



SHIP SERVICEMAN



RATING ROADMAP

June 2013

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

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

What is a Career Roadmap for Ship's Serviceman?

Ship's Serviceman roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Ship's Serviceman Seaman Recruit through Ship's Serviceman Master Chief. The principal focus is to standardize a program Navywide by featuring the existing skills of Ship's Serviceman necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Ship's Serviceman.

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 Ship's Serviceman roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education, Joint Professional Education, Leadership and Advanced Education.

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



United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.



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.

Ship's servicemen are responsible for managing and operating all shipboard retail and service activities. These include the ship's store, vending machines, video games, barber shops, laundry and tailor shops. They play a large role in the morale of the ship.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	CMDCM SHCM	22.1 Yrs	CMC	36	Fourth Sea Tour (36 Months) and Follow-on Shore Tours Duty Station: CV/CVN, LHA/LHD, Major Staff Billet: Department LCPO, Staff Advisor, Detailer, Inspector
23-26	CMDCM SHCM	22.1 Yrs	CMC/CWO	36	Third Shore Tour (36 Months) Student: Senior Enlisted Academy Duty Station: RTC/NTC, Major Staff, Training Group Billet: Instructor, Staff Advisor, Inspector
20-23	CMDCM SHCM	22.1 Yrs	LDO/CWO/CMC	36	Third Sea Tour (48 Months) Duty Station: CVN, HA/LHD Billet: Division/Department LCPO
16-20	SHCS	22 Yrs	MECP, LDO/CWO Senior Enlisted Academy	36	Second Shore Tour (36 Months) Duty Station: Naval Station, RTC/NTC, Recruiting Station, ATG, Fleet Assistant Team, EO Billet: BEQ Manager, Instructor, Recruit Division Commander, Recruiter
12-16	SHC	17.2 Yrs		54	Second Sea Tour (54 Months) Training: "C" School (NEC 3131), LPO/LCPO NAVLEAD Duty Station: All ship classes Billet: LPO, Laundry/Barber/Retail Supervisor, Recordskeeper
8-12	SH1	11.3 Yrs		36	First Shore Tour (36 Months) Training: "C" School (NEC 3122) Student/Qualifications: LPO NAVLEAD Duty Station: Naval Station, RTC/NTC, Recruiting Station Billet: Barber, Cashier, BEQ management, Instructor, Recruiter
4-8	SH2	5 Yrs	MECP, Seaman to Admiral	36	
1-4	SH3	3.1 Yrs		55	First Sea Tour (55 months) Qualifications: Warfare Specialist and In-rate Duty Station: All ship classes Billet: Barber, Laundryman, Vending Machine Operator, Bulk Storeroom Custodian, Ship's Store Operator
1+/-	Accession Training, SHSA, SHSN, or SH3	.8-1.5 yrs	Naval Academy, NROTC, BOOST, MECP	55	A-school/Training Pipeline
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



ALL PAYGRADES
VOLUNTARY EDUCATION

Note: Prior to considering any pursuit of off duty education or program enrollment visit your Navy College Office.
You must complete the Tuition Assistance Workshop before your first course will be approved.

E1- E6: The workshop is available at your Navy College Office
E-7 and above: The Workshop is available at your Navy College Office
or
Complete the online course at the Navy College Website

How do I get started?

You already have. All your training up to this point is part of your Ship's Serviceman Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next stop is your Navy College Office. The counselors there will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR SHIP'S SERVICEMAN

Recommended Associates' degrees for the Ship's Serviceman Rate;
AAS - Business Administration (Management)
AAS - Business Management (Marketing and Sales Management)
AAS - Business Administration
AS - Business, Management and Economics (Business)
AA - Liberal Arts
AAS - Administrative / Management Studies
AS - Liberal Arts
AS - Associate of Science (Business Administration)
AS - Industrial Management Technology
AS - Management
ASL - Associate in Supervisory Leadership
AA - Business and Economics
AS - Business Administration
AS - Business Studies
AA - Information Systems
AA - Associate in Arts
AA - Associate in Arts (Business/Business Information Systems)
AA - Associate in Arts (Business/Business)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE DEGREE FOR SHIP'S SERVICEMAN

Recommended Bachelors' degrees for the Ship's Serviceman Rate;
BBA - Business Administration (General Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Business, Management and Economics (Business Management)
BA - Liberal Arts
BS - General Business
BS - Liberal Arts
BA - Sociology
BGS - Bachelor of General Studies
BGS - Organizational Leadership
BS - Organizational Leadership
BS - Business Administration (Management)
BS - Finance / Economics
BA - Liberal Studies
BS - Business Administration (General Management)
BA - Liberal Studies (Administrative Leadership)
BA - Human Resources
BA - Organizational Development
BAAS - Bachelor of Applied Arts and Sciences
BBA - Business Administration (Accounting)
BBA - Business Administration (General Business)
BBA - Business Administration (Information Systems)
BBA - Business Administration (International Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Public Administration (General)

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page: <https://www.navycollege.navy.mil>

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.

Navy College Program Distance Learning Program (NCPDLP)

The Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating relevant degrees via distance learning to Sailors everywhere. These new education partnerships provide associates and bachelors degree programs relevant to each rating, and make maximum use of military professional training and experience to fulfill degree requirements. The program also provides opportunities to take courses through distance learning so that Sailors anywhere will be able to pursue a degree. Courses are offered in a variety of formats, such as CD-ROM, videotape, paper, or over the Internet. Contact your Navy College Office or the Navy College Center about degree programs available from your partnership schools.

Servicemembers Opportunity College Navy (SOCNAV): <http://www.soc.aascu.org/socnav>.

SOCNAV consists of accredited colleges offering specific associate and bachelors degrees to Navy members worldwide through resident courses or distance learning. Colleges taking part in each curriculum area guarantee acceptance of each other's credits for transfer. The "home" college issues an official evaluation of all prior learning on a SOCNAV Agreement. This agreement serves as the student's long range degree plan. Why become a SOCNAV student? SOCNAV colleges offer degrees in many different areas (called networks). Students do not lose credits; transferability of courses within the same network is guaranteed from one SOCNAV college to another. Required residency is kept to a minimum. Many SOCNAV networks are closely related to Navy ratings, resulting in maximum awarding of credit for Navy training.

Tuition Assistance(TA):

TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition and fees directly associated with the course of instruction. TA will pay for the following amounts per fiscal year: 16 semester hours, not-to-exceed \$250/credit or 24 quarter hours, not-to-exceed \$166.67/credit or a combination of semester and quarter hours.

Sailor Marine American Council On Education Registry Transcripts (SMART)

SMARTs 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: www.cnet.navy.mil.

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at <http://www.militaryguides.acenet.edu>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system.

DANTES (DSST) [http://www.dantes.doded.mil/DANTES WEB/EXAMINATIONS/DSST.htm](http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm)

CLEP Exams <http://www.collegeboard.com/student/testing/clep/about.html>

Degree Offered

Select College for Roadmap

AAS - Business Administration (Management)	Berkeley College
BBA - Business Administration (General Business)	Berkeley College
BBA - Business Administration (Management)	Berkeley College
BBA - Business Administration (Marketing)	Berkeley College
BS - Business Administration	Berkeley College
AAS - Business Management (Marketing and Sales Management)	Central Texas College
AAS - Business Administration	Dallas TeleCollege
AS - Business, Management and Economics (Business)	Empire State College
BS - Business, Management and Economics (Business Management)	Empire State College
AA - Liberal Arts	Excelsior College
AAS - Administrative / Management Studies	Excelsior College
AS - Liberal Arts	Excelsior College
BA - Liberal Arts	Excelsior College
BS - General Business	Excelsior College
BS - Liberal Arts	Excelsior College
AS - Associate of Science (Business Administration)	Florida National College
AS - Industrial Management Technology	Florida State College At Jacksonville
BA - Sociology	Fort Hays State University
BGS - Bachelor of General Studies	Fort Hays State University
BGS - Organizational Leadership	Fort Hays State University
BS - Organizational Leadership	Fort Hays State University
AS - Management	Hawaii Pacific University
ASL - Associate in Supervisory Leadership	Hawaii Pacific University
BS - Business Administration (Management)	Hawaii Pacific University
AA - Business and Economics	Olympic College
AS - Business Administration	Saint Joseph's College of Maine
AS - Business Studies	San Diego City College
AS - Business Administration	Southern New Hampshire University
BS - Business Administration	Southern New Hampshire University
BS - Finance / Economics	Southern New Hampshire University
AA - Information Systems	Strayer University
AA - Associate in Arts	Thomas Edison State College
AS - Business Administration	Thomas Edison State College
BA - Liberal Studies	Thomas Edison State College
BS - Business Administration (General Management)	Thomas Edison State College

AA - Associate in Arts	Trident Technical College
BA - Liberal Studies (Administrative Leadership)	University of Oklahoma
AA - Associate in Arts (Business/Business Information Systems)	University of the Incarnate Word
AA - Associate in Arts (Business/Business)	University of the Incarnate Word
AA - Associate in Arts (Liberal Arts)	University of the Incarnate Word
BA - Human Resources	University of the Incarnate Word
BA - Organizational Development	University of the Incarnate Word
BAAS - Bachelor of Applied Arts and Sciences	University of the Incarnate Word
BBA - Business Administration (Accounting)	University of the Incarnate Word
BBA - Business Administration (General Business)	University of the Incarnate Word
BBA - Business Administration (Information Systems)	University of the Incarnate Word
BBA - Business Administration (International Business)	University of the Incarnate Word
BBA - Business Administration (Management)	University of the Incarnate Word
BBA - Business Administration (Marketing)	University of the Incarnate Word
BS - Business Administration	Upper Iowa University
BS - Public Administration (General)	Upper Iowa University

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

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

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

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

Education:

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

Other Quick References:

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