BUREAU OF NAVAL PERSONNEL
Career Counselor Handbook
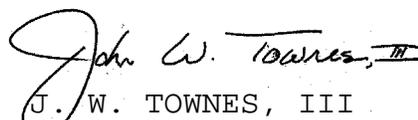
Mission First ... Sailors Always

NAVY CAREER INFORMATION PROGRAM

1. The primary goal of the Navy Career Information Program is to ensure each Sailor both active and reserve, wherever stationed, be provided with a sufficient quantity and quality of career information, in a timely manner, to allow them to make sound career decisions.

2. While this program forms the foundation of a successful program, its true success rest on the commitment of the chain of command. The chain of command must ensure every sailor is provided the guidance and opportunity to succeed.

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PREFACE

CAREER INFORMATION MANAGEMENT

1. Career Information Management (CIM) provides the basis for establishing and managing a Command Career Development Program. CIM provides Command Career Counselors (CCC) with program management techniques. It sets guidelines for a successful retention program and defines required Career Development Team (CDT) training. CIM is designed specifically to engage the entire chain of command in the career development of our best Sailors.

2. The Career Counselor Handbook identifies the following elements as the foundation to a successful command career management program:

    a. Career Development Team.

    b. Command Career Development Program Management.

    c. Command Sponsor and Indoctrination Program.

    d. Career Development Board.

    e. Navigational Tracks.

    f. Program Review.

    g. Naval Reserve Information.

3. These programs are a first step in complying with the CNO directive that no Sailor will be left behind. The success of this program rest on the chain of commands commitment and continued involvement once the foundations are in place.

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CHAPTER I

CAREER DEVELOPMENT TEAM

1. **Career Development Team (CDT) Building**. Underlying the entire program is the building of an effective CDT. A well-organized CDT engages the entire chain of command and provides a means to guarantee continuity in career development efforts and individual professional growth encompassing all five vectors within the Sailor Continuum. An effective CDT is the key ingredient of a successful career development program. Properly organized, efficient CDTs directly reflect the support of the organization and everyone in the chain of command. Active involvement of the chain of command from the top down is the key element to a successful Career Development Program (CDP) and provides the guidance each Sailor needs to meet the objectives of all five vectors.

    a. Far too many commands have structured their CDT to rely too heavily upon the Command Career Counselor (CCC) to provide the majority of all services relating to career development. This frequently leads the command to adopt a one-to-one counseling philosophy that demands the CCC personally contact all members of the command whenever career development-related matters are involved.

    b. Building an entire program around a single individual (or relatively few individuals) has serious drawbacks because the absence of the key person (permanently or temporarily) ends the program. The organization must then be restructured around the personality and capabilities of the replacement individual. This results in a constantly changing program that is not understandable by the Sailors it is designed to serve, nor does it function continuously at a high level of efficiency.

    c. By organizing a command-wide CDT, the CCC assumes a totally different role, that of CDP manager. As such, the CCC's responsibilities include management, training, administration of the CDP, internal public relations, and other facets of the CDP. Obviously, as an overall manager, one-on-one counseling becomes a smaller part of the CCC's job. The key to success is the delegation of responsibility for counseling to the appropriate team members.

    d. To make the process work, the chain of command must assume responsibility for conducting routine training. The

minimum career information training required is the Career Development Training Course (CDTC).

    e. Proper organization of counseling activities provides the following benefits:

        (1) Increased credibility of the chain of command.

        (2) A progressive increase in the counseling expertise of supervisory personnel.

        (3) A lower client-to-counselor ratio through the use of all available command assets.

        (4) Better-informed Sailors at all command levels.

        (5) More time for CCCs to manage the program and counsel individual cases that require their expertise and experience.

        (6) Increased program effectiveness through teamwork.

    f. The composition of the CDT should include, but is not limited to

        (1) commanding Officer (CO).

        (2) executive Officer (XO).

        (3) command master chief/chief of the boat (CMC/COB).

        (4) command career counselor (CCC).

        (5) department heads.

        (6) division officers.

        (7) leading chief petty officers.

        (8) department or division career counselors.

Note: OPNAVINST 1040.11A provides retention team scope of responsibilities.

2. **Department/Division Collateral Duty Career Counselors**. Collateral duty career counselors should be selected based on their ability to be effective communicators and mentors. Great

care must be taken in the selection of Sailors to fill these key positions. Commands must avoid assigning Sailors

    a. whose other responsibilities are too demanding.

    b. without regard to division size or mission, more than one counselor is often necessary.

3. **Career Development Team Meetings**

    a. CDT meetings are critical to the success of the program. Meetings provide rapid distribution of information, information exchange, problem solving, decision-making, etc. A meeting can be an occasion where a group's collective knowledge is revised, updated, and increased. A successful meeting creates a commitment to group decisions and goals on the part of each person attending. Often, a meeting is the only occasion where all the individuals work as a collective body.

    b. Monthly department and division career counselor meetings are central to the program. These meetings keep the team up-to-date on program and policy changes and allow continuous monitoring of Sailors' professional development. The meetings will be scheduled via Planning Board for Training (PBFT) or the command's alternative scheduling vehicle. At a minimum, the following items will be on each meeting's agenda:

        (1) Review of team detailing spreadsheet, Perform to Serve (PTS), applications, transition, and reserve affiliation timelines.

        (2) Review results of all CDBs from the previous month to determine actions required and actions completed.

        (3) Discuss all career development related actions still pending.

        (4) Discuss new programs and policies.

    c. To effectively manage the career development of Sailors, command leadership must hold all CDT members accountable. Success depends upon the command's willingness to assign the **BEST** Sailors to the CDT.

d. Per OPNAVINST 1040.11A, the CO should chair a command CDT meeting at least quarterly. It is recommend that COs invite the command OMBUDSMAN to participate as a team member.

4. **Components of a CDT Meeting**

a. Agenda. The agenda is the core of the meeting and should contain a chronological sequence of the issues you intend to cover during the meeting. Because it is so important, you should consider several factors when putting your agenda together.

(1) Planning and distribution of an agenda headings and agenda items should be detailed enough to inform team members of exactly what will be discussed at the meeting.

(2) Each item may also be annotated, "For Information," "For Discussion," "For Decision," to give the attendees information concerning the expectations.

(3) Distribute the agenda to all attendees prior to the meeting.

(4) Informative Issues — use to distribute and clarify information. Typical of this category is telling the information team about a modification to the Selective Reenlistment Bonus (SRB) program based on the latest NAVADMIN.

(5) No requirement exists for group consensus.

(6) Constructive Discussion — used to create new concepts for program improvements (i.e. brainstorming). Members must contribute their knowledge, experience, judgment, and ideas; for example, to improve the CDB system at the command.

(7) Action Issues — use to set and accomplish goals. Agenda items of the action category enable the Sailors attending to find the best means of achieving a goal as a group. Action items allow those attending to understand and influence the way their duties mesh with the duties of other group members and with the overall task of the group. (Example: develop Plan of Action and Milestones (POA&M).)

b. Meeting Preparation. Ensure the space to be used is ready and all necessary audio/visual equipment is in working order.

(1) Reserve a space/room well in advance that is large enough for your expected audience.

(2) Prepare enough handouts for the audience.

(3) Confirm and prepare for guest speakers if necessary.

(4) Ensure all audio/visual equipment is present. Test the equipment at least 15 minutes prior to the meeting.

(5) Be prepared to expertly answer any questions from your audience.

c. Minutes of the Meeting. The minutes of the meeting are important and should include the following:

(1) The time and date of the meeting, place held, who chaired it, and when it concluded.

(2) Names of members present and absent.

(3) All agenda items discussed and decisions reached; if action is agreed upon, the name of the member responsible for the action, and expected completion date.

(4) The date, time, and place of the next meeting. By establishing a consistent meeting time and place, all attendees will be able to schedule them as a recurring item on their tickler.

d. Cancellation of the Meeting. If a meeting must be cancelled, do it as far in advance as possible so all concerned can reschedule accordingly.

5. **The Successful Program**

a. Assigns a counselor for every 30 Sailors.

b. Allows ample time to provide good counseling to Sailors within the division or work center.

c. Key department/division personnel will be better informed about Navy programs and policies.

6. **Department/Division Reports**. The CCC is the principal command advisor in all matters concerning the career development

of Sailors. In order to track program effectiveness, the CCC
must maintain data as outlined in OPNAVINST 1040.11A. To
accomplish this, each CDT member will provide monthly inputs for
their department or division.

CHAPTER II

TRAINING

1. **Purpose**. Training is the key ingredient to a successful Career Development Program and is necessary to assist in providing adequate and accurate career information to our Sailors. This chapter addresses training required in addition to the minimum requirement of the CDTC.

2. **Discussion**. Staff and CCCs must have the most up-to-date techniques, technology and information. It is imperative that career counselors are computer literate and use the latest tools to make them more productive and efficient. Additionally, CDT members are key ingredients in a successful CDP. Team members need to possess and maintain the knowledge, skills, and abilities necessary to function as a collateral duty career counselor.

3. **CDT Training**. Properly trained CDT members and supervisors have a positive impact on Sailors, thus enhancing their value to the command's CDP. CDT and supervisors are considered trained and qualified to assume their responsibilities after they attend a CDTC.

    a. CCCs receive formal training by attending the 4-week CCC course (A-501-0011) or the 2 week reserve CCC course (R-501-0005). These courses are identified in the **Catalog of Navy Training Courses (CANTRAC)**. Many successful commands send department counselors to the CCC course. Other sources of training are the annual Navy Counselor's Association (NCA) symposium and the annual Career Resources Education Workshop (CREW).

    b. The primary source of training for CDT members and supervisors is the CDTC. Lesson guides for this course can be found by going to http://www.staynavy.navy.mil/. CCCs and subject matter experts should instruct the CDTC. Immediate Superior in Command (ISIC) and regional support organizations offer training support to subordinate and supported commands.

    c. Officers, chief petty officers, and petty officers are highly encouraged to attend the CDTC. Special emphasis should be placed on the supervisor's role in the career development program. This training provides the knowledge required to

answer questions intelligently and to guide Sailors in the right direction for detailed information and counseling.

d. The training level for CDT members must be maintained at 100 percent. Training is defined as having attended the CDTC during the current tour and must be accomplished as a prerequisite to becoming a CDT member. Document training on Sailor's NAVPERS 1070/604, Enlisted Qualification History.

e. CCCs will provide monthly training for CDTs. Training should be designed to support CDTC lesson topics and provide up-to-date program and policy information.

4. **Navy Counselors**. Navy Counselors assigned to Type Commanders, Force or Regional Coordinators, other Echelon 3 Commanders, ISICs, and regional support organizations will provide training to subordinate and supported career counselors in the following areas:

a. Computer program literacy for

(1) CDP management databases (CIPM 99, COMPASS, R Admin, etc.).

(2) BUPERS Access, BUPERS On-Line, and access to the internet and associated career information programs.

(3) Navy Training and Management Planning System (NTMPS).

(4) Sea Warrior, Web Job Advertising and Selection System (JASS), Super JASS, ATSEA, and Team Detailing.

(5) FOREMAN entries (BSB, SRB, Fleet Reserve and retirement, etc.).

b. Internal command CDP review.

c. Quota request procedures and pre-requisites to attend the CCCC including ability to use and understand CANTRAC at http://www.cnet.navy.mil/cantrac.

d. CDBs tickler and tracking system.

e. CDT organization and meetings.

f. Monthly report to the CO.

g. New programs and policies as appropriate.

CHAPTER III

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

1. **CCC's Primary Responsibility**. CCC's are to ensure that all Sailors are given every opportunity to develop their careers to the fullest potential. CCC's accomplish this through the proper direction, development, and training of the CDT. The CCC is responsible to the CO and the CMC/COB for all matters related to the CDP's and policies. The CMC/CCC team is the focal point for enlisted career development initiatives within the command and ensures all Sailors have every opportunity to excel.

2. **CDP**. An effective program is the result of a coordinated effort of the entire chain of command. There are a number of logical steps to take in setting up a CDP that contains all the elements listed in this chapter. OPNAVINST 1040.11A is designed to function as a stand-alone document for all Navy commands. Use it as guidance to develop the Command Career Information Program.   Recommended procedures:

     a. Discuss the career information program and its benefits with the command leadership.

     b. Conduct, at a minimum, an annual command CDP review as outlined in appendix C of this Handbook.

     c. Ensure the command has an active, trained CDT. As Sailors rotate, replace and train new CDT members and supervisors.

     d. Solicit ISIC/Type Commander (TYCOM) support as necessary.

     e. Ensure all members of the CDT understand the value of customer service and that each completes the Navy Customer Service Manual course (NAVEDTRA 14056).

     f. Identify Sailors with expiration of obligated service (EAOS) or projected rotation date (PRD) within the next 15 months using the Enlisted Distribution and Verification Report (EDVR).

3. **Office Organization Procedures and Budget**

    a.   The career counselor office should provide a reasonable measure of privacy. Sailors are reluctant to explain or discuss a problem if the interview is subject to public scrutiny.

    b.   The tickler file is an invaluable planning tool that helps to plan, schedule, and track CDP activities. The tickler may be in whatever format is most convenient for each individual CCC.

    c.   Some formats include

        (1) MS Outlook calendar.

        (2) Navy Training and Management Planning System (NTMPS).

        (3) Franklin Planner.

        (4) Palm pilot.

        (5) 3x5 index cards, etc.

    d.   During PBFT, the CCC should ensure that all appropriate items in the tickler are added to the command schedule.

    e.   Use SECNAVINST 5216.5D as a guide to ensure all correspondence is correctly formatted.

    f.   Many of the necessary instructions and manuals can be found on the BUPERS CD, or via the links contained within this Handbook. If the command has Internet access, this Handbook is available on the StayNAVY website http://www.staynavy.navy.mil.

    g.   An excellent tool to ensure proper office organization is SECNAVINST 5210.11D.

    h.   Establishing an annual budget is an essential component of a permanent and effective CDP. One of the first priorities upon reporting should be a careful review of the CCC budget. Some of the following items are recommended:

        (1) Office/Program requirements include

            (a) office supplies.

(b) computer equipment and software.

(c) discharge pins.

(d) retirement pins.

(e) retirement flags.

(2) TAD to include

(a) detailer/CCD visits.

(b) NCA Symposium.

(c) pre-deployment briefs.

(d) training, etc.

4. **Retention Statistics and Reports**. The CCC is responsible for maintaining command retention statistics, monitoring attrition, and preparing reports. A monthly or quarterly evaluation of retention statistics, submitted to the CO, is recommended. The recommended format is contained in Appendix A of this Handbook. The CCC should validate transaction reports as received by the ISIC or regional support organization.

a. Compare locally generated Navy Standard Integrated Personnel System (NSIPS), diary submissions transactions with those on the ISIC report.

b. Inform ISIC of any discrepancies (ISIC reports are used to determine eligibility for retention excellence and honor roll awards).

5. **Computing Statistics**

a. Reenlistment statistics are divided by five zones of enlistment:

(1) Zone A – 0 to 6 years

(2) Zone B – >6 to 10 years

(3) Zone C – >10 to 14 years

(4) Zone D – >14 to 20 years

(5) Zone E – >20 years

b. The following formulas are used to compute retention and attrition statistics:

Reenlistment Rate: Measures end of service obligation retention behavior:

$$\frac{\text{Reenlistments + LTE}}{\text{Reenlistments + LTE + EAOS losses}}$$

Cross-Section Attrition Rate: Measures loss behavior prior to end of service obligation for the Zone population.

$$\frac{\text{Before-EAOS losses}}{\text{Before-EAOS inventory}}$$

Transaction-Based Attrition Rate: Measures loss behavior prior to end of service obligation for all transactions within the period for the Zone.

$$\frac{\text{Before-EAOS losses}}{\text{At-EAOS + Before-EAOS losses + 6YO extensions}}$$

Retention Rate: Combines reenlistment and attrition rates

$$\frac{\text{Reenlistments + LTE*}}{\text{At-EAOS + Before-EAOS losses}}$$

*LTE – Long Term Extension (Extensions of 24 months or greater, less 6-Year Obligation (YO) extensions).

6. **Program Success**. The tools presented in this chapter touched on several topics that will help to ensure success. One of the best resources beyond the instructions and manuals are other counselors who have proven programs. It is imperative at all levels to maintain a network through continuous communications.

CHAPTER IV

CAREER DEVELOPMENT BOARD (CDB)

1. **Purpose**. CDB provides all enlisted Sailors the opportunity for optimal development of their professional skills, both military and technical, thereby enhancing unit readiness, individual upward mobility, job satisfaction and ultimately the retention of better-qualified Sailors.

2. **Discussion**. The CDB schedule replaces the retention interviews previously required by the Retention Team Manual. CDB ensures that enlisted Sailors are provided the guidance needed to ensure optimal career development. This includes professional and personal development. CDBs will be held at the command and department levels.

3. **Board Composition**

    a. Permanent command level CDB members include CMC, CCC, and Education Service Officer (ESO); augmented by department CDB members and as directed.

    b. Department level CDB members will include LCPO, leading petty officer (LPO), and department career counselor.

4. **CDB Discussion Topics**. CDB will discuss the following general topics:

    a. Rating/"A" School Selection (GENDETS).

    b. Warfare Qualifications.

    c. Personnel Qualification Standards (PQS).

    d. Military Training.

    e. Voluntary education and GED completion.

    f. Officer Programs.

    g. Advancement.

5. **CCC/Department Career Counselor Responsibilities**

a.   Indoctrinate all newly reporting Sailors on CDB process.

b.   Schedule command/department CDB and maintain a tickler system.

c.   Draft minutes and recommendations from the command/department level CDB to chain of command for endorsement/decision.

d.   Maintain minutes of every CDB for 2 years.

e.   Provide personnel records and information as required for review by the CDB.

f.   Ensure pertinent advancement criteria and advancement statistics are available.

6.   **Education Service Officer (ESO)**. ESO will participate as a technical advisor to the CDB.

7.   **Department/Division LCPO/LPO**

a.   Will ensure Sailors are provided an opportunity to appear before the CDB.

b.   Provide professional support to enlisted Sailors who work within their division.

c.   Accompany Sailors to all appearances before the CDB.

8.   **Command CDB**. Command level CDB will see first enlistment Sailors within 30 days of reporting. Drilling Reservists will be seen within the first 3 drill weekends. Additionally, candidates will appear before the CDB for the following reasons/requests:

a.   Advancement examination PNA (x3), standard score of 40 or below, selection board not eligible, and examination failures.

b.   Non-select for E7/8/9.

c.   Microfiche records review for E-7/8/9 selection board candidates.

d. Sailors 24 months prior to High Year Tenure (HYT) and those requesting HYT waivers.

e. Striking for a Rating.

f. Class "A" school requests.

g. Rating conversion/reversion requests.

h. Perform to Serve.

i. Commissioning program applications.

j. Sailors recommended by Department CDB.

k. Sailors may attend for other reasons and upon member's request.

9. **Department Career Development Board**. Department level CDB will see all Sailors on second or subsequent enlistment within 60 days of reporting. Additionally, candidates will appear before the department CDB as follows:

a. Professional growth and goal setting is the key to enhanced career planning and motivation. The department CDB will see all Sailors in line with Fitness Reports/Evaluations and mid-term counseling. Appendix B of this instruction provides the format for the Individual Career Development Plan.

b. Sailors may attend for other reasons, and upon member's request.

10. **Career Development Board Procedures**

a. Career Development Board. CDBs provide Sailors the opportunity for optimal development of their professional skills. These skills, both military and technical, enhance unit readiness, individual upward mobility, and job satisfaction, resulting in the retention of Sailors. CDBs ensure Sailors are provided guidance that leads toward optimal career development; this includes a professional development plan. CDBs will be held at the command and department levels. **(The CDB program replaces the retention interviews previously required by NAVPERS 15878H, Retention Team Manual.)**

b. Initial CDB Topics. The following topics are recommended for the initial (within 30 days) command-level CDB:

(1) Familiarization with individual Sailor's background (personal history).

(2) Command and Sailor expectations.

(3) Command and Sailor goals.

(4) Introduce established Career Development Plan.

(5) Military standards.

(6) Check-in/indoctrination process review.

(7) Personnel Qualification Standards (PQS).

(8) Advancement requirements.

(9) Rating or "A" school selection (GENDETS/ASVAB).

(10) Warfare qualification familiarization.

(11) Initiate CDP based on pay grade.

11. **Career Development Plan**. Career development plans were developed to provide specific topics and guidance for each CDB throughout the lifecycle of the Sailor. The Career Development Plan will assist Sailors in establishing goals and milestones and allow them to chart a roadmap to success. The participation of the chain of command is the cornerstone of every Sailor's career development.

a. Career Development Plan E1-E3.

(1) Advancement/Qualifications.

(a) Window of advancement E2-E4.

(b) Date of advancement.

(c) Requirements for advancement to P03 completed.

(d) Requirement/shipboard PQS.

(e) Warfare Qualifications.

(2) Educational Opportunities.

(a) Current In-Rate education status (Rate Training Manual/BMR).

(b) Current education status (PACE/Off-duty/Online).

(c) High School Diploma/GED.

(d) Degree programs (Associates, Bachelors, Technical Certifications).

(e) Other courses completed.

(3) Financial Planning.

(a) Individual/Family Budgeting.

(b) Checkbook/Investments/Thrift Savings Plan (TSP).

(4) Physical Fitness Requirements. Physical Fitness Goals.

(5) Career Intentions.

(a) Reenlistment intentions/Perform To Serve (PTS).

(b) Special program interest.

(c) Career Path/Team Detailing.

(6) Transition.

(a) Reverse Sponsorship Program.

(b) Welcome Aboard Program.

(c) Individual Transition Plan and DD 2648.

(d) Separating.

(e) Physical Screening.

(f) Family Relocation Assistance.

b. Career Development Plan E4-E6.

    (1) Advancement/Qualifications.

        (a) Window of advancement.

        (b) Date of advancement.

        (c) Recommendations for advancement.

        (d) Examination participation (E4/E5 personnel).

        (e) Selection Board (S/B) Results (E6 personnel).

        (f) Requirement/shipboard PQS.

        (g) Warfare Qualifications (includes Master Training Specialist).

        (h) Leadership Continuum.

    (2) Educational Opportunities.

        (a) Current education status (Rate Training Manual/Military Requirements).

        (b) Current education status (PACE/Off Duty).

        (c) High School Diploma/GED.

        (d) Degree programs.

        (e) Other courses completed.

    (3) Financial Planning.

        (a) Individual/Family Budgeting.

        (b) Checkbook/Investments/Thrift Savings Plan.

    (4) Physical Fitness Requirements. Physical fitness goals/physical health assessment.

    (5) Career Intentions.

        (a) Reenlistment intentions/Perform To Serve (PTS).

(b) Special program interest.

(c) Career path/Team Detailing.

(d) Detailing window projected.

(e) Family Relocation Assistance.

(6) Transition.

(a) Reverse Sponsorship Program.

(b) Welcome Aboard Program.

(c) Individual Transition Plan and DD 2648.

(d) Fleet Reserve (E5/E6 personnel).

(e) Physical screening.

(f) Family Relocation Assistance.

c. Career Development Plan E7-E9.

(1) Advancement/Qualifications.

(a) Date of advancement.

(b) Window of advancement.

(c) Reporting Senior's Performance Mark Average (PMA).

(d) Last microfiche review.

(e) Selection Board (S/B) results.

(f) Requirement/shipboard PQS.

(g) Warfare Qualifications (includes Master Training Specialist).

(h) Leadership Continuum.

(2) Educational Opportunities.

(a) Off-duty education status.

(b) Current education status (Military/Navy College).

(c) Degree programs.

(d) Other courses completed.

(3) Financial Planning. Investments/Thrift Savings Plan (TSP).

(4) Physical Fitness Requirements. Physical Fitness Goals/Physical Health Assessment.

(5) Career Intentions.

(a) Reenlistment intentions.

(b) Special program interest.

(c) Team Detailing/Detailing Window Projected.

(6) Transition.

(a) Reverse Sponsorship Program.

(b) Welcome Aboard Program.

(c) Retirement eligibility.

(d) Individual Transition Plan and DD 2648.

(e) Physical screening.

(f) Family Relocation Assistance.

12. **Career Development Board (CDB) Guidance**

a. Prior to each board, the Career Counselor shall obtain the Sailor's service record and career counselor record to prepare CDB worksheet and brief the panel.

b.   Department CDBs should discuss the following topics, as applicable:

                (1) Introduction/purpose of the CDB.

                (2) Individual and department expectations.

                (3) Initiate/review Individual Career Development Plan.

                (4) Websites of interest.

                (5) PQS progress/in-rate training.

                (6) GUARD 2000 assignment.

                (7) Retirement/Fleet Reserve.

                (8) Career Status Bonus (CSB).

                (9) Thrift Saving Plan (TSP).

                (10) Commissioning programs.

                (11) United Services Military Apprenticeship Program (USMAP).

        c.   The command level CDB should discuss the information listed below with each member, as applicable.

                (1) Introduction/purpose of the CDB.

                (2) Individual and command expectations.

                (3) Initiate/review Individual Career Development Plan.

                (4) Desire for further service and the application and assignment procedures.

                (5) Career intentions at EAOS (extend/reenlist/separate).

                (6) Rating conversion.

                (7) Voluntary education programs.

                (8) Advancement/Leadership Continuum/Warfare Qualification/collateral duties.

CHAPTER V

COMMAND SPONSOR AND INDOCTRINATION PROGRAM

1. **Sponsor and Indoctrination Program**

a. OPNAVINST 1740.3A provides requirements to establish the Command Sponsor and Indoctrination Program. This chapter provides best practices information that will assist the sponsor program coordinator in establishing the most effective programs possible.

b. The sponsor program is an important element in the professional growth of our Sailors and their family members. Experience has proven that first impressions are lasting ones. The tone for an entire tour of duty and continued service may be established during pre-arrival communication, arrival support and assistance, and command indoctrination.

2. **Sponsor Program**

a. Successful sponsor programs.

(1) Maintain a pool of trained sponsors within the command.

(2) Integrate the sponsor program into the command tickler.

(3) Assign a sponsor within 5 days of receipt of orders or sponsor request.

(4) Provide sponsor point of contact (POC) information by E-Mail from CMC to CMC.

b. Prospective Gains. Determine the whereabouts (school, leave-in-transit, etc.) of prospective gains so that information will reach the member and family.

(1) Welcome Aboard Package.

(2) Send welcome aboard packages to prospective gains at the earliest possible date.

(3) Upon receipt of advance copy of orders.

(4) Upon checking section 1 of the EDVR.

(5) Upon receipt of an E-Mail from Sponsor Assignment Aide (SAA).

(6) Upon direct contact from member.

(7) Upon checking prospective gains in BUPERS Access.

c. Program Review. Provide review of the program by utilizing a questionnaire (sample provided in OPNAVINST 1740.3A). This may be completed upon check-in or during the indoctrination process.

d. Sponsor Assignments. Maintain a system for assigning sponsors and providing information and assistance to prospective gains and their families. Use a log or spreadsheet as a single source of reference containing the following information at a minimum:

(1) Date CO's welcome letter prepared.

(2) Date welcome aboard message sent.

(3) Date welcome aboard package mailed.

(4) Date request for a sponsor made to the department or division (and point of contact (POC)).

(5) Date sponsor assigned.

(6) Date correspondence giving sponsor information sent.

(7) Name, Rate, and Division of the sponsor.

(8) Date critique completed by Sailor.

e. Requesting a Sponsor. Upon receipt of permanent change of station (PCS) orders, all members transferring must be counseled concerning the advantages and benefits to be gained from using a sponsor. If available, go to www.StayNAVY.navy.mil and complete the SAA tool. The SAA is a web-based application that will allow you to send your request for a sponsor directly to your new command via the internet.

f. Providing Information. Commands should send activity information material to Personnel Support Activities (PERSUPPACTs), Personnel Support Detachments (PERSUPPDETs), and Fleet and Family Support Centers (FFSCs) in major training and fleet concentration areas. This provides a ready reference about the command to Sailors receiving short-notice transfer orders.

g. Check-in Process. Commands should ensure an efficient and simple check-in/check-out process. The number of check-in/check-out points should be kept to a minimum. Check-in/check-out points of contacts should be properly trained in customer service etiquette. Having a positive attitude sets the proper tone for a transitioning member aboard the command. The Naval video "The First 72 Hours" provides excellent training and insight toward illustrating this point, and should be available through ISIC/TYCOM. A positive check-in experience includes, but is not limited to

(1) personal welcome letter from departmental LCPO.

(2) ascertaining location of family members.

(3) ascertaining status of pay and other immediate needs.

(4) assigning a top-notch Sailor as running mate.

(5) command nametag and other organizational clothing (ball cap, PT gear, etc.).

(6) pre-assignment of rack, bedding, rack curtains, and locker.

(7) providing a hot meal upon arrival, regardless of the time.

(8) establishing meeting time for check-in, meal, quarters, etc (this is especially important in the cases of after-hours or weekend check-in).

(9) informal egress training.

(10) Damage Control (DC) and Maintenance (3M) Personal Qualification Standards (PQS) pre-staged in locker.

h.   Duty Sponsor. Assign to each duty section a duty
sponsor to help members who report after normal working hours.
Ensure duty sponsors provide the same support after hours as
provided for any Sailor reporting during normal working hours.

3. **Indoctrination Program**

     a.   Purpose. The purpose of the indoctrination program is
to

          (1) introduce newly reporting Sailors to the role,
policies, and services of the new command.

          (2) reduce much of the anxiety felt by newly reporting
Sailors and their families.

          (3) enhance the individual productivity of new Sailors.

     b.   Program Development. The nature and scope of the
indoctrination program varies depending on the size and needs of
each command and the facilities and Sailors available to perform
the function. The indoctrination program must be governed by a
command directive, which specifies program responsibility and
content. A sample agenda of a Command Indoctrination Program
may be found in OPNAVINST 1740.3A.

     c.   Commands of 500 or More Sailors. Because of the volume
of incoming Sailors, large commands may find it desirable to
assign newly reporting Sailors to I-division before sending them
to their assigned work center. Commands can save countless
work-hours by indoctrinating newly reporting Sailors as soon as
possible. Large commands will also find it beneficial to hold a
Navy Rights and Responsibilities (NR&R) workshop, as well as
have new Sailors start PQS and appear before a CDB during the
indoctrination training.

     d.   Commands of Less Than 500 Personnel. Smaller commands
may find it desirable to hold indoctrination training on a
monthly basis, allowing Sailors checking into the command to be
assigned directly to the appropriate division. The division
gives the necessary watch and PQS orientation and provides a
tour of the unit before undergoing full indoctrination.

     e.   Indoctrination Subjects. Many areas can be covered in
I-division. Some are necessary and several are suitable for

family members. The areas and activities listed below, although not all-inclusive, are good topics for I-division.

        (1) Command mission.

        (2) CO's welcome aboard address.

        (3) Command Master Chief functions.

        (4) Service, pay, and health records held jointly by the individual, division officer, and responsible unit personnel.

        (5) Command policy to include command organization, command orders, battle bill, and the damage control and watch standing organization as appropriate.

        (6) An orientation tour of the unit/station.

        (7) The operating schedule.

        (8) Standards of conduct, command performance and evaluation standards, leave, and liberty.

        (9) Proper grooming standards and regulations as to appropriate attire.

        (10) Damage Control.

        (11) Navy Rights and Responsibilities workshop.

        (12) Religious facilities and services offered.

        (13) Navy exchange facilities and services offered (including ship's store operations and benefits available).

        (14) Navy Relief facilities and services offered.

        (15) Legal services.

        (16) Medical and Dental facilities and services.

        (17) Red Cross.

        (18) Fleet and Family Support Centers (FFSC).

        (19) Postal services briefing.

(20) PQS orientation in general skills.

        (21) Disbursing services.

        (22) Safety.

        (23) Public affairs.

        (24) Education services.

        (25) Ombudsman functions.

        (26) Nearby bases and facilities.

        (27) Morale, Welfare, and Recreation (MWR) services and
facilities.

    f. The Command Sponsor and Indoctrination Program are key
elements of preparing Sailors for a successful tour of duty. It
is imperative that all commands provide the best possible
support for their newly arriving shipmates and their families.

CHAPTER VI

NAVIGATIONAL TRACKS
(REENLISTMENT, TRANSITION, AND RESERVE AFFILIATION TIMELINES)

1. **Timelines**. An effective timeline readily identifies Sailors approaching a critical career decision point. Early and continuous intervention ensures every Sailor has the information needed to make an intelligent decision. To this end, every command must track the progress of each Sailor and provide necessary guidance and counseling to support that decision.

    a. 24 months prior to Fleet Reserve/retirement CDB. Utilize transition timeline.

    b. 16 months prior to EAOS/PRD CDB.

        (1) First enlistment Sailor recommended for retention.

            (a) Elects to stay, utilize PTS timeline.

            (b) Elects to separate/undecided, utilize PTS and transition timelines.

        (2) First enlistment Sailor NOT recommended for retention. Utilize transition timeline.

    c. 13 months prior to EAOS/PRD CDB. Career Sailors (second or subsequent enlistment).

        (1) Elects to stay, utilize Team Detailing timeline.

        (2) Elects to separate/undecided, utilize Team Detailing and transition timelines.

    d. The Reenlistment Quality Control Program, OPNAVINST 1160.5C, and MILPERSMAN 1160-020, must be used when determining a person's eligibility for reenlistment.

2. **Perform To Serve (PTS)**. PTS will provide Sailors greater opportunities for career growth and success. PTS will also improve combat readiness by providing the right Sailor, at the right time, with right skills, in the right job. PTS is a centralized reenlistment reservation system. The first and most important step in the PTS process is a positive retention recommendation from the Sailor's CO. By centralizing reenlistment authority, Navy leadership has the ability to shape

the force by increasing the number of Sailors in undermanned ratings and reducing those in over manned ratings. Sailors will be the primary beneficiaries of this new system in that they will have improved advancement opportunity. The Navy benefits from improved manning and combat readiness capability. PTS timeline will be covered under the Team Detailing timeline below.

3. **Team Detailing**. Team Detailing assigns NAVPERSCOM (PERS-4) Command Teaming Coordinators (CTCs) to every unit identification code (UIC) in the Navy to facilitate coordination between each command and NAVPERSCOM throughout the detailing process. CTCs are experienced Enlisted Detailers, Rating Assignment Officers (RAOs), and Branch Heads who serve as single points of contact between NAVPERSCOM and the command's CDT on career progression and assignment issues. The key to Team Detailing process is a 13-month roller spreadsheet, developed from fleet best practices. This is a "Virtual Whiteboard" accessible 24/7 that captures the results of the command's CDB and displays the preferences of the Sailor via the BUPERS On-Line website at http://bol.navy.mil/.

     a. Command Teaming Coordinators (CTC).

          (1) Track communications between CDTs and rating detailers from the beginning of the detailing process through the ultimate assignment of the Sailor.

          (2) Must always maintain information on the command's POC and the best method of routine communications.

          (3) Review UIC databases weekly.

          (4) Provide weekly report to branch head including any commands not participating in Team Detailing.

     b. Command Career Development Team (CDT).

          (1) Act as POC for information exchange with NAVPERSCOM.

          (2) Ensure 13-month roller message is received onboard from NAVPERSCOM and utilize as appropriate within command.

          (3) Contact Sailors identified on the 13-month message along with their chain of command.

(4) Conduct CDB, update teaming spreadsheet with notes gathered from 12-month CDB, and provide accurate Sailor contact information.

    c. Teaming spreadsheet

(1) Populated with the names of Sailors within 10 to 13 months of their PRD.

(2) Vehicle of information exchange on the Sailors desires and needs, developed from Fleet "best practices," it has been engineered into JASS to easily exchange information early in the detailing process.

(3) Command representatives with JASS access log on, review, and update information on the sheet.

(4) Contains information drawn from our database that helps paint a more complete picture of each Sailor.

(5) Blocks include Sailor preferences, special competencies, family and career considerations, CDB comments.

(6) Rating detailers enter career guidance, billet recommendations, and projections of assignment possibilities.

(7) Early, robust exchange allows time to work each Sailor's career-focused profile, concurrent with a comprehensive review of emerging job opportunities.

4. **PTS/Team Detailing Timeline**

TIME BEFORE EAOS/PRD	ACTION TO BE TAKEN
15 months	Personnel in their first enlistment who are recommended for retention are identified and apply for PTS; all others approaching EAOS are identified and reenlistment eligibility determined.
13 months	CCC identifies and make contact with NAVPERSCOM command Team Detailing coordinator. CCC ensure personnel are entered into the Team Detailing spreadsheet through a CDB.
12 months	NAVPERSCOM begins to review PTS applications. CCC and CTC update the Team Detailing spreadsheet

TIME BEFORE EAOS/PRD	ACTION TO BE TAKEN
11 months	NAVPERSCOM continues review of PTS applications and will distribute results to commands. CCC and CTC continue to update the Team Detailing spreadsheet.
10 months	NAVPERSCOM continues review of PTS applications and will distribute results to commands. CCC and CTC continue to update the Team Detailing spreadsheet.
9 months	PERFORM TO SERVE: Command conducts CDB on those Sailors who have not been approved for PTS for possible modification of original request (i.e. conversion rating choices). NAVPERSCOM continues review of PTS applications and will distribute results to commands. TEAM DETAILING/JASS: Members transition from Team Detailing spreadsheet to JASS CCC begins negotiating orders via JASS
8 months	NAVPERSCOM continues review of PTS applications and will distribute results to commands.
7 months	NAVPERSCOM continues review of PTS applications and will distribute results to commands.
6 months	PERFORM TO SERVE: NAVPERSCOM continues review of PTS applications and will distribute results to commands. PTS disapprovals move to a fast-track transition and Reserve affiliation timelines. CCC coordinate with detailer to ensure approved quotas are still valid prior to 5-month scrub. JASS: Identified Sailors must make orders decision or lose the opportunity to negotiate. CTC identify on command spreadsheet PTS-approved Sailors who are about to lose quotas at 5-month point.

TIME BEFORE EAOS/PRD	ACTION TO BE TAKEN
5 months	PERFORM TO SERVE: First enlistment Sailors with approved PTS quotas who are not under orders or otherwise obligated will lose their approved quota. CCC counsels Sailor regarding career options. NAVPERSCOM will identify returned PTS quotas to CNO (N13). Lost quotas move to fast track transition and Reserve affiliation timelines. JASS: Sailors who have not negotiated orders at this point should receive orders based on the Needs of the Navy.
4 to 1 months	CCC ensure that Sailor meets any prerequisites for transfer (i.e., Screening Requirements, Dependent Entry Approval, Exceptional Family Member (EFM) concerns, etc.)

5. **Transition Counseling and Assistance Timeline**

    a.   Transition Counseling and Assistance positively impacts retention and mission readiness by providing professional career development resources to Sailors. Effective transition assistance ensures that Sailors who decide to separate return to the civilian sector as productive citizens and ambassadors for the Navy. OPNAVINST 1900.2A is very specific regarding separation guidance.

    b.   Transition counseling and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) that provide career change information. Personnel transferring to the Fleet Reserve or retiring should begin transition counseling or Transition Assistance Program (TAP) at the 24-month point.

TIME BEFORE EAOS/PRD	ACTION TO BE TAKEN
24 months	Personnel retiring/transferring to the Fleet Reserve attend reenlistment TAP/separation TAP. Complete DD 2648 (Pre-separation Counseling Checklist).
12 months	Separating/undecided Sailor completes DD 2648. Schedule TAP class. CCC completes ITP if requested. Sailor must present copy of completed DD 2648 when Sailor attends TAP.
11 months	CO interviews undecided and separating Sailors and spouses based on department recommendation.
9 months	TAMP coordinator validate TAP class completions or ensure member is still scheduled for completion prior to 6 months before EAOS. CCC coordinates Naval Reserve benefits counseling.
6 months	TAP class confirmed complete by CCC. Go to Reserve affiliation timeline. FAST TRACK: PTS disapprovals complete DD 2648. Schedule TAP class. CCC coordinates Naval Reserve affiliation counseling. CCC completes ITP if requested. Sailor must present copy of completed DD 2648 when Sailor attends TAP.
5 months	FAST TRACK: Lost PTS quotas complete DD 2648. Schedule TAP class. CCC coordinates Naval Reserve affiliation counseling. CCC completes ITP if requested. Sailor must present copy of completed DD 2648 when Sailor attends TAP.

TIME BEFORE EAOS/PRD	ACTION TO BE TAKEN
90 days	10 U.S.C., 1142 deadline for TAP/Naval Reserve Career Information Team (CARIT) brief completion.
<90 days	For short fuse discharges/separations, attend TAP/CARIT brief. Detaching command must complete DD 2648 before sending the Sailor to a separation activity (section 5 must be annotated with comments explaining non-compliance with 10 U.S.C. 1142).

c. Use of these timelines provides a method for commands to ensure each Sailor has been afforded every opportunity to make an intelligent retention decision. Specifically, the transition assistance management program can complement the command's retention efforts. Historically, over 25 percent of undecided or separating Sailors who attend pre-separation briefs and the TAP workshop prior to 180 days from EAOS decide to stay Navy.

CHAPTER VII

COMMAND PROGRAM REVIEW

1. **Purpose**

     a.   The Command Program Review provides the command with a means to assess the effectiveness of programs and support systems that directly impact the command climate. Commands can objectively identify their organizational strengths and other areas that require further attention.

     b.   Per OPNAVINST 1040.11A, the CDP must be evaluated at least annually and a POA&M updated to make sure all elements of the program are functioning properly. A sample review form is included in appendix C.

2. **Conducting and Briefing a Program Review**. The CCC should be responsible to

     a.   conduct the program review per OPNAVINST 1040.11A.

     b.   prepare a summary of the review and a draft to include:

          (1) The last 12 months of CO monthly report data.

          (2) Comparison of reenlistment and attrition statistics with established targets.

          (3) CDB effectiveness data summary.

          (4) Summary of the remaining data from the monthly reports.

          (5) Comments on questions 3 through 7 of the review.

     c.   analyze and develop recommendations to present to the CO for implementation.

     d.   present formal briefings on all the above to the CO.

     e.   use the career information program review to develop a POA&M to correct deficiencies or take other actions to improve the CDP as decided by the CO.

3. **Program Review POA&M**. The POA&M should state exactly what action is to be taken, who will be responsible for seeing that it is completed, the start date and completion date, the

milestone dates, and the expected results. It can be written in the form of a Notice. Guidelines for writing a Notice are contained in SECNAVINST 5215.1C. Immediate action must be taken to carry out the POA&M once it is written and approved by the CO. CCC should track all action items and ensure they are completed as required.

CHAPTER VIII

NAVAL RESERVE FORCE
"STAY STRONG"

1. **Naval Reserve Mission**. The mission of the U.S. Naval Reserve Force is to provide mission-capable units and individuals to the Navy-Marine Corps Team throughout the full range of operations from peace to war. In today's environment this new mandate takes on added meaning and responsibilities as the Naval Reserve Force is called on to play an increasingly active role in the day to day planning and operational requirements of the active Navy. The Naval Reserve represents 19 percent of the Navy's total assets and is a significant force-multiplier the fleet must have to meet its growing global commitments. For more information on the Naval Reserve, download the Naval Reserve Career Information Guide at http://www.usnavalreserve.com/brochure/career-info-guide-2002-book-email.pdf.

2. **Naval Reserve Force**. The Naval Reserve Force consists of the Ready Reserve, the Standby Reserve and the Retired Reserve, numbering over 690,000 Sailors. The "Ready Reserve" is made up of "Drilling Reserve" personnel and "Individual Ready Reserve" (IRR) personnel. The Drilling Reserves are the Navy's primary source of immediate mobilization manpower and represents those Reservists who are paid, either as weekend drillers, or who serve in fulltime support Training and Administration of Reserves (TAR) Program on active duty status in the training and administration of the Naval Reserve Force program. Other reserve categories include the Standby Reserve and the Retired Reserve.

3. **Naval Reserve Procedures Directives**. COMNAVRESFORINST 1001.5C provides administrative procedures for the Drilling Reserve and participating members of the IRR. BUPERSINST 1001.39D provides administrative procedures for Naval Reservists on inactive duty. The Naval Reserve Force website, www.navres.navy.mil/navresfor provides additional information.

4. **Naval Reserve Benefits**

    a. Bonuses. Paid to Sailors for Reserve service.

        (1) Affiliation Incentive Bonus. Affiliate with the Drilling Reserve for the remaining period of initial Military

Service Obligation (MSO) in a permanent rating or specialty that is approved for bonus entitlement by the Naval Reserve.

(2) Prior Service Enlistment Bonus. Enlist in the Drilling Reserve for a period of 3 or 6 years and serve in the same rating as on active duty.

(3) Reenlistment/Extension Bonus. Reenlist or extend enlistment in the Drilling Reserve for a period of 3 or 6 years in a permanent rating or specialty that is approved for bonus entitlement by the Naval Reserve.

b. Educational Benefits. Montgomery GI Bill, Selected Reserve (MGIB-SR) provides up to 36 months of educational assistance at no cost for reservists who incur a 6-year obligation and maintain satisfactory drill participation. Rates are paid according to status (full time, halftime, etc.) and program (college, apprenticeship, vocational-technical). Maximum amount is currently about $276 per month and increases with cost-of-living increases each year. Benefits cover both undergraduate and post-graduate studies for officer and enlisted members.

MGIB-SR Basic Rates Effective 1 October 2002

TYPE OF TRAINING	TRAINING TIME			
	FULL	THREE-QUARTER	ONE-HALF	LESS THAN ONE-HALF
INSTITUTIONAL	$276.00	$207.00	$137.00	$69.00
COOPERATIVE	$276.00 (Full Time Only)			
CORRESPONDENCE	55 percent of total charges. (Entitlement is charged at the rate of one month for each $276.00 paid.)			
APPRENTICESHIP/ ON-THE-JOB TRAINING	First 6 Months Second 6 Months Remainder of Program	$207.00 $151.80 $96.60		
FLIGHT	60 percent of total charges. (Entitlement is charged at the rate of one month for each $276.00 paid.)			
INDEPENDENT STUDY	Independent study training is payable at the institutional rate for the same number of hours.			

(1) While a member may be eligible for more than one educational benefit package, Federal law limits the total benefits that can be paid to that individual to an aggregate of 48 benefit months. For example, a member may be eligible for Chapter 1606 (MGIB-SR) and Chapter 30 (MGIB) benefits. Each program allows for

36 full-time benefit months at a higher monthly rate. Under the law, 36 + 36 = 48 months. The last 12 months would be at the rates listed above. More information at www.navres.navy.mil/navresfor/n1/mgib-sr.htm.

        (2) Montgomery GI Bill Selected Reserve Kicker (MGIB-SR Kicker) Incentive Program: Effective 1 April 2000. Check current ALNAVRESFOR message for critical specialties. The program provides an increase in educational assistance benefit payments to reserve component members who possess critical specialties. It is designed as a recruiting and retention incentive to fill critical needs.

    c. Exchange/Commissary Privileges. Reservists and their family members are authorized use of military exchanges and limited use of commissaries.

    d. Life Insurance. Servicemembers' Group Life Insurance (SGLI) is full-time, low-cost term life insurance coverage up to $250,000.

    e. Retirement. Earn sufficient points to establish eligibility for retirement with pay (minimum of 20 qualifying years required) at age 60.

    f. Medical Care. Use of military medical facilities in the event of illness or injury during training periods.

    g. Travel. Space-available travel on government aircraft (except those operated by the Air Mobility Command (AMC)) may be authorized when not in a duty status. The reservist must be in possession of

        (1) Armed Forces Identification Card, DD Form 2N (Reserve)

        (2) Authentication of Reserve Status for Travel Eligibility (DD 1853).

    h. Home-Loan Program. Department of Veterans Affairs Home-Loan Guarantee program (currently available to reservists with at least 6 years of honorable service).

    i. Income Tax Deductions. Certain travel, uniform items and other expenses incurred as a direct result of performed drills or Annual Training (AT) may be deducted per regulations published by the Internal Revenue Service.

j. Uniforms. Enlisted personnel E-6 and below.

     (1) Initial clothing issue must be kept during the reservist's period of obligated service.

     (2) Reservists who re-enlist and affiliate with a Reserve unit more than 90 days after discharge are entitled to a new issue of clothing items, provided the prior issue is no longer serviceable.

     (3) A periodic uniform maintenance allowance is paid to E-7 and above.

5. **Naval Reserve Participation**

a. Participation. Normally, participating reservists train during 4 regular drill periods a month.

     (1) The minimum drill time for one paid drill period is 4 hours.

     (2) A 2 week period of training is also scheduled annually for all reservists.

     (3) Drills performed by reservists for pay purposes cannot exceed 2 daily.

     (4) Most units require four drills per month but not to exceed 48 regular drills per fiscal year.

     (5) Additional drills may be authorized for members of specified Reserve units.

     (6) The primary purpose of additional drills is to provide units the opportunity to obtain training/readiness that cannot be accomplished within regularly scheduled drills.

b. Fulfillment of Obligation. Transfer to the Individual Ready Reserve (IRR).

     (1) Individuals serving under regular Navy or TAR contracts are transferred to the IRR upon being released form active duty unless they agree to be a Drilling Reservist

     (2) Officers who satisfactorily complete their required military obligation may voluntarily remain members of the Ready

Reserve (by executing a Ready Reserve agreement for an indefinite period, or by requesting transfer to the Standby Reserve (USNR-S2)).

6. **Promotions/Advancements**

a. Naval Reserve personnel from E-3 through E-5 who attain the highest Final Multiple Score (FMS) on the advancement examination and a combination of knowledge (standard score), performance and seniority may be advanced. Candidates who achieve a passing score are placed in competition with their contemporaries for advancement to the authorized vacancies within the Reserve community.

b. Advancement after release from active duty may be authorized only for reservists affiliated with drilling units. They must have attained selectee status from their latest active duty advancement examination and have a FMS that meets the minimum for the Inactive Reserve advancement cycle.

c. Candidates for E-7, E-8 or E-9 will be considered by selection board process. The Naval Reserve Selection Board will review the records of all eligible E-6, E-7, and E-8 candidates recommended by their COs.

d. Time in Rate (TIR). TIR date is established as follows:

(1) Periods within 12 months in which a member is not a participating member of a drilling Naval Reserve unit or serving on active duty constitute continuous service and the TIR date is not changed.

(2) Periods of 12 months or more in which a member enlists, re-enlists, or affiliates in a drilling Naval Reserve unit after release or discharge from active duty or transfer/discharge from a Naval Reserve drilling unit constitutes broken service, and the TIR date is established as the date of affiliation or reaffiliation with a Naval Reserve drilling unit.

7. **Retirement**

a. Reserve Service Requirements. To qualify for Non-Regular Retirement. To qualify upon application, for non-regular retired pay at or after age 60, a member must have, unless otherwise provided by law, completed 20 years of

qualifying service. Applications should be submitted not less than 6 months nor more than 18 months in advance of the desired date.

    b. Satisfactory Service. A Naval Reservist must earn a minimum of 50 retirement points in an anniversary year to be credited with a year of satisfactory service for retirement purposes. The requirement for a qualifying year for retirement purposes should not be confused with satisfactory drill participation. Satisfactory participation consists of attendance of a minimum of 85 percent of all regularly scheduled drills and the performance of AT. Retirement points may be earned as follows:

        (1) Active Duty/AT. One point for each day of active duty or AT (including travel time).

        (2) Drills. One point for each authorized drill attended (pay or non-pay status). A maximum of four retirement points may be credited for each drill weekend. (Drills are usually two 4-hour periods per day, on a weekend).

        (3) Correspondence Courses. Varying point credited for completion of approved correspondence courses.

        (4) Membership Points. Fifteen points credited for each complete year of active status membership in a Reserve component.

Note: No more than 90 points per anniversary year can be credited from drills, correspondence courses and membership.

    c. Retirement Pay. Retirement pay starts at age 60, subject to the following:

        (1) Qualifying Service Requirement. There must be 8 years of service in the Naval Reserve; however, the last 8 years of qualifying Reserve component do not need to be continuous.

        (2) Other Pay. Must not be eligible for or receiving other retired pay for military service.

    d. Alternatives After Attaining Retirement Eligibility. After completing 20 years of satisfactory service, a reservist may

        (1) continue in Naval Reserve (USNR-R). Increase retired pay by accruing additional points and adding years of service

(longevity) that increase basic pay. Also potential for continued advancement and promotion

        (2) request transfer to Retired Reserve (USNR-Retired). No additional points or years of service may be accrued.

        (3) resign or be discharged. Assumes civilian status until eligible for retired pay in the form of a pension upon reaching age 60. These members are not placed on retired list or subject to recall to active duty and are considered "former members" and are NOT entitled to a retired identification card. A dependent ID card is issued for medical privileges ONLY.

    e. Benefits and Privileges of Reservists Retired Without Pay. (Reservists who have enough points to retire but have not yet reached 60th birthday.)

        (1) Uniforms. Entitled to wear prescribed uniforms on appropriate occasions.

        (2) Military Title. Permitted to use military title subject to certain restrictions and exercise of good judgment.

        (3) Reserve Component Survivor Benefit Plan (RCSBP). Upon receipt of Notice of Eligibility (NOE) letter, reservists are eligible to participate in the RCSPB, which provides survivor benefits, based on a percentage of their future retired pay as a monthly annuity to their beneficiary. Members must make their election within 90 days of receipt of their NOE.

        (4) Veterans' Group Life Insurance (VGLI). The VGLI program provides insurance by facilitating the conversion of SGLI policies to 5-year renewable term policies.

        (5) Identification Card. Entitled to a blue Armed Forces Identification Card, DD Form 2N (Reserve), which is for identification purposes only.

        (6) Travel. Members of the Retired Reserve who have not reached age 60 are eligible to travel (space-available) within the continental United States (CONUS) and to certain U.S. territories by Department of Defense (DOD) owned or controlled aircraft. Members must have a DD 2N (Reserve) and a copy of NOE for Retired Pay at Age 60 (NRPC 1820/6 for officers; NAVPERS 1820/2 for enlisted). Wearing of the uniform is not required.

f. Benefits and Privileges of Reservists Retired With Pay. Eligible for the same benefits entitled to reservists retired without pay (subject to availability), plus the following:

(1) Health Care. Eligible to receive medical care for themselves and eligible family members at uniformed services medical facilities on a space-available basis, and from civilian medical sources.

(2) Travel. Worldwide transportation when space is available via AMC for member and eligible family members.

(3) Survivor Benefit Plan (SBP). If the reservist does not participate in RCSBP during the 90-day enrollment period, they must wait until age 60 and may enroll in SBP.

(4) Base Facilities. Entitled to use commissaries, exchanges, theaters, recreational facilities, overseas dependents schools, and post offices of uniformed service facilities.

(5) Identification Cards. Eligible members will be issued a blue DD 2 (Retired), Armed Forces Identification Card. Eligible family members will be issued DD 1173, Uniformed Services Identification and Privilege Card.

(6) Retired Pay Formula. The formula for computing retired pay granted per 10 U.S.C., 12731 and 1401 is

$$\frac{P}{360} \text{ X } .025 \text{ X } B = \$/mo.$$

(a) P denotes total number of retirement points and B denotes applicable basic pay of the grade in which retired. Years of service for pay purposes are computed from Pay Entry Base Date to date of initial eligibility for retired pay (date of discharge if a former member).

(b) For example, an E-4 separated after 4 years of active service receives 1,440 points. If the member drills for 16 years to reach 20 years of qualifying service, that member will receive an additional 1,440 points, which would total 2,880

(c) If that member retires as a chief petty officer with a base pay of $3182 (Jan 2003 figures), the formula would be: (2,880/360) * .025 * $3182 = $636 (per month) at age 60.

8. **Mobilization**

   a. General Mobilization Policy. The authority for mobilization of the Naval Reserve is contained in 10 U.S.C. In addition, 10 U.S.C. gives the President authority to call up selected reservists for 270 days with authority to extend for another 90 days.

   b. Types of Mobilization. All categories of the Naval Reserve may be ordered to active duty under the following situations:

      (1) Selective Mobilization. Requires the expansion of the active duty Navy by mobilization of Naval Reserve units/ready reservists to satisfy an emergency requirement.

      (2) Partial Mobilization. Requires the expansion of the active duty Navy by mobilization of Naval Reserve units/ready reservists to meet all or part of the requirements related to hostilities or heightened tension.

      (3) Full Mobilization. Requires expansion of the active duty Navy by mobilizing all units and all required ready reservists and standby reservists to meet the existing approved Navy force structure and the material resources needed.

Total Mobilization. Requires expansion of the active duty Navy by mobilizing all required reservists including retired reservists and fleet reservists, organizing/activating more units beyond the existing approved Navy force structure to respond to requirements in excess of that structure.

   c. Drilling Reserve Mobilization Policy. The Drilling Reserve supports mobilization requirements so essential to initial wartime missions as to require priority over other reservist categories. The Drilling Reserve is the principal source of trained manpower, ships and aircraft to increase the active forces. Units of the Drilling Reserve are designed primarily to train and mobilize as units. However, Secretary of the Navy (SECNAV) may approve the mobilization of individual members of the Drilling Reserve when circumstances dictate.

   d. Drilling Reserve Recall. Drilling Reserve units will be given the maximum time possible for notification, processing to active duty, and transportation to their gaining active duty commands. However, mobilization can be a very quick process.

Training in mobilization procedures is an ongoing development for Drilling Reservists at all Naval Reserve Activities.

e. Overseas Affiliation. Reservists residing or contemplating residence in certain areas outside of the 50 states are under the jurisdiction of an area commander. Those who want to participate in Naval Reserve training may receive information from one of the below listed Naval Reserve activities. All other reservists are under the jurisdiction of Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800.

Note: Address for COMUSNAVEUR is

    Commander, U.S. Naval Forces Europe (N-13),
    PSC 802 Box 4,
    FPO AE 09499

f. Overseas Opportunities.

Location	Unit	Reserve Activity
London, England	(COMUSNAVEUR D-130, NAVACTS 230, VTU 3001)	COMUSNAVEUR (N13)*
Stuttgart, Germany	(USCINCEUR D-0130)	COMUSNAVEUR (N13)*
Rota, Spain	(VTU 3009)	COMUSNAVEUR (N13)*
Naples, Italy	(VTU 3004)	COMUSNAVEUR (N13)*
Yokosuka, Japan	(VTU 3005)	NAVRESREDCOM REG-22
Seoul, Korea	(VTU 3101)	NAVRESREDCOM REG-22
Naval Station Guam	(NAVSTA GUAM D-120 VTU 3006	NAVRESREDCOM REG-22

9. **TAR Enlistment Program (TEP)**

a. Enlisted. Commander, Naval Reserve Force (COMNAVRESFOR) establishes manning levels and assignment priorities for and recruits to enlisted TAR billets. Approval authority for TAR recall is NAVPERSCOM (PERS-913), Naval Reserve Enlisted Personnel Administration. TARs are eligible for all benefits and privileges available to other Sailors with the exception of enlistment bonuses.

b. Recall. Members in paygrades E-2 through E-5 (E-6 for certain undermanned ratings) may request recall to active duty in the following ratings: AC, AD, AE, AME, AM, AO, AS, AT, AW, AZ, BM, DC, DK, EM, EN, ET, HM, HT, IC, IT, MA, MR, MS, NC, PN, PR, SK, and YN. Before being recalled, members must agree and be eligible to serve 48 months of active obligated service before reaching HYT limits for the paygrade in which recalled.

c. Eligibility Requirements. To be eligible for the TAR Program a Sailor must be

(1) serving on active duty in the regular Navy, or serving as a drilling Naval Reservist in a critical TAR rating or NEC.

(2) recommended for re-enlistment.

(3) able to complete sufficient active service to attain eligibility for transfer to the Fleet Reserve prior to reaching age 55.

(4) pass physical requirements.

(5) meet dependency requirements.

(6) able to complete 24 months at current duty station if serving on active duty.

10. **Naval Reserve Terminology**. The following are definitions of Naval Reserve terms, programs, and benefits:

a. Accelerated Initial Accession Program (AIA). The Naval Reserve AIA program allows men and women without prior service to enlist in the Naval Reserve to fill non-designated Firemen (FN), Seaman (SN) and Airman (AN) positions as an E-3.

b. Active Duty (ACDU). Full-time active duty other than active duty for training or temporary active duty.

c. Active Duty for Special Work (ADSW). Active duty for periods of normally 179 days or less. The Navy and Naval Reserve have numerous requirements for people in most rates or ratings on a one-time, short-term basis. Additional periods of ADSW may also be available. A member serving on ADSW orders is entitled to full pay and allowances, and privileges available to full-time active duty members.

d. Advanced Paygrade Program (APG). This program provides for the enlistment at an advanced paygrade in the Naval Reserve, of men and women with or without prior service who are employed in a civilian-occupation that corresponds to an undermanned Navy rating. The APG Program lessens manning shortages in ratings where veteran participation has been insufficient.

e. Annual Training (AT). Full-time duty with a component of the regular Navy as a Naval Reservist or Naval Reserve unit for training purposes, most commonly called annual training (AT), generally lasts 2 weeks. AT may be performed with or without pay and allowances.

f. Anniversary Year. The date used to determine the anniversary year is established as the date the member entered into active service or into active status in a Reserve component. The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break in service.

    (1) A break in service occurs only when a member transfers to an inactive status, the temporary disability retired list, the Retired Reserve, or is discharged for a period greater than 24 hours.

    (2) There will be no break in service if the member transfers directly to another regular or Reserve component.

    (3) When a member with a break in service returns to an active duty Reserve status or to active service, the revised anniversary year start date shall be the date of return or re-entry.

g. Construction Basic Veteran CB (VET) Recruiting Program. The CB (VET) Program is designed to enlist veterans from any service interested in a military career within the construction trades. Requirements are as follows:

    (1) Enlistment/affiliations are open to paygrades E3 or E4 in construction ratings listed in the current ALNAVRESFOR Drilling Reserve Enlisted Career Management Objectives (ECMO) message Category "A" or "B" (equivalent to Career Reenlistment Objectives (CREO) 1 or 2).

    (2) The minimum enlistment required is 3 years.

    (3) Navy Veteran (NAVET) personnel will be enlisted/affiliated in their permanent rating, in a paygrade no higher than E-4, with subsequent temporary rating change to a construction rating (e.g., MMFN CMCN, MM3 CM3).

h. Drill Status. The term applied to reservists assigned under inactive duty training orders in either pay or non-pay status while participating in Naval Reserve programs.

i. Drill Pay Status (DP). The term applied to reservists drilling with pay, regardless of the type of participation or duties performed.

(1) One day of basic pay is earned for each regularly scheduled 4 hour training period satisfactorily completed during weekend drills.

(2) Two training periods are usually scheduled each day. Thus, a reservist receives 4 days of pay for 2 days of weekend training.

(3) Non-pay Status (NP) is the term applied to reservists drilling without pay.

(4) Reservists under DIFOPS (duty in flying status involving operational or training flights) orders may also earn flight pay during both drill and AT periods.

(5) Reserve pay increases are the same percentage as active duty pay increases.

(6) Other pay such as hazardous duty pay may be earned during drills and AT.

j. Drilling Reserve. Qualified members of the Ready Reserve are eligible for Drilling Reserve participation in a drill pay status. Members are eligible to receive monthly drill pay and allowances for authorized AT, will be considered for selection for promotion and advancement, and are eligible for benefits.

k. Enlisted Career Management Objectives (ECMO). Naval Reserve equivalent of CREO. The ECMO is used to determine eligibility for rating conversions, participation in E4-E6 advancement examinations, and RESCORE-R program eligibility.

l. Inactive Duty Training. Any training, drills, instruction, or duty periods performed by reservists on inactive duty.

m. Individual Ready Reserve (IRR). This category is made up of those ready reservists who are not affiliated with a drilling unit.

(1) Longevity continues and qualifying service may be accumulated, but enlisted personnel are not eligible to compete for advancement unless they affiliate in the Drilling Reserve.

(2) Officers may be considered for promotion.

(3) Members participate by completing approved correspondence courses, optional AT and other program-sponsored approved activities.

n. Naval Recruiting Command (NAVCRUITCOM). NAVCRUITCOM's mission is to recruit prior-service and non prior-service men and women for enlisted and officer status in the Reserve component to the level prescribed by the Chief of Naval Operations.

o. Navy Veteran (NAVET). This program provides for affiliation of officers and the enlistment or re-enlistment in the Naval Reserve of personnel who have had prior active or inactive service in the Navy or Naval Reserve.

p. Non-participating Reservist. Reservists not affiliated with a Reserve unit whose records are maintained by the Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149- 7800. Members of the IRR who have questions concerning their records/status may contact NRPC enlisted and officer counselors at 1-800-535-2699.

q. Officer Programs. Veteran officers join the Naval Reserve through a process called affiliation.

(1) Shortfalls in manning are accommodated by offering qualified college-educated professionals a Naval Reserve commission.

(2) The Naval Reserve Direct Appointment program offers candidates chosen to become officers the opportunity to achieve personal and professional satisfaction in their specialized fields by serving as officers in the Naval Reserve.

(3) Information on current openings and basic qualifications is contained in the Naval Reserve Officer Direct Appointment brochure.

r. Qualifying Service. A qualifying year of service for non-regular retired pay is a full year during which a regular or Reserve member is credited with a minimum of 50 retirement points. Except as otherwise provided by law, an accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay.

s. Ready Reserve (USNR-R). All Naval Reservists are assigned to the Ready Reserve upon original appointment or

enlistment, and upon being released from active duty, other than temporary active duty or annual training. Naval Reservists remain ready reservists until transferred to another category or until discharged.

     (1) Ready Reservists can be recalled to active duty in time of war or national emergency declared by Congress or proclaimed by the President, or when otherwise authorized by law.

     (2) To participate in the Ready Reserve, officers must be serving under a current Ready Reserve agreement.

        (a) Officers participate for an indefinite period, subject to age and grade limitations.

        (b) Enlisted personnel sign an agreement for the period of an enlistment contract.

        (c) There are two Reserve categories within the Ready Reserve. Drilling Reserve and Individual Ready Reserve.

   t. Recruiting Selective Conversion Reenlistment-Reserve (RESCORE-R). This program allows recently separated or discharged NAVETS and IRR personnel who are in closed ratings (and would otherwise be ineligible for enlistment or affiliation) access into open ratings via a change of rating.

   u. Retired Reserve (USNR-Retired). Retired reservists may still be recalled to active duty in time or war or national emergency as declared by Congress or when otherwise authorized by law, including reservists retired without pay. These reservists receive no retirement point credit for the performance of any duty, except extended active duty.

   v. Retirement Points. Points are earned by participation (drills, correspondence courses, and AT) and credited to reservists for determining eligibility to remain in an active Reserve status, determining years of service qualifying for retirement, and computing retired pay.

   w. Training and Administration of Reserves (TAR) Program. The TAR Program was established for the administration, recruiting, instructing, and training of Naval Reserve personnel serving on inactive duty. It provides career opportunities for certain Naval Reserve personnel to serve on full-time active duty in support of the Naval Reserve.

x. Volunteer Training Unit (VTU). VTU members perform scheduled drills, correspondence courses and optional AT to attain retirement points. This is a non-pay unit.

NAVAL RESERVE STATUS CHART

This chart provides opportunities available based on a Sailor's Reserve status.

STATUS	ACTIVE	INACTIVE		RETIRED
CATEGORY	READY RESERVE	STANDBY RESERVE		RETIRED RESERVE
SUB-CATEGORY	DRILLING RESERVIST	IRR	USNR-S1	USNR-S2	USNR-RETIRED
Perform IDT with pay	Y	N	N	N	N
Perform IDT without pay	Y(1)	Y	Y	N	N
Perform AT/ADT/ADTT with pay	Y	Y(1)	N	N	N
Perform AT/ADT/ADTT without pay	N	Y	Y	N	N
Earn retirement points	Y	Y	Y	N	N(2)
Earn membership points	Y	Y	Y	N	N
Eligible for promotion	Y	Y	Y(3)	N	N
Eligible for enlisted promotion	Y	Y(4)	Y(4)	N	N
Be voluntarily recalled to active duty/ADSW	Y	Y	N	N	Y(5)
Participate with permissive orders (no pay or points)	N	N	N	N	Y
Recall per 10 USC 673 (Presidential authority)	Y	Y	N	N	N
Recall per 10 USC 673b (Presidential authority)	Y	N	N	N	N
Recall per 10 USC 672 (Congressional authority)	Y	Y	Y	Y	Y

Notes:
(1) If authorized.
(2) Unless recalled to active duty in a retired status. If recalled, points are added to the member's totals.
(3) Except for Flag rank.
(4) If drilling in a non-pay unit and not subject to High Year Tenure.
(5) Recall is in a retired status (no further promotion).

NAVAL RESERVE AFFILIATION TIMELINE

OPNAVINST 1900.1D requires all reenlistment-eligible separating active duty personnel to receive Naval Reserve counseling as follows:

TIME BEFORE EAOS/PRD	ACTION TO BE TAKEN
6 months	CCC schedule Naval Reserve benefits counseling with Naval Reserve Recruiter* to occur within the next 90 days.
90 days	CCC ensure Naval Reserve benefits counseling has been completed
<90 days	CCC check with member and Reserve Recruiter to determine if Reserve package has been completed. CCC ensures member aware that HIV screening must be completed as part of separation physical prior to Reserve affiliation.
Upon Checkout	CCC inform member: Contact local Reserve Recruiter when member arrives home. When member receives DD214, contact Reserve Recruiter to ascertain availability of Reserve reservations and schedule affiliation interview. If member is fully qualified, member could be drilling within 2 months.

NOTE: *To establish contact with your local Reserve Recruiter call 1-800-USA-USNR (872-8767) or visit www.navalreserve.com/.

PERIODIC RETENTION/CAREER DEVELOPMENT REPORT

COMMAND:	UIC:	REPORT FOR MONTH/QUARTER YR:

Career Development Team

Number Assigned: _____
Number CDT trained _____
Percent of Team Trained _____
Counselor-to client ratio _____
(Minimum required - 30:1

Command Retention Actions for Report Period

	Zone A	Zone B	Zone C
At EAOS			
Before EAOS losses	_____	_____	_____
Reenlisted	_____	_____	_____
6YO Extensions	_____	_____	_____
Reenlistment rate	_____	_____	_____
Attrition rate	_____	_____	_____

Formulas: Reenlistment Rate = Reenlisted/At EAOS

Attrition Rate - Before EAOS losses/At EAOS+Before EAOS Losses+6YO extensions.

E1/E4 Success Workshop

Number of courses conducted _____
Number of personnel attended _____
Total # of E1-E4 onboard _____
Total # E1-E4 trained _____
Percentage of E1-E4 trained _____

Career Development Boards (CDB)

Number of Personnel before the board for:	E1-E4	E5-E6	E7-E9
"A" School/Striker Designator	_____	_____	_____
Special Programs	_____	_____	_____
Commissioning Programs	_____	_____	_____
Advancement	_____	_____	_____
Other	_____	_____	_____
Total	_____	_____	_____

Transition Assistance

Number of personnel separated _____
Number of personnel who attended TAP workshop _____
Number of personnel who attended CARIT brief only _____
Percentage of personnel who Completed DD 2648/transition counseling _____
Number of personnel separated who attended transition counseling less than 90 days prior to separation _____
Number of personnel who attended transition counseling this reporting period _____

Advancement Results (most recent cycle(s)

Number of personnel:	E4	E5	E6	E7	E8	E9
TIR eligible	____	____	____	____	____	____
Participated	____	____	____	____	____	____
PNA	____	____	____	____	____	____
Failed	____	____	____	____	____	____
Selected	____	____	____	____	____	____
Percent Advanced	____	____	____	____	____	____

Command Advancement Program (CAP) (calendar year to date)

	E4	E5	E6
Number authorized per year	____	____	____
Number advanced to date	____	____	____
Remaining CY CAPs available	____	____	____

Program Applications

Number of Applications submitted for:

GUARD 2000 _____
STAR _____
SCORE/Conversions _____
Special Programs _____
"A" School requests _____
PTS submissions _____
Senior Enlisted Academy _____
STA-21 _____
MECP _____
LDO/CWO _____
OCS/AOCS _____
Other _____

High School Education

Number personnel without HS/GED Diploma _____
Number personnel working toward GED _____
Number personnel who completed GED this period _____

US MAP Participation

Number personnel enrolled _____
Number Journeyman Certificates Issued this period _____

AFCT Retesting

Number personnel retested _____

Indoctrination

Number personnel Reported _____
Number personnel attended Indoctrination Training _____

Additional CDTC Training (Optional)

Number E5-04 onboard _____
Number E5-04 CDTC trained _____
Percent E5-04 CDTC trained _____

HARP/OHARP/SEMINAR

Number personnel participated _____

Appendix A

RATE/NAME	INDIVIDUAL CAREER DEVELOPMENT PLAN *E1-E3* Command: _____					DEP/DIV	DATE RPTD	ADSD	EAOS PRD
CAREER DEVELOPMENT PLAN	REPORTING	6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	AS REQ'D	36 MTH	TRX/SEP
ADVANCEMENT/QUALIFICATIONS									
Window of Adv E2-E4	E2/		E3/		E4/				
Date of Advancement	E2/		E3/						
Requirements for Adv to PO3 Completed	BMR	MILREQS	Target date of completion:						
Requirement/shipboard PQS	DC	3M	Watches						
Warfare Qualifications	Start Date		Target Date			Completion date			
EDUCATIONAL OPPORTUNITIES									
Current Education Status (RTM)									
Current Education Status (PACE/Off-duty)	Credits completed:								
High School Diploma/GED				Target date of completion:					
Degree Programs									
Other Courses Completed:						USMAP ENROLLED: YES ____ NO ____			
FINANCIAL PLANNING									
Individual/Family Budgeting									
Checkbook/Investments/TSP									
PHYSICAL FITNESS REQUIREMENTS									
Physical Fitness Goals/Personal Health Assessment	Personal Goals Set:								
CAREER INTENTIONS									
Reenlistment Intentions/PTS									
Special Program Interest									
Career Path/Team Detailing	13 Month –		9 Month –			6 Month –			
TRANSITION									
Reverse Sponsorship Program	Orders received:		Member notified:			Date SAA submitted:			
Welcome Aboard Program	Package Rec'd:		Sponsor Assigned:			Sponsor's Name:		Remarks:	
Individual Transition Plan and DD 2648	18Mth		6Mth			Scheduled TAP dtd:			
Separating									
Physical Screening									
Family Relocation Assistance									

Appendix B

Member's Short Term Goals:

_____

Member's Long Term Goals:

_____

BOARD COMMENTS:

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RATE/NAME	INDIVIDUAL CAREER DEVELOPMENT PLAN E4-E6 Command: _____					DEP/DIV	DATE RPTD	ADSD	EAOS PRD
CAREER DEVELOPMENT PLAN	REPORTING	6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	AS REQ'D	36 MTH	TRX/SEP
ADVANCEMENT/QUALIFICATIONS									
Window of Advancement	E5/		E6/		E7/				
Date of Advancement	E4/		E5/		E6/				
Recommendations for Advancement				Target date of completion:					
Examination Participation (E4/E5 Personnel)	# of times exam taken _____ # of times passed/failed exam _____/_____								
Selection Board (S/B) Results (E6 Personnel)	# of times taken E7 exam _____/Board Eligible _____/Nonselect: _____/ CDB recommendations for selection:								
Requirement/shipboard PQS	DC		3M		Watches				
Warfare Qualifications includes MTS	Start Date			Target Date			Completion Date		
Leadership Continuum	Completed:				Target date of completion:				
EDUCATIONAL OPPORTUNITIES									
Current Education Status (RTM)									
Current Education Status (PACE/Off Duty)	Credits completed:								
High School Diploma/GED				Target date of completion:					
Degree Programs	Personal Goal To Obtain:					Target date of completion:			
Other Courses Completed:						USMAP ENROLLED: YES _____ NO _____			
FINANCIAL PLANNING									
Individual/Family Budgeting									
Checkbook/Investments/TSP									
PHYSICAL FITNESS REQUIREMENTS									
Physical Fitness Goals/Personal Health Assessment	Personal Goals Set:								
CAREER INTENTIONS									
Reenlistment Intentions									
Special Program Interest									
Career Path/Team Detailing									
Detailing Window Projected	13 Month –			9 Month –			6 Month –		
Family Relocation Assistance									
TRANSITION									
Reverse Sponsorship Program	Orders received:		Member notified:			Date SAA submitted:			
Welcome Aboard Program	Package Rec'd:		Sponsor Assigned:		Sponsor's Name:			Remarks:	
Individual Transition Plan and DD 2648	18Mth		6Mth			Scheduled TAP dtd:			
Fleet Reserve (E5/E6 personnel)	HYT Dtd:				Desire Ceremony:				
Physical Screening	Scheduled:			Completed:					
Family Relocation Assistance									

Appendix B

Member's Short Term Goals: _____

Member's Long Term Goals: _____

BOARD RECOMMENDATION/COMMENTS:

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RATE/NAME	INDIVIDUAL CAREER DEVELOPMENT PLAN *E7-E9* Command: _____					DEP/DIV	DATE RPTD	ADSD	EAOS
									PRD
CAREER DEVELOPMENT PLAN	REPORTING	6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	AS REQ'D	36 MTH	TRX/S EP
ADVANCEMENT/QUALIFICATIONS									
Date of Advancement	E7/	E8/		E9/					
Window of Advancement	E8/	E9/							
Reporting Senior's PMA				Member's FITREP PMA:					
Last Microfiche Review	Date:			Target date of completion:					
Selection Board (S/B) Results	#of times S/B eligible/Nonselect: _____/_____ ** CDB recommendations for selection:								
Requirement/shipboard PQS	DC	3M		Watches					
Warfare Qualifications includes MTS	Start Date			Target Date			Completion Date		
Leadership Continuum	Completed:					Target date of completion:			
EDUCATIONAL OPPORTUNITIES									
Off-Duty Education Status									
Current Education Status (MILITARY)									
Degree Programs									
Other Courses Completed:									
FINANCIAL PLANNING									
Investments/TSP									
PHYSICAL FITNESS REQUIREMENTS									
Physical Fitness Goals/Personal Health Assessment	Personal Goals Set:								
CAREER INTENTIONS									
Reenlistment Intentions									
Special Program Interest	Senior Enlisted Academy		CMC Program			LDO/CWO Program			
TEAM DETAILING/Detailing Window Projected	13 Month –		9 Month –			6 Month –			
TRANSITION									
Reverse Sponsorship Program	Orders received:		Member notified:			Date SAA submitted:			
Welcome Aboard Program	Package Rec'd:		Sponsor Assigned:			Sponsor's Name:			
Retirement Eligibility	Req submitted:		Approved F/R dtd:			Desire Ceremony:			
Individual Transition Plan and DD 2648	18Mth		6Mth			Scheduled TAP dtd:			
Physical Screening	Scheduled:			Completed:					
Family Relocation Assistance									

Appendix B

Member's Short Term Goals: _____

Member's Long Term Goals: _____

BOARD COMMENTS:

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COMMAND CAREER DEVELOPMENT PROGRAM REVIEW

Activity Name:	UIC:
Career Counselors Name:	Date Graduated CCC course:
Evaluated By:	Date of Review:

1. Compile the last 12 months of CO monthly report data, and compare with established targets, requirements or norms as applicable.

Comments:
_____
_____
_____
_____
_____
_____

2. Does the command conduct CDBs per OPNAVINST 1040.11A?	YES ☐	NO ☐

Comments:
_____
_____
_____
_____
_____
_____

3. Does the command participate in Team Detailing?	YES ☐	NO ☐

Comments:
_____
_____
_____
_____
_____
_____

COMMAND CAREER DEVELOPMENT PROGRAM REVIEW (Cont'd)

	YES	NO
3. Per OPNAVINST 1040.11A does the CCC have:		
a. Primary access to the BUPERS directives CD-ROM?	☐	☐
b. A computer system that is capable of running current Career Development Programs and associated on-line databases including Internet capability?	☐	☐
c. Office space suitable for private counseling?	☐	☐
d. DSN capable phone line and other communications?	☐	☐

Comments:
_____
_____
_____
_____
_____
_____

	YES	NO
4. The CCC has a current copy of the Enlisted Distribution Verification Report (EDVR) electronically or on paper	☐	☐
5. The CCC is on distribution for career development related message traffic and correspondence	☐	☐
6. How is career development related information disseminated? (i.e., Plan of the Day (POD) Notes/Site TV/Radio/Family Grams/General Military Training (GMT) lectures/LAN computer system)	☐	☐

Comments:
_____
_____
_____
_____
_____

COMMAND CAREER DEVELOPMENT PROGRAM REVIEW (Cont'd)

7. Review Summary (In view of the above, does the Command Career Development Program function per existing directives)?	☐	☐

Include training requirements and copy of POA&M if applicable:

_____

_____

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