# Logistics Specialist (LS)

**LaDR**

NAVY LEARNING and DEVELOPMENT ROADMAP

May 2019
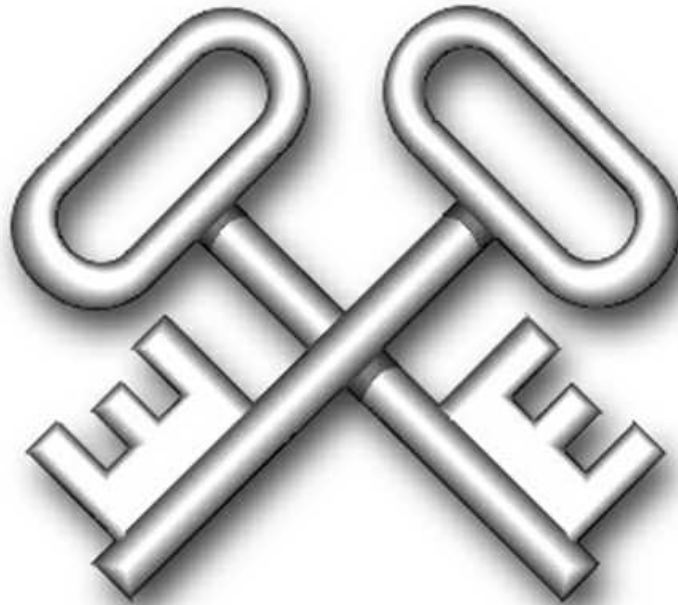
# Career Roadmap

**Seaman Recruit to Master Chief Roadmap**

The educational roadmap below will assist Sailors in the Logistics Specialist 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 Logistics Specialist?**

Logistics Specialist 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 Logistics Specialist roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Logistics Specialist "A" School at Meridian MS, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCNUS Education Office vast resources. All are uniquely qualified to help you along the way.

**Notes:**

## United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.

## The Sailor's Creed

I am a United States Sailor.
I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.
I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.
I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.
I am committed to excellence and the fair treatment of all.

Logistics Specialists manage inventories of repair parts and general supplies that support Ships, Squadrons, Seabee battalions, and shore-based activities.   They procure, receive, store, and issue material and repair components.   They operate Navy Post Offices, finance windows, sort and distribute all official and personal mail.   They utilize financial accounting programs and databases.

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO ADVANCE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|---|---|---|---|---|---|
| 23-30 | LSCM | 22.4 Yrs | CSEL | 36 | Follow on Sea/Shore Tours. |
| 20-23 | LSCM LSCS | 22.4 Yrs 17 | CSEL 3MC | 36 | 4th Sea Tour Billet: Dept/Readiness/Div LCPO Duty: CVN/LHA/LHD/LPD/LCC/ CG/CCSG/NMCB/SPECWAR |
| 18-20 | LSCM LSC S LSC | 22.4 Yrs 17 15.7 | CSELTPU/FLC/ Brig Duty | 36 | 3rd Shore Tour Billet: Force LS/Inspector/Instructor/ ECM/Detailer/ Manpower/Rating Specialist/SEA/ LCPO/Staff Duty: TYCOM/ATG/NETC/BUPERS/ NPC/CNIC/NAVMAC/Major Staff/ FLC/ASD/Expeditionary/SPECWAR/ MPSA/NAVSUP |
| 15-18 | LSCS LSC | 17 Yrs 15.7 | LDO, OCS, MECP, CSEL SUPPO-Littoral Combat Ship, 3MC, RDC, Equal Opportunity Advisor, , Brig Duty, NAVLEAD Instructor, Navy Flight Demonstration Squadron/Blue Angels | 36 | 3rd Sea Tour Billet: Dept/Readiness/DivLCPO Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR/ CG, CCSG, CVN, LCC, LCS,  LHA, LHD, LPD, DDG,MCM/ Qualification: Senior Enl Academy. |
| 12-15 | LSC LS1 LS2 | 15.7 Yrs 8.6 4.0 | | 36 | 2nd Shore Tour Billet: Dept/Div LCPO/LPO/ Supervisor/Instructor/Inspector/Detailer Duty: STAFF/ATG/NETC/CSS/ Fleet Mail Center/Expeditionary/ASD |
| 8-12 | LS1 LS2 | 8.6 Yrs 4.0 | | 42 | 2nd Sea Tour Billet: LPO/WCS/Finance/ Postal/DLR Custodian/Purchase Card Holder. Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR |
| 5-8 | LS1 LS2 LS3 | 8.6 Yrs 4.0 2.6 | LDO, STA-21, OCS, MECP, NAVAL ACADEMY, NROTC RDC, Recruiter, Camp David, USS CONSTITUTION, Brig Duty | 36 | 1st Shore Tour Billet: Supply Tech/Financial Mgmt/ Instructor/Recruiting Commands Duty Station: FLC/NAVSUP/ NAS/ASD/AIMD. Qualification:  NAVLEAD |
| 1-5 | LS2 LS3 | 4.0 Yrs 2.6 | | 55 | 1st Sea Tour Billet:  Supply Technician/WCS. Duty:  Ship/Squadron/NMCB/ Expeditionary/SPECWAR Qualification : ESWS/EAWS/SCW/ EXW. |
| 1+/- | LSS N LSS A | 1.4 Years | | | Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command. |

# LS CAREER PATH

Notes:

1. "A" School is not required

2. Former SK/AK (2003 merger) and PC's (2010 merger) to form the LS rating.

3. LS's follow a Sea/Shore Flow as per NAVADMIN 190/16.

**Considerations for advancement from E6 to E7**

1. Sea Assignments (all)
- LPO/ALPO Operational
- Qualified OOD(I/P) /JOOD
- DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement
- Primary or assistant Command Collateral with documented impact
- FCPOA involvement
- Assistance watchbill coordinator

2. Shore Assignments (all)
- FLC/ATG/TYCOM Staff/BUPERS/Military Postal/SPECWAR/Expeditionary
- Instructor Duty
- Special Programs (RDC/Recruiting/3MC)

**Considerations for advancement from E7 to E8**

1. Sea Assignments (all)
- Department or Division LCPO
- Qualified OOD(I/P), Section Leader, and other outside the normal scope (ie: ATTWO, OOD(U/W), Conning Officer, Helo Control Officer, CDO)
- DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement
- Command Collateral with documented impact
- Active CPO Mess/Association involvement

2. Shore Assignments (all)
- FLC/ATG/TYCOM Staff/BUPERS/Military Postal Service/SPECWAR/Expeditionary/ Instructor /FLC's/ASD
- Qualified CDO
- Special Programs (RDC/Recruiting/3MC)

**Considerations for advancement from E8 to E9**

1. Sea Assignments (all)
- Department or Division LCPO, Operational
- Qualified OOD(I/P), Section Leader, Watchbill Coordinator, and other outside the normal scope (ie: ATTWO, OOD(U/W)
- DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement.
- Command Collateral with documented impact
- Active CPO Mess/Association involvement

2. Shore Assignments (all)
- Served as SEL/LCPO
- ATG/TYCOM Staff/BUPERS/Military Postal Service/SPECWAR/Expeditionary/ Instructor/FLC's Qualified CDO

# Logistics Specialist
## 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 |
|---|---|---|---|---|
| None | | | | |

### RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| LS Class A Refresher | MNP | CSS-LSA-000-1.1 | 235 hours | |
| Logistics Specialist / Logistics Specialist Submarine PQS | MNP | NAVEDTRA 43244-1C | | |
| Logistics Specialist / Logistics Specialist Submarine RTM | NRTC Website | NAVEDTRA 15004C | | |
| Logistics Specialist Postal Basic (Block 1) (S001) | Meridian, MS | A-551-1016 | 10 days | |
| Logistics Specialist Supply Basic (Block 0) | Meridian, MS | A-551-1015 | 32 days | |

### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S08A - R-Supply - Unit Level Basic | Norfolk, VA; San Diego, CA | A-551-0026 | 12 days | |

### JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain/Postal Worker) Logistics Specialist Enlisted Sailors (paygrade E1-E3) should have a basic understanding of standard office equipment, layout, and function. Sailor should be able to execute basic administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research.. They perform and oversee warehousing functions including receipt, storage, and the issue of materials. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They sort and distribute all classes of mail and parcel post along with processing and dispatching mail. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have minimal leadership or supervisory roles.

### RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons) Surface (All Ships) Special Warfare (i.e. SEAL Teams) Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Shore Supply Logistics Commands

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

Command Address: _____     QD Phone Number: _____

_____

Division Officer: _____     Phone Number: _____

Leading Chief Petty Officer: _____     Phone Number: _____

Leading Petty Officer: _____     Phone Number: _____

Sponsor/Mentor: _____     Phone Number: _____

Depart/Division Career Counselor: _____     Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____ / _____
PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

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

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

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

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

Professional Apprenticeship Career Track (PACT) only: 6 Month: _____ 12 Month: _____ 18 Month: _____

24 Month: _____ 48 Month: _____ 60 Month: _____

Special Program: _____ Member Request: _____

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

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

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

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

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

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

Advancement: _____

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

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

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

Naval Academy: _____ Naval Academy Preparatory School (NAPS): _____

Officer Candidate School: _____

# QUALIFICATIONS AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| 3M 301 PQS | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personal Qualifications Standard for Duty Supply | | |
| Damage Control, NAVEDTRA 43119-L(Series), Watchstations 301-306 | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| NAVEDTRA 43244-1C LS / LSS PQS | | |
| NAVEDTRA 15004C LS / LSS RTM | | |

# CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
| --- |
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
| --- |
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

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

| Rank | Apprenticeship | Date Completed |
|---|---|---|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

## STAY NAVY

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

Selective Training and Reenlistment (STAR): _____

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

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

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

**Career Waypoints-Reenlistment:**
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active obligated service (EAOS) or as extended (SEAOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.
- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active Obligated Service (SEAOS)/End of Active Obligated Service (EAOS) applications are created by C-Way at the 18 month from SEAOS/EAOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from SEAOS/EAOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from SEAOS/EAOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to SEAOS/EAOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy.
  Sailors must choose one of the following based on their desires and qualifications:
    - Reenlist-in-Rate,
    - Reenlist-in-rate, Willing to Convert
    - Convert only
    - SELRES option
    - Intend to separate
    - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on SEAOS/EAOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.

- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| | Reserve Affiliation | Request Leave / PTDY | |
| | VA/DVA | | |

**PHYSICAL FITNESS:**

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____    Current Education Level _____

Degree Goal _____
**Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)**

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____    College Transcripts _____

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

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

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

Academic skills _____    NCPACE _____    CLEP _____    DSST _____

TA _____    MGIB _____    Post 9/11 GIB _____

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

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Petty Officer Selectee Leadership Course | Command Delivered | CPPD-LEAD-09-001 | 24 hours | |
| Navy Military Training (Life Skills) (Pre-A School Delivery only) [3] | Command Delivered | A-500-1000 | 2 days | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training[2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.

2 - Only required bi-annually.

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

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

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

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

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002) | | NAVEDTRA 14325 | | |
| Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001) | | NAVEDTRA 14504 | | |
| Introductory Enlisted Professional Military Education (IEPME) | Navy E-Learning | Military DON/ PME | 18 hours | |
|     Block 1 Introductory EPME - Introduction | Navy E-Learning | NWC-IEPME-INTRO-B1 | - | |
|     Block 2 Introductory EPME - History and Traditions | Navy E-Learning | NWC-IEPME-INTRO-B2 | 3 hours | |
|     Block 3 Introductory EPME - Enlisted Professionalism | Navy E-Learning | NWC-IEPME-INTRO-B3 | 3 hours | |
|     Block 4 Introductory EPME - Policy and the Navy | Navy E-Learning | NWC-IEPME-INTRO-B4 | 3 hours | |
|     Block 5 Introductory EPME - Planning for Operations | Navy E-Learning | NWC-IEPME-INTRO-B5 | 3 hours | |
|     Block 6 Introductory EPME - Regional and Cultural Awareness | Navy E-Learning | NWC-IEPME-INTRO-B6 | 3 hours | |
|     Block 7 Introductory EPME - Technology in the Maritime Domain | Navy E-Learning | NWC-IEPME-INTRO-B7 | 3 hours | |
|     Block 8 Introductory EPME - Conclusion | Navy E-Learning | NWC-IEPME-INTRO-B82 | - | |
| Cultural Awareness | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| English 101 | College Course | | 45 hours | |
| English Reading | College Course | | 45 hours | |
| English Writing | College Course | | 45 hours | |
| Math | College Course | | 45 hours | |
| Speech | College Course | | 45 hours | |
| Navy Reserve Fundamentals for Active Duty Course | Navy E-Learning | NAVRESFOR-NRF-3.0 | 10 hours | |
| Nutrition | Navy E-Learning | NMHCI2107V2.1 | 1 hour | |
| Personal Financial Management | Navy E-Learning | CPD-PFM-1.0 | 8 hours | |
| PREVENT | Command Delivered | S-501-0150 | 24 hours | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**

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

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

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

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

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

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine RTM | NAC | NAVEDTRA 15004C | | |
| LS Class A Refresher | Navy eLearning | CSS-LSA-000-1.1 | 235 hours | |
| Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard | Navy eLearning | NAVEDTRA 43244-1C | | |
| One Touch Supply (OTS) Seminar | ATG Classroom | Seminar | 1 day | |
| Logistics Management Seminar | ATG Classroom | Seminar | 1 day | |
| Inventory Management Seminar | ATG Classroom | Seminar | 1 day | |
| DLR Management Seminar | ATG Classroom | Seminar | 1 day | |
| Financial Management Seminar | ATG Classroom | Seminar | 1 day | |
| Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level | FAST - Mayport,/ San Diego | | 3 day/2 day | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/ San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/ Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/ North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/ San Diego | | 5 days | |
| RSupply Junior Logistics Specialist (LS)-Unit Level | San Diego/Norfolk | | 2 days | |

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

**ESSENTIAL READING**

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

**E1/E2/E3 RECOMMENDED COMMUNITY READING**

| Title | Completed |
| --- | --- |
| The Bluejackets Manual  *by Thomas J. Cutler* | |
| Supply Operations Manual (SOM)  *COMNAVAIRFORINST 4440.2(Series)* | |
| Naval Aviation Maintenance Program (NAMP)  *COMNAVAIRFORINST 4790.2 series* | |
| DMM, Domestic Mail Manual | |
| DOD 4525.6-M, Military Post Office Operating Procedures | |
| Afloat Supply Procedures  *NAVSUP P-485 VOL I* | |
| Supply Appendices  *NAVSUP P-485 VOL II* | |
| RSupply Unit User's Manual  *NAVSUP P-732* | |
| Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC)  *NAVSUPINST 4200.99* | |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards  *OPNAVINST 5100.19E* | |
| Department of The Navy Postal Instructions  *OPNAVINST 5112.6(Series)* | |
| Naval Military Personnel Manual  *NAVPERS 15560D* | |
| Casualty Assistance Calls Officer Handbook  *NAVPERS 15607* | |
| U.S. Navy Uniform Regulations  *NAVPERS 15665I* | |
| Navy Doctrine for Antiterrorism/Force Protection  *NWP 3-07.2* | |
| Enlisted to Officer Commissioning Programs Application Administrative Manual  *OPNAVINST 1420.1B* | |

# Logistics Specialist
# 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 |
|---|---|---|---|---|
| None | | | | |

### RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine PQS | MNP | NAVEDTRA 43244-1C | | |
| Logistics Specialist / Logistics Specialist Submarine RTM | NRTC Website | NAVEDTRA 15004C | | |
| Logistics Specialist Postal Basic (Block 1) (S001) | Meridian, MS | A-551-1016 | 10 days | |
| Logistics Specialist Supply Basic (Block 0) | Meridian, MS | A-551-1015 | 32 days | |

### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser | Pensacola, FL | S-501-0020 | 33 days | |
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S08A - R-Supply Unit Level Basic | Norfolk, VA / San Diego, CA | A-551-0026 | 12 days | |

## JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain/Postal Worker) Logistics Specialist Enlisted Sailors (paygrade E4) should have a basic understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. Logistics Specialist, (LS) receive training following Basic Recruit Training in logistics support to officers and enlisted personnel. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, and the issue of materials. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They sort and distribute all classes of mail and parcel post along with processing and dispatching mail. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as storeroom supervisor, work center supervisor, or basic supply programs manager.

## RECOMMENDED BILLET ASSIGNMENTS

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

24 Month: _____ 48 Month: _____ 60 Month: _____

Special Program: _____ Member Request: _____

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

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

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

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

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

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

Advancement: _____

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

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

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

Naval Academy: _____ Naval Academy Preparatory School (NAPS): _____

Officer Candidate School: _____

# RECORD REVIEW CHECKLIST

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

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log-on to 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 onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

# QUALIFICATIONS AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| 3M 301 PQS | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personal Qualifications Standard for Duty Supply | | |
| Damage Control, NAVEDTRA 43119-L(Series), Watchstations 301-306 | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| NAVEDTRA 43244-1C LS / LSS PQS | | |
| NAVEDTRA 15004C LS / LSS RTM | | |

# CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
| --- |
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
| --- |
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E-4 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 | 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) | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Foundation - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Auditor - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Implementer - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Master - Quality Certification | |
| 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 Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |

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

| Rank | Apprenticeship | Date Completed |
|---|---|---|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

## STAY NAVY

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

Selective Training and Reenlistment (STAR): _____

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

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

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

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active obligated service (EAOS) or as extended (SEAOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.
- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active Obligated Service (SEAOS)/End of Active Obligated Service (EAOS) applications are created by C-Way at the 18 month from SEAOS/EAOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from SEAOS/EAOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from SEAOS/EAOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to SEAOS/EAOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy.
  Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - SELRES option
  - Intend to separate
  - Not eligible

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

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

- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| | Reserve Affiliation | Request Leave / PTDY | |
| | VA/DVA | | |

**PHYSICAL FITNESS:**

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____    Current Education Level _____

Degree Goal _____
**Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)**

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____    College Transcripts _____

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

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

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

Academic skills _____    NCPACE _____    CLEP _____    DSST _____

TA _____    MGIB _____    Post 9/11 GIB _____

**E4 REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Petty Officer Second Class Selectee Leadership Course - Phase One | Command Delivered | CPPD-LEAD-09-002 | 16 hours | |
| Petty Officer Second Class Selectee Leadership Course - Phase Two | Command Delivered | CPPD-LEAD-09-002 | 10 hours | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion)** [1] | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training[2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.

2 - Only required bi-annually.

**E4 REQUIRED COMMUNITY PME:**

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

**E4 RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Leadership Core Continuum (LCC) | Command Delivered | CPPD10-LCC (Series) | 6 hours | |
| Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001) | | NAVEDTRA 14504 | | |
| Introductory Enlisted Professional Military Education (IEPME) | Navy E-Learning | Military DON/ PME | 18 hours | |
| Block 1 Introductory EPME - Introduction | Navy E-Learning | NWC-IEPME-INTRO-B1 | - | |
| Block 2 Introductory EPME - History and Traditions | Navy E-Learning | NWC-IEPME-INTRO-B2 | 3 hours | |
| Block 3 Introductory EPME - Enlisted Professionalism | Navy E-Learning | NWC-IEPME-INTRO-B3 | 3 hours | |
| Block 4 Introductory EPME - Policy and the Navy | Navy E-Learning | NWC-IEPME-INTRO-B4 | 3 hours | |
| Block 5 Introductory EPME - Planning for Operations | Navy E-Learning | NWC-IEPME-INTRO-B5 | 3 hours | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | Navy E-Learning | NWC-IEPME-INTRO-B6 | 3 hours | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | Navy E-Learning | NWC-IEPME-INTRO-B7 | 3 hours | |
| Block 8 Introductory EPME - Conclusion | Navy E-Learning | NWC-IEPME-INTRO-B82 | - | |
| Cultural Awareness | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| English 101 | College Course | | 45 hours | |
| English Reading | College Course | | 45 hours | |
| English Writing | College Course | | 45 hours | |
| Math | College Course | | 45 hours | |
| Speech | College Course | | 45 hours | |
| Navy Reserve Fundamentals for Active Duty Course | Navy E-Learning | NAVRESFOR-NRF-3.0 | 10 hours | |
| Nutrition | Navy E-Learning | NMHCI2107V2.1 | 1 hour | |
| Personal Financial Management | Navy E-Learning | CPD-PFM-1.0 | 8 hours | |
| PREVENT | Command Delivered | S-501-0150 | 24 hours | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**E4 RECOMMENDED RESERVE PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**E4 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine RTM | NAC | NAVEDTRA 15004C | | |
| LS Class A Refresher | Navy eLearning | CSS-LSA-000-1.1 | 235 hours | |
| Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard | Navy eLearning | NAVEDTRA 43244-1C | | |
| Refer to E-1 to E-3 Recommended Community PME | | | | |
| Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level | FAST - Mayport,/ San Diego | | 3 day/2 day | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/ San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/ Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/ North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/ San Diego | | 5 days | |
| RSupply Junior Logistics Specialist (LS)-Unit Level | San Diego/Norfolk | | 2 days | |
| Electronic Retrograde Mgmt. System (eRMS)-Force Level | North Island/ Norfolk | | | |
| Mid-Level Management-Force Level | Norfolk/ MCAS Commands | | | |

**NAVY PROFESSIONAL READING PROGRAM (PRP)**

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

**ESSENTIAL READING**

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

**E4 RECOMMENDED COMMUNITY READING**

| Title | Completed |
|---|---|
| The Bluejackets Manual   *by Thomas J. Cutler* | |
| Time Management: Proven Techniques for Making the Most of Your Valuable Time   *by Marshall J. Cook* | |
| AMPS MANUAL, AUTOMATED MILITARY POSTAL SYSTEM USER GUIDE | |
| Supply Operations Manual (SOM)   *COMNAVAIRFORINST 4440.2(Series)* | |
| Naval Aviation Maintenance Program (NAMP)   *COMNAVAIRFORINST 4790.2 series* | |
| Surface Forces Supply Procedures   *COMNAVSURFORINST 4400.1(Series)* | |
| DMM, Domestic Mail Manual | |
| DOD 4525.6-M, Military Post Office Operating Procedures | |
| Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process   *NAVICPINST 4441.15(Series)* | |
| Financial Management Of Resources, Operating Procedures (Operating Forces)   *NAVSO P-3013-2* | |
| Afloat Supply Procedures   *NAVSUP P-485 VOL I* | |
| Supply Appendices   *NAVSUP P-485 VOL II* | |
| Department of the Navy Simplified Acquisition Procedures   *NAVSUPINST 4200.85* | |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards   *OPNAVINST 5100.19E* | |
| Department of The Navy Postal Instructions   *OPNAVINST 5112.6(Series)* | |
| Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve   *BUPERSINST 1430.16* | |
| Navy Performance Evaluation System   *BUPERSINST 1610.10C* | |
| Naval Military Personnel Manual   *NAVPERS 15560D* | |
| U.S. Navy Uniform Regulations   *NAVPERS 15665I* | |
| Navy Doctrine for Antiterrorism/Force Protection   *NWP 3-07.2* | |
| Physical Readiness Program   *OPNAVINST 6110.1J* | |
| Department of the Navy Policy on Sexual Harassment   *SECNAVINST 5300.26D* | |

# Logistics Specialist
## Petty Officer Second Class
### (Journeyman)

**NAME:** _____

## SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

### REQUIRED SKILL TRAINING

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

### RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine PQS | MNP | NAVEDTRA 43244-1C | | |
| Logistics Specialist / Logistics Specialist Submarine RTM | NRTC Website | NAVEDTRA 15004C | | |

### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 805A - Navy Instructor Training Course (NITC) | Various Locations | A-012-0077 | 19 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 13 weeks | |
| 810A - Correctional Counselor | Lackland AFB, TX | A-831-0002 | 33 days | |
| L40A - Navy Drug and Alcohol Abuse Counselor | San Diego, CA | B-302-0001 | 72 days | |
| L39A - Navy Drug Alcohol Counselor Intern | San Diego, CA | B-302-0001 | 72 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser | Pensacola, FL | S-501-0020 | 33 days | |
| 802R - Navy Recruiting District (NRD) Recruiter/Classifier | Pensacola, FL | S-501-0031 | 26 days | |
| 806R - Career Information Program Advisor | Norfolk, VA and San Diego, CA | A-501-0011 | 26 days | |
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S08A - R-Supply Unit Level Basic | Norfolk, VA / San Diego, CA | A-551-0026 | 12 days | |
| S12A - Independent Duty Fleet Postal Clerk | Norfolk, VA / San Diego, CA | A-554-0026 | 12 days | |
| S19A - NALCOMIS OIMA Supply Application Administrator | San Diego, CA | C-555-0050 | 12 days | |
| S18A - Aviation Supply System Specialist NALCOMIS Optimized | Norfolk, VA San Diego, CA | C-551-2019 | 19 days | |
| S07A - RSUPPLY (Force Level) Operations Technician | Norfolk, VA / San Diego, CA | A-551-0029 | 24 days | |
| S05A - Independent Duty Logistics Specialist Ashore | New Orleans, LA | R-551-0010 | 12 days | |
| S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) | CBT/JQR | N/A | | |
| S08A - R-Supply - Unit Level Basic | Norfolk, VA; San Diego, CA | A-551-0026 | 12 days | |

**JOB DESCRIPTION**

Logistics Specialist (Logistician/Supply Chain/Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E5) should have a good understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center supervisor, storeroom supervisor, supply program manager, departmental coordinator or work center leading petty officer.

**RECOMMENDED BILLET ASSIGNMENTS**

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

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

Command Address: _____     QD Phone Number: _____

_____

Division Officer: _____     Phone Number: _____

Leading Chief Petty Officer: _____     Phone Number: _____

Leading Petty Officer: _____     Phone Number: _____

Sponsor/Mentor: _____     Phone Number: _____

Depart/Division Career Counselor: _____     Phone Number: _____

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

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

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

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

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

24 Month: _____   48 Month: _____   60 Month: _____

Special Program: _____   Member Request: _____

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

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

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

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

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

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

Advancement: _____

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

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

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

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

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log-on to 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 onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

## QUALIFICATIONS AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| 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) | | |
| Master Training Specialist (MTS) | | |
| Personal Qualifications Standard for Duty Supply | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| NAVEDTRA 43244-1C LS / LSS PQS | | |
| NAVEDTRA 15004C LS / LSS RTM | | |

## CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
| --- |
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
| --- |
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E-4 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 | 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) | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Foundation - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Auditor - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Implementer - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Master - Quality Certification | |
| 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 Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |

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

| Rank | Apprenticeship | Date Completed |
|---|---|---|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

## STAY NAVY

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

Selective Training and Reenlistment (STAR): _____

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

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

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

**Career Waypoints-Reenlistment:**

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active obligated service (EAOS) or as extended (SEAOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.
- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active Obligated Service (SEAOS)/End of Active Obligated Service (EAOS) applications are created by C-Way at the 18 month from SEAOS/EAOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from SEAOS/EAOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from SEAOS/EAOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to SEAOS/EAOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy.
  Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - SELRES option
  - Intend to separate
  - Not eligible

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

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

- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| | Reserve Affiliation | Request Leave / PTDY | |
| | VA/DVA | | |

**PHYSICAL FITNESS:**

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____     Current Education Level _____

Degree Goal _____
**Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)**

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____     College Transcripts _____

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

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

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

Academic skills _____     NCPACE _____     CLEP _____     DSST _____

TA _____     MGIB _____     Post 9/11 GIB _____

**E5 REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Petty Officer First Class Selectee Leadership Course - Phase One | Command Delivered | CPPD-LEAD09-003 | 16 hours | |
| Petty Officer First Class Selectee Leadership Course - Phase Two (Frocked E-6) | Command Delivered | CPPD-LEAD09-003 | | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training[2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.

2 - Only required bi-annually.

**E5 REQUIRED COMMUNITY PME:**

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

**E5 RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Leadership Core Continuum (LCC) | Command Delivered | CPPD10-LCC (Series) | 6 hours | |
| Military Requirements for Petty Officer First Class (EDITION 1/1/1991) | | NAVEDTRA 14145 | | |
| Basic Enlisted Professional Military Education (BEPME) | Navy E-Learning | Military DON/ PME | 20 hours | |
|     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 hours | |
| Nutrition | Navy E-Learning | NMHCI2107V2.1 | 1 hour | |
| Culture | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| Communication | College Course | | 45 hours | |
| English 101 | College Course | | 45 hours | |
| English Reading | College Course | | 45 hours | |
| English Writing | College Course | | 45 hours | |
| Geography | College Course | | 45 hours | |
| History | College Course | | 45 hours | |
| Humanities | College Course | | 45 hours | |
| Language and Literature Study Guides | College Course | | 45 hours | |
| Math | College Course | | 45 hours | |
| Physical Sciences | College Course | | 45 hours | |
| Social Sciences | College Course | | 45 hours | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**E5 RECOMMENDED RESERVE PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**E5 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine RTM | NAC | NAVEDTRA 15004C | | |
| LS Class A Refresher | Navy eLearning | CSS-LSA-000-1.1 | 235 hours | |
| Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard | Navy eLearning | NAVEDTRA 43244-1C | | |
| Refer to E-1 to E-3 Recommended Community PME | | | | |
| Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level | FAST - Mayport,/ San Diego | | 3 day/2 day | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/ San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/ Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/ North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/ San Diego | | 5 days | |
| Electronic Retrograde Mgmt. System (eRMS)-Force Level | North Island/ Norfolk | | | |
| SAMMA/SAL-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Mid-Level Management-Force Level | Norfolk/ MCAS Commands | | | |
| NALCOMIS for Supply users (Advanced)-Force Level | San Diego | | 3 days | |
| Supply Applications Administrator (RSupply)-Force Level | MCAS Commands | | | |

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

**E5 RECOMMENDED COMMUNITY READING**

| Title | Completed |
|---|---|
| The Bluejackets Manual   *by Thomas J. Cutler* | |
| The Naval Institute Guide to Naval Writing   *by Robert Shenk* | |
| Supply Operations Manual (SOM)   *COMNAVAIRFORINST 4440.2(Series)* | |
| Naval Aviation Maintenance Program (NAMP)   *COMNAVAIRFORINST 4790.2 series* | |
| Surface Forces Supply Procedures   *COMNAVSURFORINST 4400.1(Series)* | |
| DOD 4525.6-M, Military Post Office Operating Procedures | |
| Financial Management Of Resources, Operating Procedures (Operating Forces)   *NAVSO P-3013-2* | |
| Afloat Supply Procedures   *NAVSUP P-485 VOL I* | |
| Supply Appendices   *NAVSUP P-485 VOL II* | |
| RSupply Force User's Manual   *NAVSUP P-731* | |
| RSupply Unit User's Manual   *NAVSUP P-732* | |
| Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC)   *NAVSUPINST 4200.99* | |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards   *OPNAVINST 5100.19E* | |
| Department of The Navy Postal Instructions   *OPNAVINST 5112.6(Series)* | |
| Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve   *BUPERSINST 1430.16* | |
| Navy Performance Evaluation System   *BUPERSINST 1610.10C* | |
| Naval Military Personnel Manual   *NAVPERS 15560D* | |
| U.S. Navy Uniform Regulations   *NAVPERS 15665I* | |
| Navy Doctrine for Antiterrorism/Force Protection   *NWP 3-07.2* | |
| Enlisted to Officer Commissioning Programs Application Administrative Manual   *OPNAVINST 1420.1B* | |
| Personal Financial Management (PFM) Education, Training And Counseling Program   *OPNAVINST 1740.5A* | |
| Operational Risk Management (ORM)   *OPNAVINST 3500.39(Series)* | |
| Drug and Alcohol Abuse Prevention and Control   *OPNAVINST 5350.4D* | |
| Navy Fraternization Policy   *OPNAVINST 5370.2 Series* | |
| Department of the Navy Personnel Security Program   *SECNAV M-5510.30 Series* | |
| Department of the Navy Policy on Sexual Harassment   *SECNAVINST 5300.26D* | |

# Logistics Specialist
## Petty Officer First Class
## (Journeyman/Master)

**NAME:** _____

## SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

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

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine PQS | MNP | NAVEDTRA 43244-1C | | |
| Logistics Specialist / Logistics Specialist Submarine RTM | NRTC Website | NAVEDTRA 15004C | | |

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

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 805A - Navy Instructor Training Course (NITC) | Various Locations | A-012-0077 | 19 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 13 weeks | |
| 809A - Command Climate Specialist | Patrick AFB, FL | A-500-0612 | 110 days | |
| 810A - Correctional Counselor | Lackland AFB, TX | A-831-0002 | 33 days | |
| L39A - Navy Drug Alcohol Counselor Intern | San Diego, CA | B-302-0001 | 72 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser | Pensacola, FL | S-501-0020 | 33 days | |
| 802R - Navy Recruiting District (NRD) Recruiter/Classifier | Pensacola, FL | S-501-0031 | 26 days | |
| 803R - Officer Recruiter | Pensacola, FL | S-7C-2414 | 3 weeks | |
| 806R - Career Information Program Advisor | Norfolk, VA and San Diego, CA | A-501-0011 | 26 days | |
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S08A - R-Supply Unit Level Basic | Norfolk, VA / San Diego, CA | A-551-0026 | 12 days | |
| S12A - Independent Duty Fleet Postal Clerk | Norfolk, VA / San Diego, CA | A-554-0026 | 12 days | |
| S19A - NALCOMIS OIMA Supply Application Administrator | San Diego, CA | C-555-0050 | 12 days | |
| S18A - Aviation Supply System Specialist NALCOMIS Optimized | Norfolk, VA San Diego, CA | C-551-2019 | 19 days | |
| S07A - RSUPPLY (Force Level) Operations Technician | Norfolk, VA / San Diego, CA | A-551-0029 | 24 days | |
| S05A - Independent Duty Logistics Specialist Ashore | New Orleans, LA | R-551-0010 | 12 days | |
| S10A - RSUPPLY (Unit) Stock Control Supervisor | Norfolk, VA / San Diego, CA | A-551-0028 | 5 days | |
| S09A - Stock Control Supervisor/RSUPPLY Force Level | Newport, RI | A-551-0027 | 12 days | |
| S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) | CBT/JQR | N/A | | |
| S08A - R-Supply - Unit Level Basic | Norfolk, VA; San Diego, CA | A-551-0026 | 12 days | |

**JOB DESCRIPTION**

Logistics Specialist (Logistician/Supply Chain Manager) (Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E6) should have a solid understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations. and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading petty officer, supply program manager, departmental or command coordinator.

**RECOMMENDED BILLET ASSIGNMENTS**

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

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

Command Address: _____     QD Phone Number: _____

Division Officer: _____     Phone Number: _____

Leading Chief Petty Officer: _____     Phone Number: _____

Leading Petty Officer: _____     Phone Number: _____

Sponsor/Mentor: _____     Phone Number: _____

Depart/Division Career Counselor: _____     Phone Number: _____

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

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

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

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

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

24 Month: _____ 48 Month: _____ 60 Month: _____

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

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

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

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

Transfer: _____ Separation: _____ 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-on 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 onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

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

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

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

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

c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).

d. Check http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm to verify that the selection board has received your correspondence (if sent).

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

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

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) 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 AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 PQS | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| 3M 305 Department Head | | |
| Petty Officer of the Watch (POOW) in port | | |
| Junior Officer of the Deck (JOOD) (At Sea) | | |
| Personal Qualifications Standard for Duty Supply | | |
| Master Training Specialist (MTS) | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| NAVEDTRA 43244-1C LS / LSS PQS | | |
| NAVEDTRA 15004C LS / LSS RTM | | |

# CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
|---|
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
|---|
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E-4 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 | 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) | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Foundation - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Auditor - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Implementer - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Master - Quality Certification | |
| 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 Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |

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

| Rank | Apprenticeship | Date Completed |
|------|---------------|----------------|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

**STAY NAVY**

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

Selective Training and Reenlistment (STAR): _____

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

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

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

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active obligated service (EAOS) or as extended (SEAOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.
- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active Obligated Service (SEAOS)/End of Active Obligated Service (EAOS) applications are created by C-Way at the 18 month from SEAOS/EAOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from SEAOS/EAOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from SEAOS/EAOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to SEAOS/EAOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy.
  Sailors must choose one of the following based on their desires and qualifications:
    - Reenlist-in-Rate,
    - Reenlist-in-rate, Willing to Convert
    - Convert only
    - SELRES option
    - Intend to separate
    - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on SEAOS/EAOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
  - If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
  - If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
  - For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
  - If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.

- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| | | | |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| | | | |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| | | | |
| | Reserve Affiliation | Request Leave / PTDY | |
| | | | |
| | VA/DVA | | |

**PHYSICAL FITNESS:**

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____    Current Education Level _____

Degree Goal _____
**Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)**

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____    College Transcripts _____

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

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

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

Academic skills _____    NCPACE _____    CLEP _____    DSST _____

TA _____    MGIB _____    Post 9/11 GIB _____

**E6 REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief Petty Officer Selectee Leadership Course | Command Delivered | CPPD-LEAD09-004 | 30 hours | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 hours | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training[2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.

2 - Only required bi-annually.

**E6 REQUIRED COMMUNITY PME:**

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

**E6 RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Leadership Core Continuum (LCC) | Command Delivered | CPPD10-LCC (Series) | 6 hours | |
| Military Requirements for Chief Petty Officer (EDITION 1/1/1991) | | NAVEDTRA 14144 | | |
| Basic Enlisted Professional Military Education (BEPME) | Navy E-Learning | Military DON/ PME | 20 hours | |
| 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 hours | |
| Nutrition | Navy E-Learning | NMHCI2107V2.1 | 1 hour | |
| Culture | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| Communication | College Course | | 45 hours | |
| English 101 | College Course | | 45 hours | |
| English Reading | College Course | | 45 hours | |
| English Writing | College Course | | 45 hours | |
| Geography | College Course | | 45 hours | |
| History | College Course | | 45 hours | |
| Humanities | College Course | | 45 hours | |
| Language and Literature Study Guides | College Course | | 45 hours | |

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Math | College Course | | 45 hours | |
| Physical Sciences | College Course | | 45 hours | |
| Social Sciences | College Course | | 45 hours | |
| Speech | College Course | | 45 hours | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion)** [1] | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**
Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.
Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E6 RECOMMENDED RESERVE PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**E6 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Logistics Specialist / Logistics Specialist Submarine RTM | NAC | NAVEDTRA 15004C | | |
| LS Class A Refresher | Navy eLearning | CSS-LSA-000-1.1 | 235 hours | |
| Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard | Navy eLearning | NAVEDTRA 43244-1C | | |
| Refer to E-1 to E-3 Recommended Community PME | | | | |
| OMMS-NG/SKED Seminar | ATG Classroom | Seminar | 1 day | |
| Configuration Management Seminar | ATG Classroom | Seminar | 1 day | |

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| SUPPO/Senior LS Course | ATG Classroom | Seminar | 1 day | |
| SMC Awareness Training Class Seminar | ATG Classroom | Seminar | 1 day | |
| CMP MGMT Seminar | ATG Classroom | Seminar | 1 day | |
| Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level | FAST - Mayport,/ San Diego | | 3 day/2 day | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/ San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/ Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/ San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/ North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/ San Diego | | 5 days | |
| Ad-hoc Basic and Advanced Query and SQL Development – Force Level | North Island/ Norfolk | | 3 days | |
| ASKIT Seminar-Force Level | MCAS Commands | | On Request | |
| Carcass Tracking-Force Level | MCAS Commands | | On Request | |
| Configuration Management-Unit Level | Norfolk | | 1 day | |
| COSAL and SSD-Force Level | MCAS Commands | | On Request | |
| DI 073 and SAMMA/SAL Management-Force Level | MCAS Commands | | On Request | |
| DLR Carcass-tracking and Management | San Diego | | 1 day | |
| DLR Management-Unit Level | Norfolk/Mayport | | 1 day | |
| End of Fiscal Year Closeout-unit Level | San Diego | | 1 day | |
| Fiscal Year Close-out Management-Force Level | MCAS Commands | | On Request | |
| NTCSS Viking System Administrator | Norfolk | | 5 days | |
| Purchase Card Program | North Island/ Norfolk | | 1 day | |
| RSupply Functional Area Supervisor (RSupply FAS)-Force Level | Norfolk/ North Island/ San Diego | | 5 days | |
| SMARTS-Force Level | MCAS Commands | | On Request | |
| SMARTS (RSupply)-Unit Level | San Diego | | 1 day | |
| Stock in Transit (SIT)-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Stock Item Record and Requisition File management (SIR/RFM)-Force Level | MCAS Commands | | On Request | |
| SUPPO/Senior Logistics Management-Unit Level | Norfolk | | 1 day | |
| TYCOM SIT/ART-Force Level | Norfolk | | 2 days | |
| SAMMA/SAL-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Mid-Level Management-Force Level | Norfolk/ MCAS Commands | | | |
| NALCOMIS for Supply users (Advanced)-Force Level | San Diego | | 3 days | |
| Supply Applications Administrator (RSupply)-Force Level | MCAS Commands | | | |

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

**E6 RECOMMENDED COMMUNITY READING**

| Title | Completed |
|---|---|
| The Bluejackets Manual   *by Thomas J. Cutler* | |
| The Naval Institute Guide to Naval Writing   *by Robert Shenk* | |
| Any books on Leadership/Management | |
| Supply Operations Manual (SOM)   *COMNAVAIRFORINST 4440.2(Series)* | |
| Naval Aviation Maintenance Program (NAMP)   *COMNAVAIRFORINST 4790.2 series* | |
| Surface Forces Supply Procedures   *COMNAVSURFORINST 4400.1(Series)* | |
| DMM, Domestic Mail Manual | |
| DOD 4525.6-M, Military Post Office Operating Procedures | |
| Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process   *NAVICPINST 4441.15(Series)* | |
| Financial Management Of Resources, Operating Procedures (Operating Forces)   *NAVSO P-3013-2* | |
| Afloat Supply Procedures   *NAVSUP P-485 VOL I* | |
| Supply Appendices   *NAVSUP P-485 VOL II* | |
| RSupply Force User's Manual   *NAVSUP P-731* | |
| Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC)   *NAVSUPINST 4200.99* | |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards   *OPNAVINST 5100.19E* | |
| Department of The Navy Postal Instructions   *OPNAVINST 5112.6(Series)* | |
| Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve   *BUPERSINST 1430.16* | |
| Navy Performance Evaluation System   *BUPERSINST 1610.10C* | |
| Naval Military Personnel Manual   *NAVPERS 15560D* | |
| U.S. Navy Uniform Regulations   *NAVPERS 15665I* | |
| Career Counselor Handbook   *NAVPERS 15878* | |
| Navy Doctrine for Antiterrorism/Force Protection   *NWP 3-07.2* | |
| Enlisted to Officer Commissioning Programs Application Administrative Manual   *OPNAVINST 1420.1B* | |
| Standard Organization and Regulations of the U.S. Navy (SORM)   *OPNAVINST 3120.32 Series* | |
| Drug and Alcohol Abuse Prevention and Control   *OPNAVINST 5350.4D* | |
| Physical Readiness Program   *OPNAVINST 6110.1J* | |
| Department of the Navy Personnel Security Program   *SECNAV M-5510.30 Series* | |

# Logistics Specialist
# Chief Petty Officer
# (Master)

**NAME:** _____

## SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

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

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Senior Enlisted Leadership Course; (CPOs are selected for attendance on case-by-case basis) | Newport, RI | A-500-0080 | 3 days | |
| Senior Enlisted Academy (SEA) (8SEA); (CPOs are selected for attendance on case-by-case basis) | Newport, RI | P-920-1300 | 11 weeks 70-Hrs PPME via MNP or 85-Hrs SEJPME Level I & II via JKO. | |

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

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 805A - Navy Instructor Training Course (NITC) | Various Locations | A-012-0077 | 19 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 13 weeks | |
| 809A - Command Climate Specialist | Patrick AFB, FL | A-500-0612 | 110 days | |
| 810A - Correctional Counselor | Lackland AFB, TX | A-831-0002 | 33 days | |
| L40A - Navy Drug and Alcohol Abuse Counselor | San Diego, CA | B-302-0001 | 72 days | |
| L39A - Navy Drug Alcohol Counselor Intern | San Diego, CA | B-302-0001 | 72 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser | Pensacola, FL | S-501-0020 | 33 days | |
| 802R - Navy Recruiting District (NRD) Recruiter/Classifier | Pensacola, FL | S-501-0031 | 26 days | |
| 803R - Officer Recruiter | Pensacola, FL | S-7C-2414 | 3 weeks | |
| 806R - Career Information Program Advisor | Norfolk, VA and San Diego, CA | A-501-0011 | 26 days | |
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S08A - R-Supply Unit Level Basic | Norfolk, VA / San Diego, CA | A-551-0026 | 12 days | |
| S12A - Independent Duty Fleet Postal Clerk | Norfolk, VA / San Diego, CA | A-554-0026 | 12 days | |
| S19A - NALCOMIS OIMA Supply Application Administrator | San Diego, CA | C-555-0050 | 12 days | |
| S18A - Aviation Supply System Specialist NALCOMIS Optimized | Norfolk, VA San Diego, CA | C-551-2019 | 19 days | |
| S07A - RSUPPLY (Force Level) Operations Technician | Norfolk, VA / San Diego, CA | A-551-0029 | 24 days | |
| S05A - Independent Duty Logistics Specialist Ashore | New Orleans, LA | R-551-0010 | 12 days | |
| S10A - RSUPPLY (Unit) Stock Control Supervisor | Norfolk, VA / San Diego, CA | A-551-0028 | 5 days | |
| S09A - Stock Control Supervisor/RSUPPLY Force Level | Newport, RI | A-551-0027 | 12 days | |
| S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) | CBT/JQR | N/A | | |

**JOB DESCRIPTION**

Logistics Specialist (Logistician/Supply Chain Manager) (Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E7) should have an advanced understanding of standard office equipment, layout, and function. Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, or command coordinator, division officer, or departmental leading chief petty officer.

**RECOMMENDED BILLET ASSIGNMENTS**

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

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

Command Address: _____    QD Phone Number: _____

_____

Division Officer: _____    Phone Number: _____

Leading Chief Petty Officer: _____    Phone Number: _____

Leading Petty Officer: _____    Phone Number: _____

Sponsor/Mentor: _____    Phone Number: _____

Depart/Division Career Counselor: _____    Phone Number: _____

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

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E-8)

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

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

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

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

24 Month: _____    48 Month: _____    60 Month: _____

CPO 365: _____    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-on 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 onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

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

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

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

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

c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).

d. Check http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm to verify that the selection board has received your correspondence (if sent).

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

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

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

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 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) | | |
| Master Training Specialist (MTS) | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| NAVEDTRA 43244-1C LS / LSS PQS | | |
| NAVEDTRA 15004C LS / LSS RTM | | |

# CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
| --- |
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
| --- |
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E-4 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 | 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) | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Foundation - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Auditor - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Implementer - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Master - Quality Certification | |
| 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 Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |

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

| Rank | Apprenticeship | Date Completed |
|------|----------------|----------------|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

## STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____

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

Command Recommendation (evaluation): _____    Bonus: _____    Ceremony: _____

## TRANSFER:

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

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

## SEPARATING/RETIRE:

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| _____ | _____ | _____ | _____ |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| _____ | _____ | _____ | _____ |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| _____ | _____ | _____ | _____ |
| | Reserve Affiliation | Request Leave / PTDY | |
| | _____ | _____ | |
| | VA/DVA | | |
| | _____ | | |

## PHYSICAL FITNESS:

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____     Current Education Level _____

Degree Goal _____
\*\*Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)\*\*

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____     College Transcripts _____

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

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

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

NCPACE _____     CLEP _____     DSST _____     TA _____

MGIB _____     Post 9/11 GIB _____     AEV _____

**CPO REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 hours | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training[2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.
2 - Only required bi-annually.

**CPO REQUIRED COMMUNITY PME:**

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

**CPO RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief's Mess Training (CMT/LCC) (21 modules available) | Command Delivered | | Each Month | |
| Primary Enlisted Professional Military Education (PEPME) | Navy E-Learning | Military DON/ PME | 60 hours | |
|    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 hours | |
| Senior Enlisted Academy | Newport RI | P-920-1300 | 9 weeks (DL) / 3 weeks (F2F) | |
| Culture | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**CPO RECOMMENDED RESERVE PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**CPO RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Refer to E-1 to E-3 Recommended Community PME | | | | |
| Senior LS – Refer to E-6 Recommended Community PME | | | | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/San Diego | | 5 days | |
| Ad-hoc Basic and Advanced Query and SQL Development – Force Level | North Island/Norfolk | | 3 days | |
| ASKIT Seminar-Force Level | MCAS Commands | | On Request | |
| Carcass Tracking-Force Level | MCAS Commands | | On Request | |
| Configuration Management-Unit Level | Norfolk | | 1 day | |
| COSAL and SSD-Force Level | MCAS Commands | | On Request | |
| DI 073 and SAMMA/SAL Management-Force Level | MCAS Commands | | On Request | |
| DLR Carcass-tracking and Management | San Diego | | 1 day | |
| DLR Management-Unit Level | Norfolk/Mayport | | 1 day | |

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| End of Fiscal Year Closeout-unit Level | San Diego | | 1 day | |
| Fiscal Year Close-out Management-Force Level | MCAS Commands | | On Request | |
| NTCSS Viking System Administrator | Norfolk | | 5 days | |
| Purchase Card Program | North Island/ Norfolk | | 1 day | |
| RSupply Functional Area Supervisor (RSupply FAS)-Force Level | Norfolk/ North Island/ San Diego | | 5 days | |
| SMARTS-Force Level | MCAS Commands | | On Request | |
| SMARTS (RSupply)-Unit Level | San Diego | | 1 day | |
| Stock in Transit (SIT)-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Stock Item Record and Requisition File management (SIR/RFM)-Force Level | MCAS Commands | | On Request | |
| SUPPO/Senior Logistics Management-Unit Level | Norfolk | | 1 day | |
| TYCOM SIT/ART-Force Level | Norfolk | | 2 days | |
| SAMMA/SAL-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Mid-Level Management-Force Level | Norfolk/ MCAS Commands | | | |
| NALCOMIS for Supply users (Advanced)-Force Level | San Diego | | 3 days | |
| Supply Applications Administrator (RSupply)-Force Level | MCAS Commands | | | |

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

**ESSENTIAL READING**

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

**CPO RECOMMENDED COMMUNITY READING**

| Title | Completed |
|---|---|
| The Chief Petty Officer's Guide   *by John Hagan and Jack Leahy* | |
| Ask the Chief: Backbone of the Navy   *by Jack Leahy* | |
| Naval Ceremonies, Customs, and Traditions   *by Royal Connell and William Mack* | |
| Naval Institute Guide to Writing   *by Robert Shenk* | |
| Any books on Leadership/Management | |
| Supply Operations Manual (SOM)   *COMNAVAIRFORINST 4440.2(Series)* | |
| Naval Aviation Maintenance Program (NAMP)   *COMNAVAIRFORINST 4790.2 series* | |
| Surface Forces Supply Procedures   *COMNAVSURFORINST 4400.1(Series)* | |
| DMM, Domestic Mail Manual | |
| DOD 4525.6-M, Military Post Office Operating Procedures | |
| Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process   *NAVICPINST 4441.15(Series)* | |
| Financial Management Of Resources, Operating Procedures (Operating Forces)   *NAVSO P-3013-2* | |
| Afloat Supply Procedures   *NAVSUP P-485 VOL I* | |
| Supply Appendices   *NAVSUP P-485 VOL II* | |
| RSupply Force User's Manual   *NAVSUP P-731* | |
| Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC)   *NAVSUPINST 4200.99* | |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards   *OPNAVINST 5100.19E* | |
| Department of The Navy Postal Instructions   *OPNAVINST 5112.6(Series)* | |
| Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve   *BUPERSINST 1430.16* | |
| Navy Performance Evaluation System   *BUPERSINST 1610.10C* | |
| Naval Military Personnel Manual   *NAVPERS 15560D* | |
| U.S. Navy Uniform Regulations   *NAVPERS 15665I* | |
| Career Counselor Handbook   *NAVPERS 15878* | |
| Navy Doctrine for Antiterrorism/Force Protection   *NWP 3-07.2* | |
| Enlisted to Officer Commissioning Programs Application Administrative Manual   *OPNAVINST 1420.1B* | |
| Standard Organization and Regulations of the U.S. Navy (SORM)   *OPNAVINST 3120.32 Series* | |
| Drug and Alcohol Abuse Prevention and Control   *OPNAVINST 5350.4D* | |
| Physical Readiness Program   *OPNAVINST 6110.1J* | |
| Department of the Navy Personnel Security Program   *SECNAV M-5510.30 Series* | |

# Logistics Specialist
## 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 |
|---|---|---|---|---|
| Senior Enlisted Academy (SEA) (Non-Resident) (8SEA) | Newport, RI | P-920-1301 | 2 weeks | |
| Senior Enlisted Academy (SEA) (8SEA) | Newport, RI | P-920-1300 | 11 weeks 70-Hrs PPME via MNP or 85-Hrs SEJPME Level I & II via JKO. | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Senior Enlisted Leadership Course | Newport, RI | A-500-0080 | 3 days | |
| Senior Enlisted Academy (SEA) (8SEA) | Newport, RI | P-920-1300 | 11 weeks 70-Hrs PPME via MNP or 85-Hrs SEJPME Level I & II via JKO. | |
| CMDCM Leadership Course (8CMC) | Newport, RI | A-570-4500 | 12 days | |

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

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 805A - Navy Instructor Training Course (NITC) | Various Locations | A-012-0077 | 19 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 13 weeks | |
| 809A - Command Climate Specialist | Patrick AFB, FL | A-500-0612 | 110 days | |
| 810A - Correctional Counselor | Lackland AFB, TX | A-831-0002 | 33 days | |
| L40A - Navy Drug and Alcohol Abuse Counselor | San Diego, CA | B-302-0001 | 72 days | |
| L39A - Navy Drug Alcohol Counselor Intern | San Diego, CA | B-302-0001 | 72 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser | Pensacola, FL | S-501-0020 | 33 days | |
| 802R - Navy Recruiting District (NRD) Recruiter/Classifier | Pensacola, FL | S-501-0031 | 26 days | |
| 803R - Officer Recruiter | Pensacola, FL | S-7C-2414 | 3 weeks | |
| 806R - Career Information Program Advisor | Norfolk, VA and San Diego, CA | A-501-0011 | 26 days | |
| 8CSC - Command Senior Chief (CMDCS) | Newport, RI | A-570-4500 | 12 days | |
| 8COB - Chief of the Boat (Submariner); E-8-E9s | Newport, RI | A-570-4500 | 12 days | |
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S19A - NALCOMIS OIMA Supply Application Administrator | San Diego, CA | C-555-0050 | 12 days | |
| S18A - Aviation Supply System Specialist NALCOMIS Optimized | Norfolk, VA San Diego, CA | C-551-2019 | 19 days | |
| S05A - Independent Duty Logistics Specialist Ashore | New Orleans, LA | R-551-0010 | 12 days | |
| S10A - RSUPPLY (Unit) Stock Control Supervisor | Norfolk, VA / San Diego, CA | A-551-0028 | 5 days | |
| S09A - Stock Control Supervisor/RSUPPLY Force Level | Newport, RI | A-551-0027 | 12 days | |
| S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) | CBT/JQR | N/A | | |

**JOB DESCRIPTION**

Logistics Specialist (Logistician/Supply Chain Manager) (Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E8) should have an advanced understanding of standard office equipment, layout, and function. Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations. And take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, or command coordinator, division officer, departmental leading chief petty officer, or senior enlisted advisor.

**RECOMMENDED BILLET ASSIGNMENTS**

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

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

Command Address: _____  QD Phone Number: _____

_____

Division Officer: _____  Phone Number: _____

Command Master Chief: _____  Phone Number: _____

Leading Chief Petty Officer: _____  Phone Number: _____

Sponsor/Mentor: _____  Phone Number: _____

Depart/Division Career Counselor: _____  Phone Number: _____

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

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

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

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

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

24 Month: _____ 48 Month: _____ 60 Month: _____

CPO 365: _____ 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-on 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 onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

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

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

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

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

c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).

d. Check http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm to verify that the selection board has received your correspondence (if sent).

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

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

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) 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 AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 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) | | |
| Officer of the Deck (OOD) (At Sea) | | |
| Senior Enlisted Leader | | |
| Master Training Specialist (MTS) | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
| --- |
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
| --- |
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E-4 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 | 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) | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Foundation - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Auditor - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Implementer - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Master - Quality Certification | |
| 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 Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |

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

| Rank | Apprenticeship | Date Completed |
|------|----------------|----------------|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

**STAY NAVY**

REENLIST / EXTEND: Request Chit/Form: _____

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| _____ | _____ | _____ | _____ |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| _____ | _____ | _____ | _____ |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| _____ | _____ | _____ | _____ |
| | Reserve Affiliation | Request Leave / PTDY | |
| | _____ | _____ | |
| | VA/DVA | | |
| | _____ | | |

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____    Current Education Level _____

Degree Goal _____
**Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)**

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____    College Transcripts _____

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

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

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

NCPACE _____    CLEP _____    DSST _____    TA _____

MGIB _____    Post 9/11 GIB _____    AEV _____

**SCPO REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Senior Enlisted Academy [3,4] | Newport RI | P-920-1300 | 9 weeks (DL) / 3 weeks (F2F) | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 hours | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training[2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.

2 - Only required bi-annually.

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

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

**SCPO REQUIRED COMMUNITY PME:**

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

**SCPO RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief's Mess Training (CMT/LCC) (21 modules available) | Command Delivered | | Each Month | |
| Primary Enlisted Professional Military Education (PEPME) | Navy E-Learning | Military DON/ PME | 60 hours | |
|     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 hours | |
| Culture | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| 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 hours | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**SCPO RECOMMENDED RESERVE PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**SCPO RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Refer to E-1 to E-3 Recommended Community PME | | | | |
| Senior LS – Refer to E-6 Recommended Community PME | | | | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/San Diego | | 5 days | |
| Ad-hoc Basic and Advanced Query and SQL Development – Force Level | North Island/Norfolk | | 3 days | |
| ASKIT Seminar-Force Level | MCAS Commands | | On Request | |
| Carcass Tracking-Force Level | MCAS Commands | | On Request | |
| Configuration Management-Unit Level | Norfolk | | 1 day | |
| COSAL and SSD-Force Level | MCAS Commands | | On Request | |
| DI 073 and SAMMA/SAL Management-Force Level | MCAS Commands | | On Request | |
| DLR Carcass-tracking and Management | San Diego | | 1 day | |
| DLR Management-Unit Level | Norfolk/Mayport | | 1 day | |

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| End of Fiscal Year Closeout-unit Level | San Diego | | 1 day | |
| Fiscal Year Close-out Management-Force Level | MCAS Commands | | On Request | |
| NTCSS Viking System Administrator | Norfolk | | 5 days | |
| Purchase Card Program | North Island/ Norfolk | | 1 day | |
| RSupply Functional Area Supervisor (RSupply FAS)-Force Level | Norfolk/ North Island/ San Diego | | 5 days | |
| SMARTS-Force Level | MCAS Commands | | On Request | |
| SMARTS (RSupply)-Unit Level | San Diego | | 1 day | |
| Stock in Transit (SIT)-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Stock Item Record and Requisition File management (SIR/RFM)-Force Level | MCAS Commands | | On Request | |
| SUPPO/Senior Logistics Management-Unit Level | Norfolk | | 1 day | |
| TYCOM SIT/ART-Force Level | Norfolk | | 2 days | |
| SAMMA/SAL-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Mid-Level Management-Force Level | Norfolk/ MCAS Commands | | | |
| NALCOMIS for Supply users (Advanced)-Force Level | San Diego | | 3 days | |
| Supply Applications Administrator (RSupply)-Force Level | MCAS Commands | | | |

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

### SCPO RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|---|
| None | |

# Logistics Specialist
## 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 |
|---|---|---|---|---|
| Senior Enlisted Academy (SEA) (Non-Resident) (8SEA) | Newport, RI | P-920-1301 | 2 weeks | |
| Senior Enlisted Academy (SEA) (8SEA) | Newport, RI | P-920-1300 | 11 weeks 70-Hrs PPME via MNP or 85-Hrs SEJPME Level I & II via JKO. | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Command Master Chief (CMC) (8CMC) | Newport, RI | A-570-4500 | 12 days | |

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

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| 805A - Navy Instructor Training Course (NITC) | Various Locations | A-012-0077 | 19 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 13 weeks | |
| 809A - Command Climate Specialist | Patrick AFB, FL | A-500-0612 | 110 days | |
| 810A - Correctional Counselor | Lackland AFB, TX | A-831-0002 | 33 days | |
| L40A - Navy Drug and Alcohol Abuse Counselor | San Diego, CA | B-302-0001 | 72 days | |
| L39A - Navy Drug Alcohol Counselor Intern | San Diego, CA | B-302-0001 | 72 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser | Pensacola, FL | S-501-0020 | 33 days | |
| 802R - Navy Recruiting District (NRD) Recruiter/Classifier | Pensacola, FL | S-501-0031 | 26 days | |
| 803R - Officer Recruiter | Pensacola, FL | S-7C-2414 | 3 weeks | |
| 806R - Career Information Program Advisor | Norfolk, VA and San Diego, CA | A-501-0011 | 26 days | |
| 8COB - Chief of the Boat (Submariner); E-8-E9s | Newport, RI | A-570-4500 | 12 days | |
| 8CMC - Command Master Chief (CMDCM) | Newport, RI | A-570-4500 | 2 weeks | |
| 749A - Hazardous Materials Transportation Specialist Pipeline | FT Lee, VA / San Antonio, TX | A-822-0017 | 54 days | |
| S05A - Independent Duty Logistics Specialist Ashore | New Orleans, LA | R-551-0010 | 12 days | |
| S10A - RSUPPLY (Unit) Stock Control Supervisor | Norfolk, VA / San Diego, CA | A-551-0028 | 5 days | |
| S09A - Stock Control Supervisor/RSUPPLY Force Level | Newport, RI | A-551-0027 | 12 days | |
| S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) | CBT/JQR | N/A | | |

**JOB DESCRIPTION**

Logistics Specialist (Supply Officer) (Logistician/Supply Chain Manager) (Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E9) should have an advanced understanding of standard office equipment, layout, and function. Master Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations. and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, or command coordinator, division officer, departmental leading chief petty officer, or command master chief.

**RECOMMENDED BILLET ASSIGNMENTS**

RECOMMENDED BILLET ASSIGNMENTS Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

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

Command Address: _____    QD Phone Number: _____

_____

Division Officer: _____    Phone Number: _____

Command Master Chief: _____    Phone Number: _____

Sponsor/Mentor: _____    Phone Number: _____

Depart/Division Career Counselor: _____    Phone Number: _____

Phone Number: _____

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

HYT Date: _____    Security Clearance Level: _____    Date Last updated: _____

Command INDOC complete: _____

---

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

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

24 Month: _____    48 Month: _____    60 Month: _____

CPO 365: _____    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 AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 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) | | |
| Officer of the Deck (OOD) (At Sea) | | |
| Master Training Specialist (MTS) | | |

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

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Force Warfare Specialist | | |
| Information Warfare Specialist | | |
| Seabee Combat Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Warfare Specialist | | |
| Surface Warfare Specialist | | |

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

# CERTIFICATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.navy.mil/usn/.

| Occupation (Civilian Employer) |
|---|
| Accountants |
| Administrative Services Managers |
| Bookkeeping, Accounting, and Auditing Clerks |
| Budget Analysts |
| Financial Managers, Branch or Department |
| First-Line Supervisors of Office and Administrative Support Workers |
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators |
| Hazardous Materials Removal Workers |
| Logisticians |
| Logistics Managers |
| Mail Clerks and Mail Machine Operators, Except Postal Service |
| Management Analysts |
| Marking Clerks |
| Packers and Packagers, Hand |
| Postal Service Clerks |
| Postal Service Mail Carriers |
| Postal Service Mail Sorters, Processors, and Processing Machine Operators |
| Postmasters and Mail Superintendents |
| Procurement Clerks |
| Production, Planning, and Expediting Clerks |
| Purchasing Agents, Except Wholesale, Retail, and Farm Products |
| Purchasing Managers |
| Shipping, Receiving, and Traffic Clerks |
| Stock Clerks, Sales Floor |
| Stock Clerks- Stockroom, Warehouse, or Storage Yard |
| Storage and Distribution Managers |
| Transportation Managers |

| Occupation (Federal Employer) |
|---|
| 0346 - Logistics Management Series |
| 1104 - Property Disposal Series |
| 1105 - Purchasing Series |
| 1801 - General Inspection, Investigation, Enforcement, and Compliance Series |
| 1910 - Quality Assurance Series |
| 2001 - General Supply Series |
| 2003 - Supply Program Management Series |
| 2005 - Supply Clerical and Technician Series |
| 2010 - Inventory Management Series |
| 2030 - Distribution Facilities and Storage Management Series |
| 2032 - Packaging Series |
| 2101 - Transportation Specialist Series |
| 2102 - Transportation Clerk and Assistant Series |
| 2130 - Traffic Management Series |
| 2144 - Cargo Scheduling Series |
| 2150 - Transportation Operations Series |
| 2151 - Dispatching Series |
| 4602 - Blocking and Bracing |
| 6907 - Materials Handling |
| 6910 - Materials Expediting |
| 6912 - Materials Examining and Identifying |
| 6914 - Store Working |
| 9991 - Supply Officer |
| 9992 - Assistant Supply Officer |
| 9993 - Junior Supply Officer |
| 9994 - Assistant Storekeeper |

**Navy COOL:** The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| | American Production and Inventory Control Society (APICS) | Certified in Logistics, Transportation and Distribution (CLTD) | |
| E5 | American Production and Inventory Control Society (APICS) | Certified in Production and Inventory Management (CPIM) | |
| E2 | American Production and Inventory Control Society (APICS) | Certified Supply Chain Professional (CSCP) | |
| E6 | In-Plant Printing and Mailing Association (IPMA) | Certified Mail Manager (CMM) | |
| E5 | Institute for Supply Management (ISM) | Certified Professional in Supply Management (CPSM) | |
| E5 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Associate (CLA) | |
| E5 | Manufacturing Skill Standards Council (MSSC) | Certified Logistics Technician (CLT (AE)) | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2013 | |
| E3 | Microsoft Corporation | Microsoft Office Specialist (MOS): Microsoft Office 2016 | |
| E6 | Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |
| E5 | Universal Public Procurement Certification Council (UPPCC) | Certified Professional Public Buyer (CPPB) | |

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

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E-4 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 | 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) | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Foundation - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Auditor - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Lead Implementer - Quality Certification | |
| Professional Evaluation and Certification Board (PECB) | ISO 9001 Master - Quality Certification | |
| 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 Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |

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

| Rank | Apprenticeship | Date Completed |
|------|----------------|----------------|
| E1 - E9 | Computer Operator | |
| | Correction Officer (Government Service) | |
| | Counselor (Professional & Kindred) | |
| E1 - E9 | Manager, Retail Store (Retail Trade) | |
| E5 - E9 | Office Manager/Administrative Services | |
| E4 - E9 | Post-Office Clerk (Government Service) | |

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

## STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____

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

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

## TRANSFER:

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

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

## SEPARATING/RETIRE:

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| Transition GPS | MED/DEN | Copy of Records | Copy of Records |
| _____ | _____ | _____ | _____ |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| _____ | _____ | _____ | _____ |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| _____ | _____ | _____ | _____ |
| | Reserve Affiliation | Request Leave / PTDY | |
| | _____ | _____ | |
| | VA/DVA | | |
| | _____ | | |

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

Height _____   Weight _____   If Required (Neck _____   Waist _____   Hips (Female) _____   BCA _____ )

Last 2 PRT Cycles: Curl-ups _____ / _____   Push-ups _____ / _____   Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

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

# PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____ Current Education Level _____

Degree Goal _____
**Various Degree options are available using the Joint Service Transcript Degree Shop/Sailor and Marine Online Academic Advisor (SMOLAA)**

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

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

Joint Service Transcripts (JST) _____

HS Transcripts _____ College Transcripts _____

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

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

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

NCPACE _____ CLEP _____ DSST _____ TA _____

MGIB _____ Post 9/11 GIB _____ AEV _____

**MCPO REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Joint Professional Military Education (JPME) | War College | Military DON / PME | 40 hours | |
| Senior Enlisted Academy [3] | Newport RI | P-920-1300 | 9 weeks (DL) / 3 weeks (F2F) | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 hours | |
| Ethics Training | Command Delivered | | | |
| **Required General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Antiterrorism Level I Awareness | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Department of the Navy Annual Privacy Training [2] | Command Delivered/ MNP | DON-PRIV-1.0 | | |

1 - Verify GMT topics on MNP GMT web page.
2 - Only required bi-annually.
3 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

**MCPO REQUIRED COMMUNITY PME:**

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

**MCPO RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief's Mess Training (CMT/LCC) (21 modules available) | Command Delivered | | Each Month | |
| Primary Enlisted Professional Military Education (PEPME) | Navy E-Learning | Military DON/ PME | 60 hours | |
|    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 hours | |
| 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 | | |
| Culture | College Course/ Navy E-Learning | Foreign Language and Culture | 45 hours | |
| Selection Board Member | Navy E-Learning | NPC-SBM-2.0 | 1 hour | |
| **Recommended General Military Training Topics For FY 2019 (Delivery determined by command discretion) [1]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Stress Management (Operational Stress Control) | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Combating Trafficking in Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-2.0 | | |
| Records Management | Command Delivered/ MNP | DOR-RM-010-1.1 | | |
| Electromagnetic Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Operations Security | Command Delivered/ MNP | NIOC-USOPSEC-2.0 | | |

1 - Verify GMT topics on MNP GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**MCPO RECOMMENDED RESERVE PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| NROWS Orders Administration Course | E-Learning/MNP | R-500-0140/02PG /DoN | 8 hours | |
| Naval Reserve Center Commanding Officer Officer In Charge | E-Learning/MNP | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | E-Learning/MNP | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | E-Learning/MNP | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | E-Learning/MNP | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**MCPO RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Refer to E-1 to E-3 Recommended Community PME | | | | |
| Senior LS – Refer to E-6 Recommended Community PME | | | | |
| Continuous Monitoring Program (CMP) Management | FAST - Mayport,/San Diego | | 1 day | |
| Financial Management – Force Level | FAST - MCAS Commands | | | |
| Fleet Image Management System (FIMS)-Force Level | FAST - MCAS Commands | | | |
| Inventory Management-Unit Level | FAST - Mayport/Norfolk | | 1 day/2 day | |
| Logistics Management-Unit Level | FAST - Norfolk | | 2 days | |
| MAM/XMAM Management-Unit Level | FAST - Mayport/Norfolk/San Diego | | 1 day | |
| Material Outstanding File (MOF) Management-Unit Level | FAST - Mayport/Norfolk | | 1 day | |
| NALCOMIS for Supply Users (Basic)-Force Level | FAST - Norfolk/North Island/San Diego | | 2 day/3 day/3 day | |
| Purchase Card Program – Unit Level | FAST - Mayport/Norfolk/San Diego | | 1 day | |
| RPPO/Supply Petty Officer – Force Level | FAST - Norfolk/North Island | | 4 day/2 day | |
| RSupply Basic User – Force Level | FAST - North Island | | 3 days | |
| RSupply Management – Unit Level | FAST - Norfolk | | 3 days | |
| RSupply MFCS TIR-Force Level | FAST - North Island/ San Diego | | 1 day | |
| RSupply Viking | FAST - Norfolk/San Diego | | 5 days | |
| Ad-hoc Basic and Advanced Query and SQL Development – Force Level | North Island/Norfolk | | 3 days | |
| ASKIT Seminar-Force Level | MCAS Commands | | On Request | |
| Carcass Tracking-Force Level | MCAS Commands | | On Request | |
| Configuration Management-Unit Level | Norfolk | | 1 day | |
| COSAL and SSD-Force Level | MCAS Commands | | On Request | |
| DI 073 and SAMMA/SAL Management-Force Level | MCAS Commands | | On Request | |
| DLR Carcass-tracking and Management | San Diego | | 1 day | |
| DLR Management-Unit Level | Norfolk/Mayport | | 1 day | |

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| End of Fiscal Year Closeout-unit Level | San Diego | | 1 day | |
| Fiscal Year Close-out Management-Force Level | MCAS Commands | | On Request | |
| NTCSS Viking System Administrator | Norfolk | | 5 days | |
| Purchase Card Program | North Island/ Norfolk | | 1 day | |
| RSupply Functional Area Supervisor (RSupply FAS)-Force Level | Norfolk/ North Island/ San Diego | | 5 days | |
| SMARTS-Force Level | MCAS Commands | | On Request | |
| SMARTS (RSupply)-Unit Level | San Diego | | 1 day | |
| Stock in Transit (SIT)-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Stock Item Record and Requisition File management (SIR/RFM)-Force Level | MCAS Commands | | On Request | |
| SUPPO/Senior Logistics Management-Unit Level | Norfolk | | 1 day | |
| TYCOM SIT/ART-Force Level | Norfolk | | 2 days | |
| SAMMA/SAL-Force Level | Norfolk/ North Island/ San Diego | | 1 day | |
| Mid-Level Management-Force Level | Norfolk/ MCAS Commands | | | |

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

| Navy Power (First 5 offerings) Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html for complete list. | Completed |
|---|---|
| Sea Power *by Admiral James Stavridis* | |
| Toward a New Maritime Strategy *by Peter D. Haynes* | |
| The Rules Of The Game *by Andrew Gordon* | |
| Sea Power *by Geoffrey Till* | |
| Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes* | |
| **Fast Learning (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html for complete list. | **Completed** |
| Democracy *by Condoleezza Rice* | |
| A World in Disarray *by Richard Haass* | |
| Our Robots, Ourselves *by David A. Mindell* | |
| On Writing Well *by William Zinsser* | |
| The Innovator's Dilemma *by Clayton M. Christensen* | |
| **Navy Team (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html for complete list. | **Completed** |
| The Accidental Admiral *by James Stavridis* | |
| Team of Teams *by Stanley Mc Chrystal* | |
| Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.* | |
| Leadership on the Line *by Ronald A Heifetz and Marty Linsky* | |
| A Vietnam Experience *by James Stockdale* | |
| **Partnerships (First 5 offerings)** Visit http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html for complete list. | **Completed** |
| Partnerships for the Americas *by James Stavridis* | |
| The Accidental Superpower *by Peter Zeihan* | |
| Asia's Cauldron *by Robert D. Kaplan* | |
| World Order *by Henry Kissinger* | |
| At Ease *by Dwight Eisenhower* | |

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

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

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

The entire list, of over 140 book summaries and additional information is available at http://navyreading.dodlive.mil/

### MCPO RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|---|
| None | |

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

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

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR LS

| Recommended Associates' degrees for the Seaman |
|---|
| Business |
| Finance |
| Human Services |
| Marketing |
| Accounting |
| Logistics Management |
| Public Administration |
| Liberal Studies |

### RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR LS

| Recommended Bachelors/Masters degrees for the Seaman |
|---|
| Business |
| Finance |
| Human Services |
| Marketing |
| Accounting |
| Logistics Management |
| Public Administration |
| Liberal Studies |

# 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):

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 $4,500 per fiscal year: not-to-exceed $250/credit for semester hours or not-to-exceed $166.67/credit for quarter hours or not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

## Joint Service Transcripts (JST)

**JST**s 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

**EMPIRE STATE COLLEGE**
STATE UNIVERSITY OF NEW YORK

| **Degree:** Bachelor of Science | **School:** Empire State College, SUNY | |
|---|---|---|
| **Area of Study (AOS):** Cultural Studies<br>**Concentration (*major*):** Religious Studies | **E-mail:** OVME@esc.edu<br>**Phone:** 800 867-5941<br>**Fax:** 518 587-5592 | **Tuition:** $207/credit hour<br>All fees waived for active duty military |

| **Rate:** Religious Program Specialist (RP) | SN<br>E3 | RP3<br>E4 | RP2<br>E5 | RP1<br>E6 | RPC<br>E7 | RPCS<br>E8 | RPCM<br>E9 |
|---|---|---|---|---|---|---|---|
| **WHAT YOU HAVE:**<br>Navy credit (semester hours) awarded by Empire State College: | **ACE RECOMMENDED/APPLIED CREDIT** | | | | | | |
| Recruit Training (*Elective*) | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| AOS/Concentration (*Major*) | 2 | 2 | 2 | 5 | 5 | 5 | 5 |
| Concentration (*Major*) - Advanced | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Electives | 8 | 18 | 21 | 24 | 24 | 24 | 24 |
| Advanced (*Upper*) Level Electives | 0 | 0 | 0 | 0 | 12 | 18 | 21 |
| **Total Recommended/Applied ACE Credits** | **13** | **23** | **26** | **32** | **44** | **50** | **53** |

| **WHAT IS REQUIRED:**<br>Degree requirements (in semester hours) | **CREDITS NEEDED TO FINISH A DEGREE** | | | | | | |
|---|---|---|---|---|---|---|---|
| *General Education*: Credits in each of the following 10 knowledge and skill areas: Mathematics, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, Foreign Language, Basic Communication. | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| *Educational Planning* | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| *AOS/Concentration (Major)*: Credits may include: Religious Studies, Introduction to World Religions, etc. | 20 | 18 | 18 | 18 | 15 | 15 | 15 | 15 |
| *Concentration (Major) – Advanced Level* | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 |
| *Electives* | 29 | 18 | 8 | 5 | 2 | 2 | 2 | 2 |
| *Electives – Advanced Level* | 21 | 21 | 21 | 21 | 21 | 9 | 3 | 0 |
| **Total Credits** | **128** | **115** | **105** | **102** | **96** | **84** | **78** | **75** |

### Empire State College Graduation Requirements

Thirty-two semester/credit hours must be taken at Empire State College, 64 credits must be in liberal studies, and up to 96 can be transferred from other sources (college transfer, military credit, national testing). Students will work with an Empire State College academic mentor to determine liberal studies/concentration courses and develop their degree plan. Required concentration areas/courses will vary depending on the student's focus.

### Credit by Evaluation

Credit by evaluation (CBE) allows students to gain college credit for learning acquired through life and work experience including learning gained outside the classroom. Because it cannot be determined prior to enrollment, credit by evaluation is not included in this template. Once enrolled, students can speak to their advisor about taking advantage of this process.

**Contact your local Navy College Office for educational counseling.**
www.navycollege.navy.mil
www.esc.edu/navy

# SAMPLE DEGREE PLAN

## University of the Incarnate Word

**Degree Program**: Associate of Arts
Liberal Studies

**Navy MOS**: Logistics Specialist **(LS)**

| | | ACE RECOMMENDED CREDIT | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | E3 | E4 | E5 | E6 | E7 | E8 | E9 |
| Initial Skills | | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Rating Credit | | 17 | 20 | 26 | 38 | 44 | 47 | 47 |

| CURRICULUM DEGREE REQUIREMENTS | Credit Hours Required | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **GENERAL EDUCATION REQUIREMENTS** | **43** | | | | | | | |
| English Composition | 6 | | | | | | | |
| World Literature | 3 | | | | | | | |
| Computer Literacy | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Fine Arts | 3 | | | | | | | |
| History | 3 | | | | | | | |
| College Algebra | 3 | | | | | | | |
| Foreign Language | 6 | | | | | | | |
| Introduction to Philosophy | 3 | | | | | | | |
| Religion | 3 | | | 3 | 3 | 3 | 3 | 3 |
| Social Science | 3 | | | | | | | |
| Natural Science with Lab | 4 | | | | | | | |
| Dimensions of Wellness | 3 | | | | | | | |
| **MAJOR AREA OF STUDY** | **21** | | | | | | | |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| General Education Elective | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **TOTAL REQUIRED HOURS** | **64** | Total credits applied to degree | **24** | **24** | **27** | **27** | **27** | **27** | **27** |

Listing of Recommended Degrees for Logistics Specialist and the schools offering them:

| Degree Offered | Select College for Roadmap |
|---|---|
| AAS - Business Administration (Management) | Berkeley College |
| BBA - Business Administration (General Business) | Berkeley College |
| BBA - Business Administration (Management) | Berkeley College |
| BBA - Business Administration (Marketing) | Berkeley College |
| BS - Business Administration | Berkeley College |
| AAS - Business Management (Marketing and Sales Management) | Central Texas College |
| AA - Business (Human Resource Management) | Coastline Community College |
| AGS - Associate in General Studies | Columbia College |
| AS - Business Administration | Columbia College |
| BA / BS - Business Administration | Columbia College |
| BGS - Bachelor of General Studies (Business) | Columbia College |

| | |
|---|---|
| BGS - Bachelor of General Studies (Management) | Columbia College |
| AAS - Business Administration | Dallas TeleCollege |
| AAS - Child Development | Dallas TeleCollege |
| AS - Associate of Science (Computer and Information Science/Business System Administration) | ECPI College of Technology |
| AS - Business, Management and Economics (Business) | Empire State College |
| BS - Business, Management and Economics (Business Management) | Empire State College |
| AA - Liberal Arts | Excelsior College |
| AAS - Administrative / Management Studies | Excelsior College |
| AS - Liberal Arts | Excelsior College |
| BA - Liberal Arts | Excelsior College |
| BS - General Business | Excelsior College |
| BS - Liberal Arts | Excelsior College |
| AA - Associate of Arts (Criminal Justice) | Florida National College |
| AS - Associate of Science (Accounting) | Florida National College |
| AS - Associate of Science (Business Administration) | Florida National College |
| AS - Industrial Management Technology | Florida State College At Jacksonville |
| BA - Sociology | Fort Hays State University |
| BGS - Bachelor of General Studies | Fort Hays State University |
| BGS - Organizational Leadership | Fort Hays State University |
| BS - Organizational Leadership | Fort Hays State University |
| AS - Management | Hawaii Pacific University |
| AS - Military Studies | Hawaii Pacific University |
| ASL - Associate in Supervisory Leadership | Hawaii Pacific University |
| BS - Business Administration (Management) | Hawaii Pacific University |
| AA - Business and Economics | Olympic College |
| AS - Business Administration | Saint Joseph's College of Maine |
| BA - Business Administration (Management) | Saint Leo University |
| AS - Business Studies | San Diego City College |
| AS - Business Administration | Southern New Hampshire University |
| AS - Information Technology | Southern New Hampshire University |
| BS - Business Administration | Southern New Hampshire University |
| BS - Business Administration (Human Resource Management) | Southern New Hampshire University |
| BS - Computer Information Technology | Southern New Hampshire University |

| | |
|---|---|
| AA - Business Administration | [Strayer University](#) |
| AA - Information Systems | [Strayer University](#) |
| BBA - Business Administration (Banking) | [Strayer University](#) |
| BBA - Business Administration (Finance) | [Strayer University](#) |
| BBA - Business Administration (Human Resource Management) | [Strayer University](#) |
| BBA - Business Administration (Management) | [Strayer University](#) |
| BBA - Business Administration (Marketing) | [Strayer University](#) |
| BBA - Business Administration (Retail Management) | [Strayer University](#) |
| AA - Associate in Arts | [Thomas Edison State College](#) |
| AS - Business Administration | [Thomas Edison State College](#) |
| BA - Liberal Studies | [Thomas Edison State College](#) |
| BS - Business Administration (General Management) | [Thomas Edison State College](#) |
| AA - Associate in Arts | [Trident Technical College](#) |
| BS - Business Administration | [TUI University](#) |
| BA - Liberal Studies (Administrative Leadership) | [University of Oklahoma](#) |
| AA - Associate in Arts (Business/Business Information Systems) | [University of the Incarnate Word](#) |
| AA - Associate in Arts (Business/Business) | [University of the Incarnate Word](#) |
| AA - Associate in Arts (Liberal Arts) | [University of the Incarnate Word](#) |
| BA - Human Resources | [University of the Incarnate Word](#) |
| BA - Organizational Development | [University of the Incarnate Word](#) |
| BAAS - Bachelor of Applied Arts and Sciences | [University of the Incarnate Word](#) |
| BBA - Business Administration (Accounting) | [University of the Incarnate Word](#) |
| BBA - Business Administration (General Business) | [University of the Incarnate Word](#) |
| BBA - Business Administration (Information Systems) | [University of the Incarnate Word](#) |
| BBA - Business Administration (International Business) | [University of the Incarnate Word](#) |
| BBA - Business Administration (Management) | [University of the Incarnate Word](#) |
| BBA - Business Administration (Marketing) | [University of the Incarnate Word](#) |
| AA - General Business | [Upper Iowa University](#) |
| AA - Liberal Arts | [Upper Iowa University](#) |
| BS - Business Administration | [Upper Iowa University](#) |
| BS - Finance | [Upper Iowa University](#) |
| BS - Human Services | [Upper Iowa University](#) |
| BS - Marketing | [Upper Iowa University](#) |

| | |
|---|---|
| BS - Psychology | [Upper Iowa University](Upper Iowa University) |
| BS - Public Administration | [Upper Iowa University](Upper Iowa University) |
| BS - Public Administration (General) | [Upper Iowa University](Upper Iowa University) |
| BS - Social Science | [Upper Iowa University](Upper Iowa University) |
| AAS - Business Studies | [Vincennes University](Vincennes University) |

# REFERENCES

**Navy Enlisted Learning and Development Programs:**

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

**Reenlistments and Extensions:**

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

**Fleet Reserve and Retirements:**

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

**Enlisted Administrative Separations:**

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

## Advancement & Service Schools:

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

## Education:

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

## Other Quick References:

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