC101 /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

NAVY PROFESSIONAL READING PROGRAM (PRP)

The Chief of Naval Operations (CNO) and Master Chief Petty Officer of the Navy (MCPON) reading lists promote a culture of warfighting, continuous learning, and personal and professional development beyond a Sailor's primary designator or rating. Sailors are encouraged to explore the CNO Professional Reading Program and MCPON's Bookshelf to broaden their knowledge and strengthen their leadership skills.

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Sailors to the End *by Gregory A. Freeman*	

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 Aviation/Airman Professional Apprenticeship Career Track (PACT) Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next 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 DEGREE FOR A-PACT

Recommended Associate degrees for the Airman
Mathematics, General

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTER'S DEGREE FOR A-PACT

Recommended Bachelor's/Master's degrees for the Airman

RECOMMENDED OTHER-RELATED ASSOCIATE DEGREE FOR A-PACT

Recommended Associate degrees for the Airman
English Language and Literature, General

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

- More information is available online at: https://www.navycollege.navy.mil

Tuition Assistance (TA):

OPNAVINST 1560.9B provides updated TA policy as of 28 December 2023: 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: 18 semester hours, not to exceed $250/credit for semester hours or 27-quarter hours not-to-exceed $166.67/credit for quarter hours or, 1800 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

United States Naval Community College (USNCC)

The U.S. Naval Community College works with active-duty enlisted Sailors to apply credits earned from military training and prior education toward their associate degree. The USNCC provides a five-course Naval Studies Certificate that counts as 15 of the 60 credits required for associate degrees. The USNCC program is separate from tuition assistance and voluntary education programs, which means the lifetime limit on TA/VOLED credits for service members can be applied toward a bachelor and/or master’s degree. This helps set active-duty enlisted Sailors on a path of lifelong learning.

- More information is available online at: https://www.usncc.edu/s/academics/available-programs

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 https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/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/sailors/resouces

- DANTES: https://www.dantes.mil/clep/ and https://www.dantes.mil/dsst/

College Entrance Exams Testing ACT, SAT

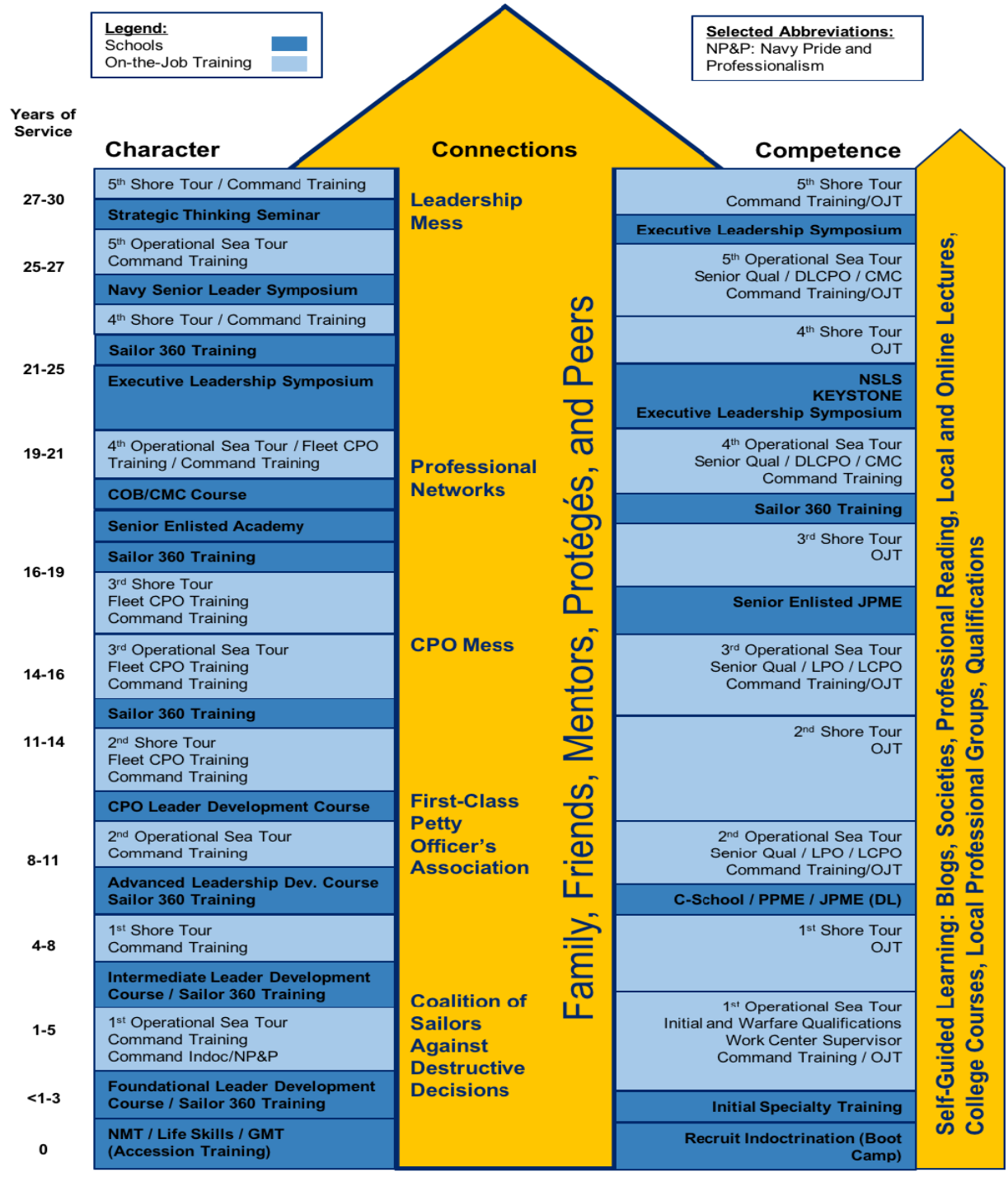
The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some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

- Navy College Program (ACT/SAT): http://www.navycollege.navy.mil/sailors/resources
- DANTES (ACT/SAT): https://www.dantes.mil/Counselor-Tools/DANTES-Program-Resources/

NAVY ENLISTED LEADER DEVELOPMENT (ELD) PROGRAM

ELD describes all aspects of enlisted leadership skills training, character development, decision making, self-awareness and ethics. It occurs when a member participates in leader development activities, formal education, reading or viewing leadership-related material, discussing leadership issues, observing leaders in action, and performing as a leader. Effective leader development includes both formal training and self-directed study and reflection. Navy leaders progress along the general paths shown in the graphic below. Our Navy will produce leaders and teams who learn rapidly, make high-quality decisions, and control the high end of maritime conflict.

For more information, see the NETC Enlisted Leadership Development page: https://www.netc.navy.mil/ELD



Enlisted Leader Development Path

SAMPLE SCHEDULES

Foundational Leader Development (E-3/4)

Day 1: **HONOR**	Day 2: **COURAGE**	Day 3: **COMMITMENT**
Welcome and Introduction **Know Your Role** 1.1 RA&A 1.2 Ethics Foundation Lunch **Know Yourself** 1.3 Self-awareness Primer22 1.4 Self-awareness 1.5 Wrap-up	2.0 Start-up **Managing Self** 2.1 Behavioral Ethics and Decision-making 2.2 Destructive Behaviors and Moral Courage Lunch 2.3 Navigating Stress and Building Toughness **Leading Others** 2.4 Operationalizing Leader Development 2.5 Communication and Feedback 2.6 Wrap-up	3.0 Start-up **Build Winning Teams** 3.1 Climate of Inclusion 3.2 Heritage Brief 3.3 Putting It All Together 3.4 Wrap-up

Intermediate Leader Development (E-5)

Day 1: **HONOR**	Day 2: **COURAGE**	Day 3: **COMMITMENT**
Welcome and Introduction **Know Your Role** 1.1 RA&A 1.2 Ethics Foundation Lunch **Know Yourself** 1.3 Self-awareness Primer22 1.4 Self-awareness 1.5 Wrap-up	2.0 Start-up **Managing Self** 2.1 Behavioral Ethics and Decision-making 2.2 Destructive Behaviors and Moral Courage Lunch 2.3 Navigating Stress and Building Toughness **Leading Others** 2.4 Operationalizing Leader Development 2.5 Communication and Feedback 2.6 Wrap-up	3.0 Start-up **Build Winning Teams** 3.1 Climate of Inclusion 3.2 Heritage Brief 3.3 Putting It All Together 3.4 Wrap-up

Advanced Leader Development (E-6)

Day 1: **HONOR**	Day 2: **COURAGE**	Day 3: **COMMITMENT**	Day 4: **ONE NAVY TEAM**
Know the Goal 1.0 Welcome/Introduction **Know Your Role** 1.1 RA&A 1.2 Ethics Foundation Lunch **Know Yourself** 1.3 Self-awareness Primer22 1.4 Self-awareness 1.5 Wrap-up	2.0 Start-up **Manage Your Self** 2.1 Behavioral Ethics and Decision-making 2.2 Destructive Behaviors and Moral Courage Lunch 2.3 Navigating Stress and Building Toughness 2.4 Wrap-up	3.0 Start-up **Lead Others** 3.1 Operationalizing Leader Development 3.2 Communicating Feedback Lunch 3.3 My Navy Coaching 3.4 Counseling and Mentoring 3.5 Wrap-Up	4.0 Start-up **Build Winning Teams** 4.1 Climate of Inclusion 4.2 Building a Resilient Command 4.3 Team Conflict Lunch 4.4 Capstone 4.5 Leader Philosophy 4.6 Putting it All Together 4.7 Graduation

Chief Petty Officer Development (E-7)

Day 1: **KNOW YOUR ROLE**	Day 2: **KNOW YOUR SELF**	Day 3: **MANAGE THY SELF**
Introduction/Start-up Case Study 1 Responsibility, Authority & Accountability Lunch Ehtics I Leadership Philosophy (Primer) Impromptu Speaking Wrap-up	Start-up/Reflection Self-Awareness Module Ethics II Lunch Ethical Decision Making Decision Making in Crisis Life Boat Exercise Wrap-up	Start-up/Reflection Power Influence Lunch Bathsheba Case Study 2 Ethical Resilience Wrap-up

Day 4: **MANAGE THY SELF**	Day 5: **BUILD WINNING TEAMS**
Start-up/Reflection Sailorization Toughness Lunch Emotional Survival Deliberate Communications Feedback Coaching, Mentoring, Counseling & Advocating Wrap-up	Start-up/Reflection Profession of Arms Inclusion Leadership Philosophies Lunch Guest Speaker (CMC Q&;A) Course Wrap-up/Graduation

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- 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) MILPERSMAN 1306-611
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- 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