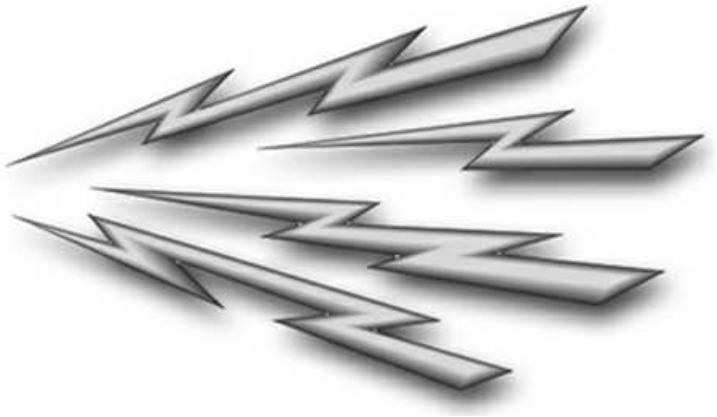

Information Systems Technician - Submarine - Communications (ITS-COMMS)

July 2022

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP
Introducing
OaRS
OCCUPATIONAL and READINESS STANDARDS

MyNAVYHR
Serving Sailors 24/7

United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.

The Sailor's Creed

I am a United States Sailor.

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

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

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

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

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Information Systems Technician - Submarine - Communications 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 Information Systems Technician - Submarine - Communications?

Information Systems Technician - Submarine - Communications 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 Information Systems Technician - Submarine - Communications roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, ITS “A & C” Schools (located in Groton, Connecticut), E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

ITS-COMMS CAREER PATH
(SS)

Information Systems Technicians, Submarine, Communications (ITS-COMMS) receive extensive training in the operation and maintenance of advanced electronic equipment and computers used in submarine communication systems networks. Responsible for the operation, routine care, repair, and management of local databases, local area networks (LAN), complex electronics, exterior communications systems and their infrastructure, and communications computers. They operate, maintain, repair, and test exterior communications equipment onboard submarines and maintain and manage the ship's cryptographic material at sea. ITS-COMMS assists the Communications Officer in all aspects of communications. Ashore they can serve as instructors of basic electronics, electronics maintenance, equipment operators, and communication practices. They also serve as broadcast authority support personnel at various sites globally.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITSCM	19 Yrs	FORCM, COB/CMC Program, CSEL	36	4th Shore Tour Billet: CSEL Duty: TYCOM/GRP/SQD/ NPC/BUPERS
23-26	ITSCM ITSCS	19 Yrs 15.6	FORCM, COB/CMC Program, CSEL	36	4th Sea Tour Billet: COB/DEPT LCPO Duty: Submarine/ Submarine Tender Qualification: DOOW/COW/Pilot DCPO/RADIO Supervisor
20-23	ITSCM ITSCS ITSC	19 Yrs 15.6 12.2	CWO, CSEL, ECM, COB/CMC Program	36	3rd Shore Tour Billet: CSEL/Instructor/ GRP/SQD/ NPC/BUPERS Duty: Staff/School House Qualification: MTS/EIWS
16-20	ITSCS ITSC ITS1	15.6 Yrs 12.2 7.1	LDO, CWO, OCS, MECP, CSEL, COB	36	3rd Sea Tour Billet: COB/3MC/LCPO Duty: Submarine/Submarine Tender Qualification: COB/DOOW/COW/ Pilot / DCPO / RADIO Supervisor
12-16	ITSCS ITSC ITS1	15.6 Yrs 12.2 7.1		36	2nd Shore Tour Billet: Instructor/GRP/SQD/Watch Floor. Duty: School House/Staff Qualification: MTS/EIWS
8-12	ITSC ITS1 ITS2	12.2 Yrs 7.1 3.7		48	2nd Sea Tour Billet: LCPO/LPO Duty: Submarine/Submarine Tender Qualification: COW/Pilot/DCPO/ RADIO Supervisor/KOAM/ SYSADMIN Expert
4-8	ITS1 ITS2 ITS3	7.1 Yrs 3.7 1.5	STA-21, OCS, MECP	36	1st Shore Tour Billet: Instructor/RDC/Watch Floor. Duty: RTC/School House/Staff Qualification: MTS/EIWS/ SYSADMIN Intermediate
1-4	ITS2 ITS3	3.7 Yrs 1.5	Naval Academy, NROTC	48	1st Sea Tour Billet: Operator/Technician Duty: Submarine Qualification: Submarine Warfare/ Radio Operator/ COMSEC User/BDW/ POOD/ SYSADMIN Entry/ SYSADMIN Intermediate
1+/-	ITSSN ITSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. "A" School is required. On 1 June 2020 the ETR and ITS ratings were combined into a single ITS rating with two distinct, specialized career paths (ITS-COMMS and ITS-EW).

2. Personnel in a Designator-8 status are disqualified from Submarine service, are not eligible for advancement, and are not reassigned to Submarines without prior approval of NAVPERSCOM.

3. Acronyms:

COB:	Chief of the Boat
COW:	Chief of the Watch
CRE:	Combat Readiness Evaluation
DCPO:	Duty Chief Petty Officer
DOOW:	Diving Officer of the Watch
EKMS:	Electronic Key Management System
ES:	Electronic Support
EIWS:	Enlisted Information Warfare Specialist
IMF:	Intermediate Maintenance Facility
KOAM:	KMI (Key Management Infrastructure) Operating Account Manager
NOPF:	Navy Ocean Processing Facility
NDC:	Navy Data Center
RMOW:	Radioman of the Watch
BDW:	Below Decks Watch
POOD:	Petty Officer of the Deck

4. Rating NECs:

737A:	Naval Tactical Command Support System (NTCSS) II Manager
738A:	Global Command and Control System Maritime (GCCS-M)(Force Level 4.1) Inc 2 System Admin
739A:	Global Command and Control System Maritime 4.0.3 (GCCS-M 4.0.3) System Administrator
741A:	Information System Security Manager (ISSM)
742A:	Network Security Vulnerability Technician
T47A:	Submarine Local Area Network (SUBLAN) Technician
744A:	Low Band Universal Communication System Transmit Terminal Equipment Operator/Maintainer
745A:	Information Systems Technician
746A:	Information Systems Administrator
H09A:	CANES AN/USQ-208(V) System Administrator/Maintainer
T11A:	Common Submarine Radio Room (CSRR) Maintenance Technician
T12A:	Common Submarine Radio Room (CSRR) Equipment Operator
T14A:	SSN Radio Frequency (RF) Equipment Technician
T15A:	SSBN Class Electronic Warfare Support (ES) Equipment Maintenance Technician
T32A:	Submarine Communications Leading Chief Petty Officer

Consideration for advancement from E6 to E7

- FULLY QUALIFIED if they have served as an LPO for greater than 12 months and have the following qualifications: Radio Supervisor (SSBN only), RMOW (688/SSGN/VACL) and KOAM.
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e., follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment UR&D:
Fully QUALIFIED if they have served as an LPO AND are qualified either STBD Tethered Management System (TMS), OR ROV Pilot, OR Port Payload (PPHL), or Mission Navigation Watch, OR EES1 Technician.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either Mission Duty Chief (MMP DCPO) or COW/DCPO as stated above.

Detachment TRITON:
FULLY QUALIFIED if they have served as an LPO AND are qualified Mission Watch Supervisor (MWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or COW/DCPO as stated above.

Detachment POSEIDON:
FULLY QUALIFIED if they have served as an LPO AND are qualified Mission Watch Supervisor (formerly Projects Watch Supervisor (PWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or COW/DCPO as stated above.

For candidates who have converted into the Submarine Force, the board MUST consider the Sailor's achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates serving or who have served as a 3MC for greater than 12 months have met the standard for having served as an LPO or LCPO.

Personnel assigned to RTC, OTC, and Naval Academy as a Recruit Division Commander, are carefully screened and selected for this high-priority assignment.

Consideration for advancement from E7 to E8

- FULLY QUALIFIED if they have served as a LCPO and KOAM for 12 months and are qualified COW (688\SSBN\SSGN) or Duty Chief Petty Officer (VACL).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified DOOW (688/SSBN/SSGN) or PILOT (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e., follow on sea tours were at Special Projects or a Submarine Tender, the board, MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailor's achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates serving or who have served as a 3MC for greater than 12 months have met the standard for having served as an LPO or LCPO.

Personnel assigned to RTC, OTC, and Naval Academy as a Recruit Division Commander, are carefully screened and selected for this high-priority assignment.

The following qualification equivalents apply to Sailors serving at the identified Special Project:

Detachment UR&D:
Fully QUALIFIED if they have served as an LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Mission Duty Chief (MMP DCPO), Mission Watch Supervisor, and Research Duty Officer or DOOW/PILOT as stated above.

Detachment TRITON:
FULLY QUALIFIED if they have served as a Cadre LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or DOOW/PILOT as stated above.

Detachment POSEIDON:
FULLY QUALIFIED if they have served as Cadre LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or DOOW/PILOT as stated above.

Consideration for advancement from E8 to E9

- FULLY QUALIFIED if they have served as a LCPO and KOAM for 12 months and are qualified DOOW (688\SSBN\SSGN) or PILOT (VACL).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Chief of the Boat AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e., follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

Personnel assigned to RTC, OTC, and Naval Academy as a Recruit Division Commander, are carefully screened and selected for this high-priority assignment.

ITS CAREER PATH
SELECTIVE RESERVES (SELRES)

Information Systems Technicians receive extensive training in the operation and maintenance of advanced electronic equipment and computers used in submarine systems. Responsible for the operation, routine care, repair, and management of local databases, computer local area networks (LAN), complex electronic and electro-mechanical equipment. ITS personnel are a vital element in the information transfer with state-of-the-art multi-media technology such as fiber optics, digital, microwave, and tactical and commercial satellites on a global basis. They operate, manage, and provide hardware and software support to Automated Information Systems (AIS) to include: mainframes, microcomputers, Local Area Networks, Wide Area Networks, and telecommunication systems. Apply diagnostic and restoration techniques utilizing knowledge of electronic and operation system theory. Advise on capabilities, limitations and condition of equipment, implement production control procedures including input/output quality control support, implement and monitor security protocols, perform assigned mission organizational level maintenance and repair of Command, Control, Computer, and Intelligence Systems.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITSCM	21.7 Yrs	CSEL	36	Billet: CSEL Duty: TYCOM/GRP/SQD/NSSC/ ISSM/NPC/BUPERS
23-26	ITSCM ITSCS	21.7 Yrs 17.4	COB	36	Billet: COB/3MC Duty: Submarine Qualification: DOOW/COW/ Pilot/DCPO
20-23	ITSCM ITSCS ITSC	21.7 Yrs 17.4 12.5	CWO (E9 only), CSEL, ECM	36	Billet: SEA/Dept LCPO/ ISSM Duty: TYCOM/GRP/SQD/NSSC/ NPC/BUPERS Qualification: MTS/ EIWS
14-20	ITSCS ITSC ITS1	17.4 Yrs 12.5 8.2	CWO (E7 and above), OCS, MECP, CSEL	42	Billet: COB/3MC/LCPO/ ISSM Duty: Submarine Qualification: DOOW/COW/Pilot/DCPO
12-14	ITSCS ITSC ITS1	17.4 Yrs 12.5 8.2	LDO E7 and above, E6 Board Eligible, OCS, MECP, CSEL	36	Billet: Instructor/Div LCPO/ISSM Duty: TYCOM/GRP/SQD/NSSC/ /School House Qualification: MTS/ EIWS
8-12	ITSC ITS1 ITS2	12.5 Yrs 8.2 3.7		48	Billet: Div LCPO/LPO/Operator Duty: Submarine Qualification: DOOW/COW/ Pilot/DCPO/LTOW
4-8	ITS1 ITS2 ITS3	8.2 Yrs 3.7 1.6	STA-21, OCS, MECP	36	Billet: Instructor/ FLT Support Duty: School House/GRP/SQD/ Shipyard/NDC/Fleet Maint Center Qualification: MTS/ EIWS
1-4	ITS2 ITS3	3.7 Yrs 1.6	Naval Academy, NROTC	54	Billet: LAN Technician/Operator Duty: Submarine Qualification: Submarine Warfare/ LTOW
1+/-	ITSSN ITSSR Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is required.

2. Personnel in a designator 8 status are disqualified from Submarine service, are not eligible for advancement, and are not to be reassigned to Submarines without prior approval of NAVPERSCOM.

3. Acronyms:
   CUS: Commander Undersea Surveillance
   NOPF: Naval Ocean Processing Facility

4. Rating NECs:

736A:	Global and Command Control System Maritime 4.X (GCCS-M.4X) System Administrator
737A:	Naval Tactical Command Support System (NTCSS) II Manager
738A:	Global Command and Control System Maritime (GCCS-M)(Force Level 4.1) Inc 2 System Admin
739A:	Global Command and Control System Maritime 4.0.3 (GCCS-M 4.0.3) System Administrator
741A:	Information System Security Manager (ISSM)
742A:	Network Security Vulnerability Technician
T47A:	Submarine Local Area Network (SUBLAN) Technician
744A:	Low Band Universal Communication System Transmit Terminal Equipment Operator/Maintainer
745A:	Information Systems Technician
746A:	Information Systems Administrator

Candidates for advancement from E6 to E7 are:

- FULLY QUALIFIED if they have served as a LPO for greater than 12 months and have the following qualifications: LTOW.
- BEST QUALIFIED if the meet the FULLY QUALIFIED standard AND hold NECs 741A or 742A AND are qualified COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO an LCPO.

Candidates for advancement from E7 to E8 are:

- FULLY QUALIFIED if they have served as a LCPO for 12 months, meet the FULLY QUALIFIED and BEST QUALIFIED standards for advancement from E6 to E7.
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified DOOW (688/SSBN/SSGN) or PILOT (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO an LCPO.

Candidates for advancement from E8 to E9 are:

- FULLY QUALIFIED if they meet they meet the FULLY QUALIFIED and BEST QUALIFIED standards for advancement from E7 to E8.
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Chief of the Boat AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO an LCPO.

NOTE: SELRES Sailors will most likely not achieve “Best Qualified” status do to the lack of opportunity to get the qualifications. Qualifications such as Pilot/DCPO/COW/DOOW can only be achieved onboard ship. It would be nearly impossible for SELRES sailors to get those qualifications unless achieved while on active duty.

Information Systems Technician - Submarine - Communications
Occupational and Readiness Standards (OaRS) to E4
NAVEDTRA 44054

NAME:

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

COMMUNICATIONS SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Communicate information on in-port circuits		
Control access to cryptographic usage areas		
Destroy cryptographic keying materials		
Inventory cryptographic keying materials		
Load cryptographic keying materials		
Receive cryptographic keying materials		
Receive information using deployable antenna systems		
Store Communications Security (COMSEC) material		
Transmit information using emergency antenna systems		
Transmit information using Extremely High Frequency (EHF) system		
Transmit information using Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) system		
Transmit information using Super High Frequency (SHF) system		
Transmit information using Ultra High Frequency (UHF) system		
Transmit information using Very High Frequency (VHF) system		
Transmit information using Very Low Frequency (VLF) system		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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

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

ELECTRONIC WARFARE SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Analyze historical Signals Of Interest (SOI) data		
Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)		
Analyze Signals Of Interest (SOI)		
Analyze signals using Electronic Warfare Support (ES) systems		
Assess Indication & Warning (I&W) threats		
Calculate Radar parameters (e.g., Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)		
Conduct Electronic Warfare (EW) operations		
Conduct Electronic Warfare Support (ES)		
Conduct evolution briefs		
Conduct pattern of life analysis		
Conduct RF propagation modeling		
Conduct Specific Emitter Identification (SEI) (Unintentional Modulation on Pulse (UMOP)) collection		
Configure Electronic Warfare Support (ES) systems		
Configure systems for optimal signals collection		
Construct Order Of Battle (OOB)		
Correlate national systems data to platform		
Correlate Signals Of Interest (SOI)		
Crossfix Signals Of Interest (SOI) intercepts		
Determine radar systems capabilities		
Determine short duration and non-communications signals		
Determine target source utilizing Unintentional Modulation on Pulse (UMOP)		
Develop Electronic Warfare Support (ES) search plans (radar, communications)		
Disseminate tactical information (internal/external)		
Employ Electronic Warfare Support (ES) search plans (radar, communications)		
Employ fixed radar systems		
Employ Identification, Friend or Foe (IFF) systems		
Evaluate Signals Of Interest (SOI)		
Evaluate tactical situations (operational)		
Generate Request For Information (RFI)		
Identify Electromagnetic Interference (EMI)		
Maintain local emitter libraries		
Monitor Electromagnetic (EM) spectrum		
Monitor own force emissions		
Monitor Signals of Interest (SOI) frequencies		
Perform Direction Finding (DF) of distress signals		
Perform fusion analysis		
Perform modulation analysis		
Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)		
Perform Pre-Planned Responses (PPR)		
Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)		
Perform waveform analysis		
Perform wavelength to frequency conversions		
Process Signals of Interest (SOI)		
Provide tactical communication support		
Report Signal Of Interest (SOI)		
Research adversary capabilities and limitations		
Research Intelligence Community (IC) databases		
Review equipment status		
Search Electronic Intelligence (ELINT) databases		
Select antennas for signals exploitation		
Select receivers for signals exploitation		
Store Signals Of Interest (SOI)		
Update Electronic Warfare Support (ES) search plans (radar, communications)		
Utilize Rapid Evaluation Guidelines (REG) (radar rules of thumb)		
Verify Emission Control (EMCON) conditions in effect		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

EQUIPMENT MAINTENANCE

Task Objective	** Supv Init	Date
Maintain antenna systems		
Maintain Electronic Warfare Support (ES) systems		
Maintain Identification, Friend or Foe (IFF) systems		
Maintain onboard training systems		
Maintain periscope and imaging systems		
Maintain Super High Frequency (SHF) systems		
Maintain Very High Frequency (VHF) systems		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

INFORMATION ASSURANCE

Task Objective	** Supv Init	Date
Analyze Information Systems Security (ISS) requirements		
Inventory Communications Security (COMSEC) equipment		
Maintain Information Systems Security (ISS) logs		
Report Information Systems Security (ISS) incidents		
Report Information Systems Security (ISS) violations		
Report Information Systems Security (ISS) vulnerabilities		
Scan Information Systems (IS) for vulnerabilities		
Verify Information Systems Security (ISS) software programs		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NETWORK ADMINISTRATION

Task Objective	** Supv Init	Date
Administer computer Information System (IS) user accounts		
Back up Information Systems (IS)		
Draft Naval messages		
Maintain domain system accounts		
Maintain Information Systems (IS) assets		
Maintain intranet websites		
Maintain network databases		
Maintain Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)		
Prepare network status reports		
Update computer Information System (IS) anti-virus definitions		
Update Program of Record (POR) systems		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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

NETWORK MANAGEMENT

Task Objective	** Supv Init	Date
Analyze audit logs		
Archive computer Information System (IS) logs		
Establish Information System (IS) off-hull connectivity		
Inventory computer Information System (IS) assets		
Update trouble tickets		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NETWORK OPERATIONS

Task Objective	** Supv Init	Date
Configure anti-virus software		
Configure Information Systems (IS) application software		
Configure Information Systems (IS) network hardware		
Configure peripherals		
Configure print services		
Configure storage devices		
Configure workstation network connectivity		
Configure workstation Operating System (OS) software		
Create workstation images		
Document server Operating System (OS) errors		
Document trouble tickets		
Install network software		
Install Operating Systems (OS)		
Install peripherals		
Install storage devices		
Load image software		
Recover computer Information Systems (IS)		
Remove storage devices		
Repair client software		
Repair computer Information Systems (IS)		
Repair intranet websites		
Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)		
Shut down computer Information Systems (IS)		
Start up computer Information Systems (IS)		
Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)		
Troubleshoot client applications		
Troubleshoot computer Information Systems (IS)		
Troubleshoot file and folder access problems		
Troubleshoot intranet websites		
Troubleshoot networks		
Troubleshoot Operating Systems (OS)		
Troubleshoot peripherals		
Troubleshoot storage devices		
Troubleshoot workstation network connectivity		

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

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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

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

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

DIVISION OFFICER:

_____

DEPARTMENT LCPO:

_____

DEPARTMENT HEAD:

_____

COMMAND CAREER COUNSELOR:

_____

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:
Information Systems Technician - Submarine - Communications
Occupational and Readiness Standards (OaRS) to E4
NAVEDTRA 44054

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

Information Systems Technician - Submarine - Communications
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
Recruit Basic Military Training [1]	Great Lakes, IL	A-950-0001	8 weeks	
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	
Information System Technician Course (ITS "A" School) (745A) [1]	Groton, CT	A-202-2100	19 weeks 95 Instructional Days	
CompTIA A+; Certification is offered in the Information Systems Technician course, but is not required to pass course. [1]	Cisco Systems Inc.	220-701/220-702	Self-paced	
Systems Administration (746A) [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
Security +; Certification is offered in the System Administrator course, but is not required to pass the course. [1]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to recieve the 2783 NEC [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to recieve the 2783 NEC [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Information System Technician Training Series Module 01 Administration and Security [1]	Non Resident Training Course	NAVEDTRA 14222	Self-paced	
Information System Technician Training Series Module 02 Computer Systems [1]	Non Resident Training Course	NAVEDTRA 14223	Self-paced	
Information System Technician Training Series Module 03 Network Communications [1]	Non Resident Training Course	NAVEDTRA 14224	Self-paced	
Information System Technician Training Series Module 04 Communication Hardware [1]	Non Resident Training Course	NAVEDTRA 14225A	Self-paced	
Information System Technician Training Series Module 05 Communication Center Operations [1]	Non Resident Training Course	NAVEDTRA 14226	Self-paced	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
745A - Information System Technician Course (ITS "A" School) [1]	Groton, CT	A-202-2100	19 weeks 95 Instructional Days	
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of Network Administration, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day- to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician Submarine of the 21st century operates and maintains the mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Work as a publication clerk, media clerk, help desk technician, and network administrators for shore and afloat commands.
PRIORITY ASSIGNMENT: Sea (diverse platform) Submarines
BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: Information Technology Division aboard and submarine platform.
SUBSEQUENT ASSIGNMENT: Shore Tour (NCTAMS, NCTS, Tactical Support Center, NIOC, Special Warfare)
BILLET ASSIGNMENT ASHORE: Automated Information Systems Operator, Fleet Network Operation Center.

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)

Date Advanced: 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:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

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

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

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

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

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

Advancement:

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

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

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

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Topside Sentry		
Petty Officer of the Deck (POOD)		
Below Decks Watch (BDW)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
Helms/planes/Lookout		
LAN Technician of the Watch (LTOW)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

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

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

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

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

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

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

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

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

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

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

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

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

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

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

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

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4
6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	
Information Assurance Technician	MNP/PQS Page	NAVEDTRA 43468	Self-paced	

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Submarine Hazardous material Inventory and Management Systems (SHIMS)	Navy e-Learning	CNET12723		
SS Craftsman Fundamentals	SOBT	DODUSNSLCSOBT_03158		
SS Lookout	SOBT	DODUSNSLCSOBT_ 95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Acoustic and Sound Ray Theory	Navy e-Learning	METOC-045-795-311-007		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Death of the USS Thresher - The Story Behind History's Deadliest Submarine Disaster *by Norman Palmer*	
Thunder Below *by Adm Eugene B. Fluckey*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
The Submarine - A History *by Thomas Parrish*	
Silent Steel - The Mysterious Death of the Nuclear Attack Sub USS Scorpion *by Stephen Johnson*	
The Silent War - The Cold War Battle Beneath The Sea *by John Pina Craven*	

Information Systems Technician - Submarine - Communications
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
Recruit Basic Military Training [1]	Great Lakes, IL	A-950-0001	8 weeks	
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	
Information System Technician Course (ITS "A" School) (745A) [1]	Groton, CT	A-202-2100	19 weeks 95 Instructional Days	
CompTIA A+; Certification is offered in the Information Systems Technician Course, but is not required to pass the course. [1]	Cisco Systems Inc.	220-701/220-702	Self-paced	
Systems Administration (746A) [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
Security +; Certification is offered in the System Administrator Course, but is not required to pass the course. [1]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to recieve the 2783 NEC [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Certified Homeland Security Level I [1]	American Board for Certification in Homeland Security	HS1010B	Self-paced	
Certified Homeland Security Level II [1]	American Board for Certification in Homeland Security	HS1020B	Self-paced	
Certified Homeland Security Level III [1]	American Board for Certification in Homeland Security	HS1030B	Self-paced	
Cisco Certified Entry Networking Technician [1]	Cisco Systems Inc.	100-101	Self-paced	
Certified in Disaster Preparedness [1]	American Board for Certification in Homeland Security	CDP-I	Self-paced	
CompTIA Network+ [1]	Computing Technology Industry Association	N10-005	Self-paced	
Information System Technician Training Series Module 01 Administration and Security [1]	Non Resident Training Course	NAVEDTRA 14222	Self-paced	
Information System Technician Training Series Module 02 Computer Systems [1]	Non Resident Training Course	NAVEDTRA 14223	Self-paced	
Information System Technician Training Series Module 03 Network Communications [1]	Non Resident Training Course	NAVEDTRA 14224	Self-paced	
Information System Technician Training Series Module 04 Communication Hardware [1]	Non Resident Training Course	NAVEDTRA 14225A	Self-paced	
Information System Technician Training Series Module 05 Communication Center Operations [1]	Non Resident Training Course	NAVEDTRA 14226	Self-paced	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
745A - Information System Technician Course (ITS "A" School) [1]	Groton, CT	A-202-2100	19 weeks 95 Instructional Days	
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of Network Administration, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day- to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician Submarine of the 21st century operates and maintains the mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Work as a publication clerk, media clerk, help desk technician, and network operator for shore and afloat commands.
PRIORITY ASSIGNMENT: Sea (diverse platform) Submarines
BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: Information Technology Division aboard and submarine platform.
SUBSEQUENT ASSIGNMENT: Shore Tour (NCTAMS, NCTS, Tactical Support Center, NIOC, Special Warfare)
BILLET ASSIGNMENT ASHORE: Automated Information Systems Operator, Fleet Network Operation Center.

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)

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:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

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

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

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

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

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

Advancement:

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

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

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

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

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

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

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

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

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

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

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Topside Sentry		
Petty Officer of the Deck (POOD)		
Below Decks Watch (BDW)		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
QA 301 Craftsmen		
Craftsmen		
Helms/planes/Lookout		
LAN Technician of the Watch (LTOW)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (SS)		
Enlisted Information Warfare Specialist (EIWS) [1]		

1 - If the EIDWS program is offered.

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

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

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

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

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

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

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

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

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

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

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

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

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

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

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

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

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	
Information Assurance Technician	MNP/PQS Page	NAVEDTRA 43468	Self-paced	

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Submarine Hazardous material Inventory and Management Systems (SHIMS)	Navy e-Learning	CNET12723		
SS Craftsman Fundamentals	SOBT	DODUSNSLCSOBT_03158		
SS Lookout	SOBT	DODUSNSLCSOBT_ 95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Safety Practices	Navy e-Learning	NIDA-93951101		
Introduction to Digital Electronics	Navy e-Learning	NIDA-93954101		
Basic Shipboard Electrical Equipment	Navy e-Learning	CNET12279		
Basic Networking		123906_ENG		
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Operational Machinery Safety	MNP	CNE-EPOC-WBS-02.14		
Introduction to DON information & Personnel Security Program	Non Resident Training Course	NAVEDTRA 14210	Self-paced	
(NEETS) MODULE 24, Fiber Optics - NAVEDTRA 14196A	Navy e-Learning	NRTC-NAVEDTRA-14196A-N-M24-FO-1.0		
(NEETS) MODULE 22, Digital Computing - NAVEDTRA 14194A	Navy e-Learning	NRTC-NAVEDTRA-14194A-N-M22-DC-1.0		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Death of the USS Thresher - The Story Behind History's Deadliest Submarine Disaster *by Norman Palmer*	
Thunder Below *by Adm Eugene B. Fluckey*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
The Submarine - A History *by Thomas Parrish*	
Silent Steel - The Mysterious Death of the Nuclear Attack Sub USS Scorpion *by Stephen Johnson*	
The Silent War - The Cold War Battle Beneath The Sea *by John Pina Craven*	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control; MNP/IWTC/IT Page	
NEETS, Module 22--Digital computers; MNP/IWTC/IT Page *NAVEDTRA 14194A*	
NEETS, Module 24--Fiber Optics; MNP/IWTC/IT Page *NAVEDTRA 14196A*	
Department of the Navy Security Classification Guides; MNP/IWTC/IT Page *OPNAVINST 5513.1*	
Department of the Navy Information Security Program; MNP/IWTC/IT Page *SECNAV M-5510.36*	

Information Systems Technician - Submarine - Communications
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
Systems Administration (746A) [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
Security +; Certification is offered in the System Administrator Course, but is not required to pass the course. [1] [2]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
Network Security Vulnerability Technician (NSVT) (742A) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
Navy Tactical Command Support System (NTCSS) II Manager (737A) [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - The Security+ informational requirement can be received by completing the System Administrator course (A-150-1980) or by commercial/self study means (vouchers can be obtained through NavyCool).

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Sensitive Security Information, Certified (SSI) [1]	American Board for Certification in Homeland Security	SSI01A/ SSI02A/ SSI03A/ SSI04A	Self-paced	
Certified Homeland Security Level IV [1]	American Board for Certification in Homeland Security	HS1040B	Self-paced	
Certified Homeland Security Level V [1]	American Board for Certification in Homeland Security	HS1050B	Self-paced	
Fiber Optics Technician [1]	Electronics Technicians Association	ETA-I	Self-paced	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of **Network Administration**, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician of the 21st century operate and maintain the Navy's global mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Help desk technician, Media clerk and network operator for shore and afloat commands.
PRIORITY ASSIGNMENT: Sea (diverse platform) Submarines, Overseas Shore
BILLET ASSIGNMENT ASHORE: Work Center Supervisor in a LAN division
SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (NCTAMS, NCTS, NMCI , NIOC, COMSUBPAC/LANT, NAVSUBSCOL, TTF BANGOR/KINGSBAY, Center for Information Dominance)
BILLET ASSIGNMENT ASHORE: Work Center Supervisor in a Communication Center, Automated Information System Operator, Fleet Network Operation Center, Instructor duty
ALTERNATE ASSIGNMENT: Sea (any Submarine platform)
BILLET ASSIGNMENT SEA: Work Center Supervisor in a LAN division

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)

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:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

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

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

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

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

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

Advancement:

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

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

Naval Academy: Naval Academy Preparatory School (NAPS):

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

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

RECORD REVIEW CHECKLIST

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

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

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

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

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

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

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Chief of the Watch (COW)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (SS)		
Enlisted Information Warfare Specialist (EIWS) [1]		

1 - If the EIDWS program is offered.

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

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

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

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

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

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

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

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

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

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

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

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

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

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

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

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

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various [4]	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Information Assurance Technician	MNP/PQS Page	NAVEDTRA 43468	Self-paced	

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Electronic Technician Vol. 06 Digital Data Systems	Non Resident Training Course	NAVEDTRA 14091	Self-paced	
Introduction to DON information & Personnel Security Program	Non Resident Training Course	NAVEDTRA 14210	Self-paced	
Automated Digital Network System (ADNS)	MNP/PQS Page	NAVEDTRA 43356		
Tactical Support Center	MNP/PQS Page	NAVEDTRA 43206-2E		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Navy/Marine Implementation of National Policy on Control of Compromising Emanation; MNP/IWTC/IT Page *OPNAVINST C5510.93F*	
Joint Army-Navy-Air Force Publication, JANAP 128(J), Automatic Digital Network (AUTODIN) Operating Procedures; MNP/IWTC/IT Page	
Automatic Digital Network (AUTODIN) Operating Procedures; MNP/IWTC/IT Page *MNP/IWTC/IT Page*	
Navy Information Assurance Program; MNP/IWTC/IT Page *OPNAVINST 5239.1*	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure; MNP/IWTC/IT Page	
Naval Warfare Publication 5-01 Naval Operational Planning; MNP/IWTC/IT Page	
Department of the Navy Security Classification Guides; MNP/IWTC/IT Page *OPNAVINST 5513.1*	
Department of the Navy Information Security Program; MNP/IWTC/IT Page *SECNAV M-5510.36*	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems; MNP/IWTC/IT Page	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program; MNP/IWTC/IT Page *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Authentication Techniques for Computer Network Access Control	
Communication Security Instruction 2000.2, Military Sealift Command Communication Policy and Procedures Manual; MNP/IWTC/IT Page	

Information Systems Technician - Submarine - Communications
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
If initial skills are not complete see E5 section [1]				
Security +; Certification is offered in the System Administrators Course, but is not required to pass the course. [1] [2]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
Network Security Vulnerability Technician (NSVT) (742A) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
Navy Tactical Command Support System (NTCSS) II Manager (737A) [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
Information Systems Security Manager (ISSM) (741A) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - The Security+ informational requirement can be received by completing the System Administrator course (A-150-1980) or by commercial/self study means (vouchers can be obtained through NavyCool).

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Microsoft Certified Solutions Expert (MCSE) [1]	MICROSOFT	70-410/70-411/70-412/70-415/70-416	Self-paced	
GIAC Certified Incident Handler [1]	GIAC	SEC-504	Self-paced	
Certified Information Security Manager (CISM) [1]	Information Systems Audit and Control Association	CISM	Self-paced	
Cisco Certified Network Associate / Security [1]	Cisco Systems Inc.	640-554	Self-paced	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
741A - Information System Security Manager [1]	Groton CT, Bangor ME/ Kings Bay GA, Damneck VA/ Yokosuka, Japan/ San Diego CA	A-531-0009	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of **Network Administration**, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician of the 21st century operate and maintain the Navy's global mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore.
PRIORITY ASSIGNMENT: Sea (diverse platform) Submarines, Special Warfare
BILLET ASSIGNMENT SEA: Information Technology Division LPO,
SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (NCTAMS, NCTS, NMCI, Tactical Support Center, NIOC, Afloat Training group, Special Warfare, Center for Information Dominance)
BILLET ASSIGNMENT ASHORE: Automated Information System LPO, Fleet Network Operation Center LPO, Instructor Duty, Information Assurance LPO
ALTERNATE ASSIGNMENT: Overseas Shore (NCTS, NIOC, STAFF, JOINT, Special Warfare)
BILLET ASSIGNMENT ASHORE: Information Technology Division LPO, Fleet Network Operation Center LPO, Instructor duty, Information Assurance LPO
Other Opportunities:

- Joint Assignments
- Instructor
- GSA Support Assignments

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

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

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

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

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

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

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

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.
b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.
f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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

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

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

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)
c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

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

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

a. Request a **Career Development Board (CDB)** through your chain of command.
b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.
d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

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

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

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Below Decks Watch (BDW)		
Chief of the Watch (COW)		
Dive/Pilot		
Duty Chief Petty Officer (DCPO)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (SS)		
Enlisted Information Warfare Specialist (EIWS) [1]		

1 - If the EIDWS program is offered.

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

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

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

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

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

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

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

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

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

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

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

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

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

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

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

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

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various [4]	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Information Systems and Telecommunications(Common)	MNP/PQS Page	NAVEDTRA 43355-F		

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Automated Digital Network System (ADNS)	MNP/PQS Page	NAVEDTRA 43356		
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Department of Navy Directive 8500.1 Information Assurance; MNP/IWTC/IT page	
Department of Defense Instruction 8500.2; NMP/IWTC/IT page	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF); MNP/IWTC/IT page	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP); MNP/IWTC/IT page	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure; MNP/IWTC/IT Page	
Department of the Navy Information Security Program; NMP/IWTC/IT Page *SECNAV M-5510.36*	
Navy Information Assurance Program; MNP/IWTC/IT page *OPNAVINST 5239.1*	
Department of the Navy Policy for Publicly Accessible World Wide Sites; MNP/IWTC/IT page *SECNAV M-5720.47A*	

Information Systems Technician - Submarine - Communications
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
Security +; Certification is offered in the System Administrators Course, but is not required to pass the course. [1] [2]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
Network Security Vulnerability Technician (NSVT) (742A) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
Navy Tactical Command Support System (NTCSS) II Manager (737A) [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
Information Systems Security Manager (ISSM) (741A) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - The Security+ informational requirement can be received by completing the System Administrator course (A-150-1980) or by commercial/self study means (vouchers can be obtained through NavyCool).

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Enlisted Academy (SEA) (8SEA) [1]	Newport, RI	P-920-1300	6 weeks 3 weeks Distance Learning, 3 week In Residence	
GIAC Information Security Fundamentals [1]	Global Information Assurance Certification	GISF	Self-paced	
GIAC Certified Intrusion Analyst [1]	Global Information Assurance Certification	GCIA	Self-paced	
GIAC Certified Intrusion Expert [1]	Global Information Assurance Certification	GSE		
Six Sigma Green Belt (CSSGB) [1]	ASQ		Self-paced	
CompTIA Advanced Security Practitioner [1]	Computing Technology Industry Association	CASP		

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
741A - Information System Security Manager [1]	Groton CT, Bangor ME/ Kings Bay GA, Damneck VA/ Yokosuka, Japan/ San Diego CA	A-531-0009	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of **Network Administration**, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, local and wide area networks, and micro-computer systems used in the fleet. Advanced global C4I support is provided it units ashore and sea.
PRIORITY ASSIGNMENT: Sea (diverse platform) Afloat Staff, Special Warfare
BILLET ASSIGNMENT SEA: Automated Information System LCPO, IAM, Information Assurance LCPO,
SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (NCTAMS, NCTS, NMCI, Tactical Support Center, NIOC, Afloat Training Group, Center for Information Dominance)
BILLET ASSIGNMENT ASHORE: Automated Information System LCPO, Fleet Network Operation Center LCPO, Instructor, Information Assurance LCPO
ALTERNATE ASSIGNMENT: Overseas Shore (STAFF, JOINT, Special Warfare)
BILLET ASSIGNMENT ASHORE: Automated Information System LCPO, Fleet Network Operation Center LCPO, Instructor duty, Information Assurance LCPO
Other Opportunities:

- Joint Assignments
- (GSA) Global Support Assignments

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)

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:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

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

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

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.
b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.
f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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

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

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

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)
c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

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

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

a. Request a **Career Development Board (CDB)** through your chain of command.
b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.
d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

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

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Below Decks Watch (BDW)		
Chief of the Watch (COW)		
Dive/Pilot		
Duty Chief Petty Officer (DCPO)		
Personnel Qualification Standard		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (SS)		
Enlisted Information Warfare Specialist (EIWS) [1]		

1 - If the EIDWS program is offered.

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various [4]	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

CPO REQUIRED COMMUNITY PME:

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

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
C4I IT21 Manager; MNP/IWTC/IT page	
Department of Defense Instruction 8500.2; MNP/IWTC/IT page	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF); MNP/IWTC/IT page	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP); MNP/IWTC/IT page	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control; MNP/IWTC/IT page	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications; MNP/IWTC/IT page	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems; MNP/IWTC/IT page	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure; MNP/IWTC/IT Page	
Naval Warfare Publication 1-03.1 Operational Reports; MNP/IWTC/IT page	
Naval Warfare Publication 5-01 Naval Operational Planning; MNP/IWTC/IT Page	
Operational Naval Instruction 3100.6; MNP/IWTC/IT page	
Navy/Marine Implementation of National Policy on Control of Compromising Emanation; MNP/IWTC/IT page *OPNAVINST C5510.93F*	
Navy Information Assurance Program; MNP/IWTC/IT page *OPNAVINST 5239.1*	
Department of the Navy Information Security Program; MNP/IWTC/IT Page *SECNAV M-5510.36*	
Department of the Navy Policy for Publicly Accessible World Wide Sites; MNP/IWTC/IT page *SECNAV M-5720.47A*	

Information Systems Technician - Submarine - Communications
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
Security +; Certification is offered in the System Administrators Course, but is not required to pass the course. [1] [2]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
Network Security Vulnerability Technician (NSVT) (742A) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
Navy Tactical Command Support System (NTCSS) II Manager (737A) [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
Information Systems Security Manager (ISSM) (741A) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - The Security+ informational requirement can be received by completing the System Administrator course (A-150-1980) or by commercial/self study means (vouchers can be obtained through NavyCool).

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Enlisted Academy (SEA) (8SEA) [1]	Newport, RI	P-920-1300	6 weeks 3 weeks Distance Learning, 3 week In Residence	
Project Management Professional (PMP) [1]	Project Management Institute		Self-paced	
Professional in Human Resources (PHR) [1]	Human Resource Certification Institute		Self-paced	
Six Sigma Black Belt (CSSBB) [1]	ASQ		Self-paced	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
741A - Information System Security Manager [1]	Groton CT, Bangor ME/ Kings Bay GA, Damneck VA/ Yokosuka, Japan/ San Diego CA	A-531-0009	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8CSC - Command Senior Chief (CMDCS) [1]	Newport, RI	A-570-4500	12 days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of **Network Administration**, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, local and wide area networks, and micro-computer systems used in the fleet. Advanced global C4I support is provided it units ashore and sea.
PRIORITY ASSIGNMENT: Sea (Submarine) Afloat Staff, Special Warfare
BILLET ASSIGNMENT SEA: Department LCPO, IAM
SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (Tactical Support Center, NIOC, Afloat Training Group, Center for Information Dominance)
BILLET ASSIGNMENT ASHORE: Department LCPO
ALTERNATE ASSIGNMENT: Overseas Shore (NIOC, STAFF, JOINT, Special Warfare)
BILLET ASSIGNMENT ASHORE: Department LCPO
Other Opportunities:

- Joint Assignments
- Special Programs
- (GSA) Global Support Assignments

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)

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:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

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

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

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

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

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.
b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.
f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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

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

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

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)
c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

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

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

a. Request a **Career Development Board (CDB)** through your chain of command.
b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.
d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

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

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Below Decks Watch (BDW)		
Chief of the Watch (COW)		
Dive/Pilot		
Duty Chief Petty Officer (DCPO)		
Command Master Chief/Chief of the Boat		
Personnel Qualification Standard		
Ship Board Fire Fighting		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (SS)		
Enlisted Information Warfare Specialist (EIWS) [1]		

1 - If the EIDWS program is offered.

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	MNP	R-500-0140/02PG /DoN	8 hours	
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
C4I IT21 Manager; MNP/IWTC/IT page	
Department of Defense Instruction 8500.2; MNP/IWTC/IT page	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF); MNP/IWTC/IT page	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP); MNP/IWTC/IT page	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control; MNP/IWTC/IT page	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications; MNP/IWTC/IT page	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems; MNP/IWTC/IT page	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure; MNP/IWTC/IT Page	
Naval Warfare Publication 1-03.1 Operational Reports; MNP/IWTC/IT page	
Navy Information Assurance Program; MNP/IWTC/IT page *OPNAVINST 5239.1*	
Department of the Navy Information Security Program; MNP/IWTC/IT Page *SECNAV M-5510.36*	
Department of the Navy Policy for Publicly Accessible World Wide Sites; MNP/IWTC/IT page *SECNAV M-5720.47A*	

Information Systems Technician - Submarine - Communications
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
Security +; Certification is offered in the System Administrators Course, but is not required to pass the course. [1] [2]	CompTIA	SY0-601	Self-paced	
SUBLAN (COMPOSE 4.0) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
NOSIS (Non-Tactical Data Processing System) (T47A); Both the SUBLAN and NOSIS courses must be completed to receive the 2783 NEC. [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
Network Security Vulnerability Technician (NSVT) (742A) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
Navy Tactical Command Support System (NTCSS) II Manager (737A) [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
Information Systems Security Manager (ISSM) (741A) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - The Security+ informational requirement can be received by completing the System Administrator course (A-150-1980) or by commercial/self study means (vouchers can be obtained through NavyCool).

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Professional In Human Resources (SPHR) [1]	Human Resource Certification Institute		Self-paced	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
T47A - SUBLAN (COMPOSE 4.0) [1]	Groton, CT	A-531-0100	5 weeks 26 Instructional Days	
T47A - NOSIS (Non-Tactical Data Processing System) [1]	Groton CT	A-531-0102	1 week 5 Instructional Days	
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
741A - Information System Security Manager [1]	Groton CT, Bangor ME/ Kings Bay GA, Damneck VA/ Yokosuka, Japan/ San Diego CA	A-531-0009	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	

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

JOB DESCRIPTION

The ITS Technician is comprised of personnel who perform core and specialty functions of Network Administration.
In the area of **Network Administration**, ITS Technicians provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. ITS Technicians provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, ITS Technicians conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Assurance Manager (IAM) in access control security (i.e., passwords, access and control lists, etc).
They may also perform advanced Network operations, administration, maintenance and training. ITS Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, local and wide area networks, and micro-computer systems used in the fleet. Advanced global C4I support is provided it units ashore and sea.
Other Opportunities:

- Joint Assignments
- Global Support Assignments
- Special Assignments

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Commanding Officer:		Phone Number:	
Executive Officer:		Phone Number:	
Command Master Chief:		Phone Number:	
Department Head:		Phone Number:	
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

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:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

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

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

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

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Below Decks Watch (BDW)		
Chief of the Watch (COW)		
Dive/Pilot		
Duty Chief Petty Officer (DCPO)		
Command Master Chief/Chief of the Boat		
Personnel Qualification Standard		
Ship Board Fire Fighting		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (SS)		
Enlisted Information Warfare Specialist (EIWS) [1]		

1 - If the EIDWS program is offered.

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

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

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

The following certifications and licenses are applicable to the ITS-Information Systems Technician Submarines rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E4	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E4	Cisco Systems, Inc.	Cisco Certified Technician Routing and Switching (CCT Routing and Switching)	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E4	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
	Google	Associate Cloud Engineer	
	Google	Professional Cloud Architect	
	Google	Professional Cloud Network Engineer	
	Google	Professional Cloud Security Engineer	
	Google	Professional Collaboration Engineer	
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E4	Linux Foundation	Linux Foundation Certified IT Associate (LFCA)	
	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E4	Microsoft Corporation	Microsoft Certified: Identity and Access Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Information Protection Administrator Associate	
E4	Microsoft Corporation	Microsoft Certified: Security Operations Analyst Associate	
E4	Microsoft Corporation	Microsoft Certified: Security, Compliance, and Identity Fundamentals	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

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

The following USMAP apprenticeships are applicable to the ITS-Information Systems Technician Submarines rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Barber	
Central Office Repairer	
Computer Operator	
Computer Programmer	
Electronics Technician	
Internetworking Technician	
Maintenance Mechanic, Telephone	
Network Operations Specialist	
Radio Operator/Maintainer	
Radio Mechanic	
Station Installer And Repairer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view ‘best-fit’ pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ITS-Information Systems Technician Submarines Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Mechanics, Installers, and Repairers
Information Security Analysts
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/TAR

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

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

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

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

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

SELRES TRANSFER:

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

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

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

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

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders [4]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.
4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

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

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

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

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

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
C4I IT21 Manager; MNP/IWTC/IT page	
Department of Defense Instruction 8500.2; MNP/IWTC/IT page	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF); MNP/IWTC/IT page	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP); MNP/IWTC/IT page	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control; MNP/IWTC/IT page	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications; MNP/IWTC/IT page	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems; MNP/IWTC/IT page	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure; MNP/IWTC/IT Page	
Naval Warfare Publication 1-03.1 Operational Reports; MNP/IWTC/IT page	
Navy Information Assurance Program; MNP/IWTC/IT page *OPNAVINST 5239.1*	
Department of the Navy Information Security Program; MNP/IWTC/IT Page *SECNAV M-5510.36*	
Department of the Navy Policy for Publicly Accessible World Wide Sites; MNP/IWTC/IT page *SECNAV M-5720.47A*	

ALL PAYGRADES
VOLUNTARY EDUCATION

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

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

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

How do I get started?

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

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR ITS-COMMS

Recommended Associates' degrees for the Seaman
Computer Science
Computer and Information Sciences, General
Computer Systems Networking and Telecommunications
Computer Programming/Programmer, General
Computer/Computer Systems Technology/Technician
Computer Systems Analysis/Analyst
Information Technology
Computer and Information Systems Security/Auditing/Information Assurance

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR ITS-COMMS

Recommended Bachelors/Masters degrees for the Seaman
Information Technology Project Management
Computer and Information Sciences, General
Computer Science
Computer Engineering, General
Computer Software Engineering
Cyber/Computer Forensics and Counterterrorism
Computer Systems Networking and Telecommunications
Computer and Information Systems Security/Auditing/Information Assurance
Information Technology
Network and System Administration/Administrator

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):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed $250/credit for semester hours or 18-quarter hours not-to-exceed $166.67/credit for quarter hours or, 180 clock hours not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

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

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: https://jst.doded.mil/

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx.

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

- Navy College Program: https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm
- DANTES: http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html

College Entrance Exams Testing ACT, SAT

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

- Navy College Program (ACT SAT): http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm
- DANTES (ACT SAT): http://www.dantes.doded.mil/examinations/college-admissions/act.html

SAMPLE DEGREE PLAN

Computer Engineering Technology Bachelor's Degree Curriculum

Course Name	Theory	Lab	Credits
Fundamentals of DC Circuits	3	0	3
DC Circuits Lab	0	1	1
Precalculus	3	0	3
Engineering and Ethics	3	0	3
General Chemistry	3	1	4
Communication Elective	3	0	3
Fund of AC Circuits	3	0	3
AC Circuits Lab	0	1	1
Depth Requirement Elective	3	0	3
Programming Essentials	3	0	3
Communication Elective	3	0	3
Behavioral & Soc Science Elective	3	0	3
Electronics I	3	0	3
Electronics I Lab	0	1	1
Behavioral & Soc Science Elective	3	0	3
Communication Elective	3	0	3
Behavioral & Soc Science Elective	3	0	3
Humanities & Fine Arts Elective	3	0	3
Programming in C	3	1	4
Digital Electronics	3	0	3
Digital Electronics Lab	0	1	1
American Government I	3	0	3
Physics I	3	1	4
Physics II	3	1	4
Microprocessor Sys Engr	3	0	3
Microprocessor Sys Lab	0	1	1
Electronics II	3	0	3
Electronics II Lab	0	1	1
Programming in C++	3	1	4
Calculus I	4	0	4
Analog Integrated Cir	3	0	3
Integrated Circuits Lab	0	1	1

Computer Networks	3	0	3
Advanced Microprocessors	3	0	3
Adv Microprocessors Lab	0	1	1
Calculus II	4	0	4
Signals and Systems Theory	3	0	3
Signals and Systems Lab	0	1	1
Modern Digital Design	3	0	3
Modern Digital Design Lab	0	1	1
Elective w/Lab 300 level or higher	3	1	4
Technical Project Management	3	0	3
Capstone Project	3	0	3
Elective w/Lab 300 level or higher	3	1	4
Elective 200 level or higher	3	0	3
TOTAL HOURS	**107**	**17**	**124**

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

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

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: https://diversity.defense.gov
- DOD Diversity and inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2