Career Development Boards (CDBs)
Enabling Objectives:

- **STATE** the purpose of Career Development Boards (CDB) in accordance with Career Counselor Handbook.
- **LIST** the CDB command and department level member responsibilities.
- **IDENTIFY** CDB general discussion topics.
- **STATE** the purpose of Individual Career Development Plan (ICDP).
CDBs

Purpose:
- CDBs are the primary delivery method to ensure all Sailors and their families are provided the guidance necessary to make informed career decision based on current Navy policies, programs, and procedures.

Benefits:
- Provides all Sailors the opportunity for optimal development of their professional skills.
- Enhances Unit readiness.
- Encourages upward mobility.
- Improves job satisfaction.
- Ensures the retention of the best qualified Sailors.

Right Sailor, Right Time, Right Place!
CDBs

CDB Composition:

Command Level CDB
• CMC/COB/SEL (Chairperson)
• CCC
• Augmented by: LCPO, ESO, PS, CMEO, Mentor and other members as directed (OPNAVINST 5354.1series)

Department Level CDB
• Department Leading Chief Petty Officer (LCPO) (Chairperson)
• Department/Division CC
• Division Chief Petty Officer
• Leading Petty Officer
• Augmented by: ESO, PS, CMEO, Mentor and other members as directed (OPNAVINST 5354.1series)
CDBs

- Required Items:
  - Military Life Cycle sheet
  - ICDP
  - Learning and Development Roadmap (LaDR)
CDBs

Responsibilities:

- **CCC/Department CC:**
  - Indoctrinate Sailors on CDB process.
  - Schedule CDB.
  - Provide records and information as required (NSIPS/BOL).
  - Ensure advancement criteria is available (NSIPS/NEAS).
  - Record CDB minutes (CIMS).

- **Department/Divisional LCPO/LPO:**
  - Ensures Sailors are afforded the opportunity to appear before a CDB.
  - Provide professional support to their Sailors.
  - Accompany Sailors to the CDB.

- **ESO / CMEO(CCS):**
  - Technical advisor to the CDB (optional or as needed).
## CDBs

### Timeline Requirements: Active Duty Component

<table>
<thead>
<tr>
<th>CDB Type</th>
<th>Command</th>
<th>Department</th>
<th>Remarks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>X</td>
<td></td>
<td></td>
<td>Within 60 days of reporting</td>
</tr>
<tr>
<td>24-Month</td>
<td></td>
<td>X</td>
<td>All Sailors that have been on board for 24 months and have 15 months or more remaining to PRD or EAOS/SEAOS</td>
<td></td>
</tr>
<tr>
<td>48-Month</td>
<td></td>
<td>X</td>
<td>All Sailors that have been on board for 48 months and have 15 months or more remaining to PRD or EAOS/SEAOS</td>
<td></td>
</tr>
<tr>
<td>60-Month</td>
<td></td>
<td>X</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>C-WAY-REEN</td>
<td>X</td>
<td></td>
<td>15 months prior to EAOS/SEAOS/PRD and not already approved to reenlist in rate</td>
<td></td>
</tr>
<tr>
<td>Separations</td>
<td>X</td>
<td></td>
<td>HYT, Fleet Reserve, retirements, and force shaping initiatives are not covered by C-WAY</td>
<td></td>
</tr>
</tbody>
</table>
## CDBs

- **Timeline Requirements: PACT Sailors**

<table>
<thead>
<tr>
<th>CDB Type</th>
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<th>Department</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>X</td>
<td></td>
<td>Within 60 days of reporting</td>
</tr>
<tr>
<td>6-Month</td>
<td></td>
<td>X</td>
<td>Review Sailor’s rating opportunities</td>
</tr>
<tr>
<td>12-Month</td>
<td></td>
<td>X</td>
<td>Review Sailor’s rating opportunities</td>
</tr>
<tr>
<td>18-Month</td>
<td>X</td>
<td></td>
<td>As required</td>
</tr>
</tbody>
</table>
## CDBs

- **Timeline Requirements: Reserve Component**

<table>
<thead>
<tr>
<th>CDB Type</th>
<th>Command</th>
<th>Department</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>X</td>
<td></td>
<td>Within four drill weekends of reporting to unit</td>
</tr>
<tr>
<td>24-Month</td>
<td></td>
<td>X</td>
<td>As required</td>
</tr>
<tr>
<td>48-Month</td>
<td></td>
<td>X</td>
<td>As required</td>
</tr>
<tr>
<td>60-Month</td>
<td></td>
<td>X</td>
<td>As required</td>
</tr>
<tr>
<td>C-WAY</td>
<td>X</td>
<td></td>
<td>24 months prior to EOS/Soft EOS (SEOS)/or as required</td>
</tr>
<tr>
<td>HYT/Age 60</td>
<td>X</td>
<td></td>
<td>24 months prior to HYT date</td>
</tr>
</tbody>
</table>

### PRISE-R

<table>
<thead>
<tr>
<th>CDB Type</th>
<th>Command</th>
<th>Department</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>X</td>
<td></td>
<td>Within four drill weekends of reporting to unit</td>
</tr>
<tr>
<td>6-Month</td>
<td></td>
<td>X</td>
<td>Review Sailor’s rating opportunities</td>
</tr>
<tr>
<td>12-Month</td>
<td></td>
<td>X</td>
<td>Review Sailor’s rating opportunities</td>
</tr>
<tr>
<td>18-Month</td>
<td>X</td>
<td></td>
<td>As required</td>
</tr>
</tbody>
</table>
Keynotes:

- CDBs ARE NOT to be reported as complete until data is uploaded, saved, and verified.
- To calculate compliance percentage for monthly report, divide *“Completed” by “Required” and multiply result by 100.
- CDBs shall not become DRBs!
- CDBs are stackable (i.e. CWAY, advancement, etc.)*
- Highly recommend retaining a carbon copy of CDB minutes/packages.
Career Development Team (CDT)
Enabling Objectives:

- **DISCUSS** the purpose of CDT and benefits to command leadership.

- **IDENTIFY** composition and training requirements for the CDT.

- **IDENTIFY** tools and resources to properly build and manage an effective CDT.
Purpose:

- CDT is to engage the entire Chain of Command (COC) and provide a means to guarantee continuity in career development efforts and individual professional growth.
CDT

Composition:
- CO
- XO
- CMC
- CCC
- DH
- DIVO
- LCPO/LPO
- DCC/DivCC

Training Requirements:
- CDTC – 100% compliance
- 30:1 Sailor to trained counselor ratio
- Monthly training
- Quarterly CDT training
Tools and Resources:

- CDTC training materials are located on NPC: (http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/TrainingResources.aspx)
- CDT must be designated in writing, to include a clear and concise job responsibilities.
- Ensure DCC/DivCC have appropriate level access to CCC applications (i.e. CWAY, CIMS, etc.).
- Utilize ISIC/TYCOM training requirements and current policies to provide monthly/quarterly meeting/training.
- Annual Department level CIPR assessments.
Key notes:

- An effective command CDT is the cornerstone of a successful CDP.
- Don’t be an NC super hero!
- Accountability and training is the key to an effective CDT.
Command Information Program Review (CIPR) Preparation & Organizational Skills
Enabling Objectives:

- **STATE** the purpose of the CIPR.
- **EXECUTE** a proper Self-Assessment.
- **PREPARE** for the successful completion of a CIPR.
Self –Assessment

- Must be completed upon reporting.
- Findings must be forwarded to ISIC upon completion.
- Summary should be created per the Navy Correspondence Manual (SECNAVINST M 5216.5 D) and forwarded to the Chain of Command.

- Note: Commands with multiple NC’s (CVN, LHD, etc.) may conduct a CIPR with the newly reporting NC as a training tool to familiarize them with the commands programs and can be forwarded to the ISIC for review.
CIPR

Types of CIPRs

- TYCOM and ISIC reviews are conducted annually by the next higher echelon.

- Command review is an internal self-assessment of new CC reporting onboard. This can be conducted anytime at command discretion, e.g., new CO or CMC reporting onboard.

- Department review are conducted annually and it is strongly recommended prior to any departmental turnover by the CCC.

- An assist CIPR is a command-requested review to be conducted by the ISIC or TYCOM, this will be an informational CIPR and the results are maintained within the command lifelines.
Conducting and Briefing a Program Review

- The CIPR, NAVPERS 1040/2, is the primary resource to assess the effectiveness of a command’s career development program. Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention.

- Commands will be notified, via official correspondence, no less than 60 days prior to the program review.
- TYCOM/ISIC CC’s *should conduct at least twenty-five percent of the required CIPRs per quarter. Recommend TYCOM/ISIC assessment schedule be forwarded to subordinate commands prior to the beginning of the fiscal year.
- CIPRs not conducted by the ISIC must be approved prior to the review in writing by the TYCOM. NOSC CCs will conduct CIPR annually on all Reserve units administratively assigned.
- Schedule CIPR in-brief with Triad and program managers.
- Prepare agenda for program managers being assessed.
- Prepare a summary and Plan of Action and Milestones (POA&M)
  - Analyze and develop recommendations to present to the CO for implementation.
- Schedule CIPR out-brief with Triad.
MEMORANDUM

From: Command Career Counselor  
To: Commander/Commanding Officer/Officer In Charge  
Via: Command Master Chief/Senior Enlisted Leader

Subj: PLAN OF ACTION AND MILESTONE

1. A CIPR was conducted on (DATE). In review of the above, the Command Information Program (DOES/DOES NOT) function per existing directives. The Command Information Program review POA&M identifies the areas which are particularly critical to the overall program’s success and require emphasis by the chain of command. Best Practices/Commendatory Items/Strong Points. The best practice and/or command implemented programs listed are noteworthy and will be distributed for inclusion as a part of the best practices toolbox.

2. CIPR POA&M

<table>
<thead>
<tr>
<th>Action</th>
<th>Action Person</th>
<th>Start Date</th>
<th>Target Completion Date</th>
<th>Expected Results/Remarks</th>
</tr>
</thead>
</table>

3. Recommendation and amplifications:

4. Noted areas of concern from random interviews:

5. Best Practices:
ORGANIZATIONAL SKILLS

Organization

- Administrative jobs of all kinds must be extremely organized. Being organized allows a Career counselor to juggle their many tasks. They have to manage various calendars, schedule counseling appointments, and keep the office orderly.
- Work is typically centered on a rigid timelines, such as C–way and CMS–ID applications. By organizing a job into smaller projects and goals can be an effective way to complete them.

Furthermore, Commands need counselors who can schedule and delegate these smaller tasks to themselves and other department/ or division counselors in order to stay on track with deadlines.

Maintaining strong organizational skills can reduce the chance of developing poor work habits such as procrastination, clutter, miscommunication, and inefficiency.
Time Management

- **Goal Setting** – As a CCC you must learn to set priorities to your goals and complete the goals according to priority!

**SMART** is an acronym to help you remember the specific attributes that a goal must have to be of use:

- **Specific** – Have a clear and defined end result.
- **Measurable** – Knowing when the goal has been met.
- **Attainable** – The requisite knowledge to accomplish the goal.
- **Realistic** – goals should be relevant to your skills.
- **Trackable** – have someone else hold you accountable for reaching those goals.

Effectiveness is the key organize according to “what makes sense” for your command and your system.
ORGANIZATIONAL SKILLS

- **Planning**
  - Another important administrative skill is being able to plan and schedule things in advance. This might mean managing a Sailor’s appointment, creating a plan for when Sailors are TAD, or developing CCC office procedural plans. An Career Counselor needs to be able to plan ahead, and prepare for any potential office issues.

- **Problem Solving**
  - Problem solving, or what is also known as critical thinking skills, are important for any Career Counselor. These are often the people that leadership and Sailors come to with questions or problems. Career Counselors must be able to hear a variety of problems, and solve them using critical thinking.
QUESTIONS?