

Valid until superseded by NAVAIR Notice



Reserve Aerospace Maintenance Duty Officer (RAMDO) Career "Playbook"

Last updated: 30 April 2020

Authorities, References, & Policy

- a. Secretary of the Navy (SECNAV)
 - 1) SECNAVINST M-5210.1, Navy Records Management Manual
- b. Operating Navy (OPNAV)
 - 1) OPNAVINST 1427.2, Rank Seniority, Placement of Officers on the ASL and RASL of the Navy
- c. Bureau of Naval Personnel (BUPERS)
 - 1) <https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx>
- d. Navy Personnel Command (NPC)
 - 1) <https://www.public.navy.mil/bupers-npc/reference/instructions/NPCInstructions/Pages/default.aspx>
- e. Commander, Navy Reserve Forces Command
 - 1) COMNAVRESFORCOMINST 1412.1E, Navy Reserve Echelon 4/5 Shore Command Qualification program, 10 September 2019
- f. Naval Military Personnel Manual (MILPERSMAN)
 - 1) <https://www.public.navy.mil/bupers-npc/reference/milpersman/Pages/default.aspx>
- g. Navy Officer Manpower and Personnel Classifications (NOOCS)
 - 1) <https://www.public.navy.mil/bupers-npc/reference/noc/Pages/default.aspx>

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1. Introduction to RAMDO mentorship

a. Objective of this playbook

1. The ultimate goal of this playbook is promulgate community values and promotion requirements while aligning our ranks with executive leadership's vision to help guide you to a successful career.
2. This playbook is intended to be a quick reference for fostering personal and professional growth through deliberate inclusion of junior officers in the development of career goals to encompass both on the job practical training and formal instructional courses.
3. The contents of this playbook make it both a recruitment and a retention tool to keep our community officers knowledgeable and prepared while providing insight to other designators about what it is to be a FTS Aviation Maintenance Duty Officer.

b. Mentoring Defined

1. Mentoring is a relationship in which a person with greater experience and wisdom guides another person to develop both personally and professionally. Mentoring has consistently proven to be a top employee success factor.
2. The Senior Working Group assigns mentors to new accessions into the 1527 community.
3. Formal mentoring is highly encouraged. There is no requirement for a written commitment or agreement. A structured time commitment will only enhance the outcomes and the participation in the program.
4. All conversations between the mentor and protégé are confidential. Mutual respect and joint accountability are understood in the mentor and protégé partnership.

c. Definition of roles and responsibilities

1. Mentor.
 - a) Provide insight into the pros and cons of various career options and paths. Support in the transition to a new role or location. Whenever possible, in-person consultations are highly encouraged.
 - b) There is no requirement for mentor assignment by billet or region. Mentors should be generally LCDR or above and at least one pay grade senior to protégé. The FTS AMDO mentor should be familiar with Navy Reserve policies and unique business rules.
 - c) A sincere desire to contribute and collaborate in the development of goals with a Protégés is necessary to establish a professional and lasting mentorship program.
 - d) As you jointly develop individual career goals, be mindful of knowledge and experience

disparities between the mentor and protégé. The mentor should provide open and honest feedback.

2. Protégé.

a) Each protégé must display a desire to assume responsibility for time commitments and be accountable for goal accomplishment. Both long and short-term goals should be documented in writing. Follow through with time commitments and completion of learning objectives.

b) Be receptive to accepting critical feedback from a mentor.

c) Discuss pros and cons of future assignment options with multiple mentors.

d) Set goals that broaden and deepen professional expertise in challenging assignments and positions of increasing responsibility.

e) Be active in the RAMDO community and use symposiums and training events as opportunities to develop mentors, protégés, and lateral relationships.

2. Community Values

a. Valuable Achievements prior to Lieutenant Commander

1. Superior performance in squadron and FRC positions
2. Professional Aviation Maintenance Officer (PAMO) where eligible
3. DAWIA Level 1 Certification (PQM, PM or LOG)

b. Valuable Achievements prior to Commander

1. Successful tour as FRC AOIC/Wing AMO/RO
2. Superior Performance in Major Staff Positions
3. Graduate Degree
4. Professional Aviation Maintenance Officer (PAMO)
5. DAWIA Level II certification (PQM, PM or LOG)
6. Defense Acquisition Corps membership
7. Oral Command Board completion and assignment of 2D1 AQD ***New***

c. Valuable Achievements prior to Captain

1. Successful tour as FRC OIC or Wing MO
2. Superior Performance in Major Staff position
3. DAWIA Level III certification (PQM, PM or LOG)

3. Career Management

a. Record Management OSR/ODC

1. Officer Summary Records (OSR)

a) Awards update: Made via the Navy Department Awards Services (NDAWS). Scan your OSR and if an award is missing, contact your Admin Department to submit inputs on your behalf. Alternatively, you may mail the award with your full social in the top right corner to:

Navy Personnel Command
Attention: PERS 313
5720 Integrity Drive
Millington, TN 38055-3130

b) Navy Officer Billet Classification (NOBC). NOBCs identify positions held in current or previous assignments. When verifying NOBCs, pay special attention to the number of months assigned. The number of months should match the time listed on your FITREP. Ways your NOBC changes are as follows: orders, detailer changes your billet assignment in Officer Assignment Information System (OAIS) and submitting an update via email. To submit an email request via NSIPS, send the following to askmncc@navy.mil:

To Whom It May Concern,

Please update Block 91 on my ODC with the following NOBCs:

From: Jon Doe
DOD ID: XXXXXXXX
Title: (per the NOOCS Manual)
NOBC: XXXX (four-digit number per NOOCS Manual)
Month: XX (attach FITREP to email must match requested number of months)

My FITREPs supporting this request are attached.

c) Additional Qualification Designator (AQD). The Detailer manages and assigns career milestone AQDs. PERS-447 manages and assigns acquisition AQDs. Verify your OSR for accuracy, if an AQD is missing provide appropriate documentation to either the Detailer or PERS-447 as required.

d) Officer Photographs. Color photographs are required to be scanned and entered into the official records of all active duty and reserve officers, regardless of status, within three months after acceptance of each promotion. Specific submission requirements are outlined in MILPERSMAN 1070-180. Mail signed and dated photo to:

Navy Personnel Command
Attention: PERS-313
5720 Integrity Drive
Millington TN 38055-3120

1. Digital Photos are now accepted through My Navy Portal (MNP) for inclusion in the Official Personnel File (OMPF) and will be the preferred long-term solution . Instructions regarding how to submit official photos electronically can be found at the following link:

https://www.public.navy.mil/bupersnpc/career/recordsmanagement/Documents/Automated_Officer_Photo_Submission.pdf

e) Education. Degrees earned from colleges, universities, and Navy sponsored education are updated by PERS-45E. To have your education entered into your record, send an official sealed transcript to:

Navy Personnel Command
Attention: Officer Education Branch (PERS 45E)
5720 Integrity Dive
Millington, TN 38055

f) Service School updates should be emailed to askmncc@navy.mil stating the following:

To Whom It May Concern,

Please update Block 52 of my ODC with the following Service Schools:

Course Title: (per the NOOCS manual)
School Location:
Completion Date:
Course Duration:
3-Digit School Code: (per NOOCS manual)

My electronic transcript/course certificate is attached.

g) Academic Profile Code (APC). Your APC is a three-digit code in block 47 of your ODC. This code is a deciding factor for Naval Post Graduate School acceptance. APC scores are partially determined by “time since last attended” with higher scores assigned in proportion to how recent attendance occurred. To receive an APC, submit a sealed official transcript via mail to NPS at:

Admissions Office, Code 01C3
Attention: Director of Admissions (Official Transcripts)
Naval Postgraduate School
1 University Circle, He-022
Monterrey, CA 93943-5100

b. Fitness Report and PSR

1. Review your Fitness Reports and Performance Summary Report to cover these focus areas which are critical for board selection:

- a) Specifically, check each date a report ends and the beginning date of your next FITREP. Check for continuity and ensure there are no gaps! It may only be a couple days and the continuity report may still say, "No Missing Periods."
- b) Review your record then reach out to a mentor or fellow 1527 with selection board experience for feedback. We support each other and it is our responsibility to have that mindset going forward. Highlight FITREPs that show below average in red with an arrow down. If it's above average, highlight in green with an up arrow on the side. Hand write in soft breakouts, and verify your reporting senior information for each job is correct, as well as your job title and the months that position was held. For example, if you were the AOIC and it says ASST ADMIN, you want to get this fixed by working with the reporting senior to fix the error after the fact, but this can be difficult sometimes. Therefore, it is imperative to closely review FITREPs before signing.
- c) Ensure PRT failure information in your PSR is accurate and update as necessary.
- d) Ensure if your report is Regular it says RG on both your FITREP and PSR. Same thing with a concurrent report.
- e) Check individual versus and summary group averages. It is your responsibility ASK FOR YOUR REPORTING SENIOR'S CUMULATIVE AVERAGE. Your goal is to consistently be at or above this mark. This is not a preordained right. It is not given, it's earned.
- f) Carefully screen all information on your FITREP before signing. A good habit is to verify it again when it's uploaded electronically in OMPF and on your OSR/PSR. Check all three regularly. Also, be sure NSIPS reflects the same information. Never assume all systems are synchronized.

c. PAMO

1. PAMO experience knowledge requirements:

- a) Minimum 24 months OMA and IMA. Waiver applicable for case by case scenario.
- b) At least one operational deployment of 90 days in a squadron maintenance billet.
- c) PQS completed prior to oral board.

2. Oral Board

a) Board membership. Minimum three members to include two qualified PAMOs and at least one CDR or above PAMO and one Supply Officer of any paygrade who has completed the NASO PQS.

b) Oral Board Chairman (Local FRC OIC or other PAMO qualified O-5 or above). Chairman prepares and submits the executive summary and forwards the board approval letter to CNAF N422.

4. Boards

a. Promotion Boards

1. Officers may determine their exact position within promotion zone by knowing their Year Group and precedence. Ensure you review your record before your record is subject to a board review. If you submit any correspondence to a board, note it is only put in your record for board purposes. A formal submission of correspondence must be done for documentation in your official record.

a) To determine the exact position within a Year Group. Login into bol.navy.mil and click on the Naval Register hyperlink. Select FTS from the Officer Type drop down, then choose Pay Grade and Competitive Category Code (AMDO). Click on the precedence category to organize in the correct precedence based on your day of rank.

2. Promotion zone eligibility is based upon your date of rank and precedence number. The Officer Promotion plan is the basis for the "Zone" NAVADMIN and comes out in December, 30 days prior to the first selection board.

3. Board participation is highly encouraged. The expectation is for an AMDO to have participated once as an Assistant Recorder by O-5 and have been a board member by O-6. Limited promotion board opportunities are available throughout the year but Redesignation, Direct Commission, and other administrative boards are viable alternatives.

a) FTS O-6 January, FTS O-5 March, and FTS O-4 April.

4. Review these focus areas, which will be critical to board selection:

- a) Sustained Superior Performance
- b) PAMO
- c) Graduate Degree
- d) DAWIA Certifications for current paygrade

b. Command Screen Board

1. Per COMNAVRESFORCOMINST 1412.1E, FTS AMDOs are now eligible to be screened and take command of a Navy Reserve echelon 4/5 O-5 and below command. You are automatically considered for command once you obtain your 2D1 AQD by way of an Oral Board.

2. The Navy Reserve FTS Command Screen Board is held annually in September. The function of the board is:

a) Recommend Commanders, Lieutenant Commanders, and Lieutenants in the FTS, if qualified, for NOSC O3-O5 command.

b) Review the performance of officers previously selected to the FTS command Screen bank.

c) Officers screened must meet the following eligibility criteria.

(1) Have not declined command.

(2) Do not have an approved resignation or retirement.

(3) Have completed an FTS Command Oral Board.

(4) Lieutenants with a one-time failure of selection are ineligible.

3. Review your OSR and PSR in the same manner as you prepare your record for a promotion board. This should be done with a Mentor and continually throughout your career.

4. For officers found “Not Qualified for Command,” the board chairman will sign a letter detailing the board’s finding. The letter will be addressed to the candidate via the nominating command, with copies to the command’s ISIC.

5. For officers found “Qualified for Command,” the board chairman will sign a letter setting forth the finding of the board and send to the candidate via the candidates’ reporting senior, with copies to the command’s immediate superior in command.

6. NOSC slate. The process is straightforward and **voluntary**. Keep in mind once you make yourself available to the NOSC placement officer, you will be assigned a NOSC. If you **decline** a NOSC command opportunity you will be **ineligible** for future command to include O-6 command level opportunities.

a) Contact your detailer to make sure the community will endorse your request for NOSC command. The community is manned to requirements and currently does not have a NOSC requirement. Additionally, you must be fully fit to apply and already have been found “Qualified for Command” by the Command Screen Board prior to making the request.

b) Once approved by the FTS AMDO Detailer. Contact the NOSC Placement Officer, they will give you a list of NOSCs to rank. This list usually coincides with your PRD.

c) Once slated the NOSC Placement Officer will offer you the opportunity to take command. You will be detailed by the NOSC Placement Officer. Orders are written for 36 months.

c. Redesignation Board and Probationary Officer Continuation and Redesignation (POCR)

1. Later Transfer and Redesignation boards occur semiannually; April and October.

a) Required information for board application can be found at:

<https://www.public.navy.mil/BUPERS-NPC/OFFICER/COMMUNITYMANAGERS/RESERVE/FTS/PAGES/FTSREDESIGNATIONBOARD.ASPX>

b) If approached for assistance in the application process. Cover the following topics:

- (1) Sustained Superior Performance
- (2) Community Values
- (3) How to contact OCM/Detailer
- (4) Career progression, promotion opportunities
- (5) Recommendation Letters
- (6) Application process, timelines, requirements, etc.

2. POCR boards occur frequently throughout the year. The FTS AMDO community's ability to gain a POCR candidate depends on both availability of a billet within the community due to manning levels and the POCR candidate's ranking of desired designators. These are a few ways to attract potential POCR candidates:

a) If there is interest from a potential POCR candidate. Have them contact the FTS AMDO detailer with their information and have them rank FTS AMDO as their number one choice prior to the POCR board.

b) A strong engineering, math, physical or business management background is highly desired for our community. Being in the Aviation community at the time of redesignation is also highly desired.

c) If the POCR candidate is redesignated SELRES at the POCR board. Have them apply to the semiannual redesignation board.

5. Community Transition

a. Mitigating Transition Annoyances

1. Scrolling/Oath. Once the member signs the FTS Oath request (scroll), the signed Oath will go up to the Office of the Secretary of Defense for approval. Keep in mind the scroll process can take 2-7 months to complete, even longer if there are FY financial limitations due to overall FTS manning end strength. Redesignation is complete once the scroll is approved.

2. **Do not** accept the FTS Oath if selected or pending selection as a LDO LCDR. This will void your selection and you would have to be selected again as a 1527 AMDO LCDR in the next FTS statutory board.

3. Once you have accepted the FTS oath of office, take a copy with all signatures affixed to a DEERS/ID card office. It is recommended you go to a NOSC DEERS/ID card office in person to avoid confusion with regard to status. The DEERS office will make the appropriate updates to your DEERS records. New ID cards will be issued to you and your dependents. Once you have your new ID cards, contact TRICARE, United Concordia, and your government vision company to reenroll. This is a requirement even if you previously had TRICARE, United Concordia and vision plan in order to avoid discontinued coverage.

4. OSR deletions can often occur after an officer has been scrolled and redesignated. If necessary, work with the proper authorities to add your achievements back to your OSR. Review before your record goes in front of a board.

b. Duty Stations for LT and LCDRs

1. Below are brief descriptions of billets and positions within the FTS AMDO community. These billets provide a fundamental understanding and appreciation of the AMDO's role within the Naval Enterprise. Descriptions provided are intended to be used for conversations with the detailer or between mentors and protégés.

a) Squadron MMCO/AMO: Squadron Maintenance Officers are responsible for coordinating and prioritization of the maintenance workload to include discrepancies, inspections, aircraft launch and recovery, and scheduled/unscheduled maintenance of aircraft, ALSS and SE. To better understand these duties and responsibilities, it is **HIGHLY** recommended that you complete the T/M/S specific Safe for Flight (SFF) PQS. Successful ground maintenance officers foster and cultivate relationships with Squadron Ops, FRC PCO, ASD Officers, Wing RO and fellow squadron MMCOs. Squadron AMO personnel manning and training responsibilities includes drilling SELRES. Where possible, provide opportunities to maximize SELRES professional development.

b) Major Staff Positions: FTS AMDOs serve in major staff billets across the Naval Aviation Enterprise (NAE). These positions enable you to build on everything you have learned up to this point while taking your skills (acquisition, logistics, engineering, finance, manpower, human resources, and training) to the next level. Major staff FTS AMDO jobs are primarily at the echelon II and III level and include but are not limited to the following:

- TYCOM (CNAFR/CNAF)
- Commander Fleet Readiness Centers (COMFRC)
- Naval Air Systems Command (NAVAIR)
- Type Wings (TSW/MSW/CFLSW)
- Center for Naval Aviation Technical Training (CNATT)
- Navy Personnel Command (NPC).

Staff duty provides a big picture perspective, active fleet engagement experiences, opportunities to learn stakeholder functions, and how they work together to impact fleet readiness. While serving on major staffs, you will be directly involved in working to remove barriers, drive efficiency, and identify fleet solutions which create and maximize operational availability. Skills developed during staff tours such as effective written and verbal communication skills and collaboration with fellow Navy and Marine Corps stakeholders are vital to your development as a successful Naval Officer.

c) PMA:

Deputy Integrated Product Team Leads (DIPTLs) are responsible for balancing cost, schedule and performance for projects that support domestic and international program customer requirements, while ensuring a high quality, affordable, and effective product is delivered to the warfighter. Deputy Assistant Program Manager for Logistics (DAPMLs) focus on planning, development, implementation and management of effective and affordable weapons, material, or information system support strategies during the acquisition and operational phases of the system's lifecycle. The role of a logistician is integral to NAVAIR's capability to deliver and support airborne weapon systems that are technologically superior and readily available to Sailors and Marines operating in harm's way across the globe.

d) Readiness Officer (RO)/Assistant Maintenance Officer (AMO):

Man, Train and Equip the Wing/Squadron. The RO/AMO has administrative control over the maintenance department and is responsible to the MO for facilitating accomplishment of the squadron and Wing's maintenance department mission. The RO/AMO ensures that established procedures are followed and delegates authority to subordinates. The RO/AMO receives the same training and is qualified under the same guidelines as the MO. The RO serves as a key resource for recent accessions who typically have no or limited experience on Navy Reserve aircraft platforms as they learn Reserve-unique business processes.

e) FRC AOIC:

The AOIC assists the OIC in carrying out the mission of FRC. They are specifically charged with coordinating and supervising the performance and administration of the command, including matters pertaining to the morale, discipline, training, welfare, work, exercises, safety, rights, and privileges of individuals. As the AMO, the AOIC also ensures the FRC is adequately manned with properly trained and equipped personnel. Responsibilities may include civil service personnel hiring and management as well as coordinating manning requirements with co-located USMC MALS detachment leadership.

Appendix A: Acronyms

The following acronyms are used in this document	
RAMDO	Reserve Aerospace Maintenance Duty Officer
FRC	Fleet Readiness Center
OIC	Officer in Charge
AOIC	Assistant Officer in Charge
PAMO	Professional Aviation Maintenance Officer
DAWIA	Defense Acquisition Workforce Improvement Act.
PQM	Production, Quality, Manufacturing
PM	Program Management
LOG	Logistics
NOSC	Navy Operational Support Centers
OSR	Officer Summary Record
ODC	Officer Data Card
NOBC	Navy Officer Billet Classification
NDAWS	Navy Department Awards Services
OAIS	Officer Assignment Information System
AQD	Additional Qualification Designator
OMPF	Official Personnel File
APC	Academic Profile Code
PSR	Performance Summary Record
OMA	Organizational Maintenance Activities
IMA	Intermediate Maintenance Activities
OCM	Officer Community Manager
USMC MALS	United States Marine Corps, Marine Aviation Logistics Squadron

Appendix B: Goal Checklist

This document is designed so that the checklist can be removed from the playbook and updated, as needed.

Name:	Date of goals:
Goal Setting <ul style="list-style-type: none">• How do you feel about the goals you are about to set? Are they realistic and achievable?• Are these your goals because you want them to be or because someone else wants them for you? Have you received enough guidance on the topic?• How will you accomplish these goals?• What is the most important and least important milestone? What is the timetable?• How can your mentor help you achieve your goal?• What now?	
Short Term Goals <ul style="list-style-type: none">•	
Long Term Goals <ul style="list-style-type: none">•	

Appendix C: Mentorship Checklist



RAMDO Mentorship Checklist

Purpose: Mentorship is a proven approach for accelerating personal, professional, and organizational growth. Mentors employ their career experiences and professional expertise to counsel mentees, assist in decision-making processes, provide important guidelines to assist with achieving professional qualifications, obtaining training, and developing leadership skills. Mentorship pairings are voluntary. The following checklist serves as an informal guide for developing, managing, and where necessary, dissolving a mentorship pairing.

Example Stages of a Mentoring Relationship

Initiation (Pairing of Mentor/Protégé)

- 1 Introductions
- 2 Commitment to the mentoring relationship
- 3 Skills and competency inventory
- 4 Joint Goal Setting
- 5 Agree in advance on what to do if either party feels relationship is a mismatch

Cultivation (Regular Interaction)

- 1 Accountability
- 2 Development of trust between mentor/protégé
- 3 Assistance
- 4 Goal Refinement
- 5 Increased Growth

Dissolution (Reasons for separation)

- 1 Goals are realized
- 2 Participant PCS/Separation
- 3 Relationship becomes stagnant
- 4 Unproductive match
- 5 Lack of commitment of participants

Mentor Role

- 1 Be familiar with RAMDO job duties, responsibilities, career track, and valued achievements
- 2 Utilize the latest directory to guide billet recommendations
- 3 Listen and reflect the protégé's ideas and plans then share insights, practical experience, and where necessary, recommend specific steps for problem-solving
- 4 Cultivate an atmosphere that engenders honest communication
- 5 Empower protégé by helping them plan and focus on long and short-term goals, and establish clear paths to follow

- 6 Evaluate protégé's experience, training, and skill level. Where deficiencies are identified, jointly establish a development plan
- 7 Provide persistent motivation while encouraging and challenging the protégé to assume additional responsibilities and challenging projects to stretch capabilities
- 8 Advocate for and support protégé within the community
- 9 Serve as a role model for the protégé
- 10 Direct and acquaint the protégé with appropriate sources that will help with goal achievement
- 11 Develop communication and leadership skills to instill confidence and bring out the best in others
- 12 Learn to be a good teacher; be approachable

Protégé Role

- 1 Become familiar with community values
- 2 Recognize differences between the reality (where you are now) and the ideal (where you want to be)
- 3 Set goals for change
- 4 Make the best estimate of current skills and competencies
- 5 Active engagement and participation in goal setting
- 6 Work with mentor to develop prioritized action plan
- 7 Commit to follow through on action plans
- 8 Know that it is OK to ask for assistance and feel comfortable asking questions
- 9 Keep a record of topics discussed with the mentor
- 10 Follow up/accountability

Submit ideas for addition/deletion to the FTS AMDO Detailer, LCDR Carlos Marcia:
carlos.r.marcia@navy.mil

