Preparing for ISIC tour
19 September 2017
TOPICS

- Preparing for ISIC tour
- Expectations from your ISIC
- ISIC Responsibilities to 1st Tour NC/9588’s
References

- OPNAV 1040.11D Navy Enlisted Retention and Career Development Program
- NAVPERS 15878L Career Counselor Handbook
- NAVPERS 1040/2 Career Information Program Review
- Retention Excellence Award Benchmarks (Applicable NAVADMIN)
Preparing for ISIC tour

• First order of business. Review the OPNAV 1040.11D.
  • Review Paragraph i.
  • Understand your role as an ISIC to your COC
  • Understanding your role to your counselors. Don’t forget your 9588s.
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- Study the CIPR assessment form NAVPERS 1040/2 Command Information Program Review for both Command and ISIC level.
- Reach out to your current ISIC.
- Communicate with your prospective TYCOM to go over expectations prior to reporting.
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• Ensure you have the Retention Excellence Award Benchmarks memorized or at arms length at all times.

• COs, ISIC/TYCOM want to know if our units are on track for REA.

• REA is the end goal. Start with the end goal in mind.
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- Keep your retention/attrition cheat sheet on hand when briefing leadership in case of any questions on how the numbers are calculated.

- Never shoot from the hip!
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• Never forward a report up the chain of command with information that you haven’t verified yourself. It’s your name on the report!

• Example: Subordinate unit sends you a report showing 100 percent completion of CDBs while a quick check of CIMS indicates otherwise. (TYCOM/Big Navy can see what we are doing.)
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• Likewise, study the conversion MPM 1440-020. Do not forward a conversion package unless you have screened it yourself.
  • Screening potential conversion is your responsibility.
    • Communicate with TYCOM about conversion process at a local level.
    • Always remember when a new NC is struggling, the first question asked will be, “Who converted him/her?”
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• Be ready to deliver the bad news when inspections do not go well.

• As always, for every problem you discover, offer a solution. (Best Practices/Recommendations)

• Include all recommendations on CIPR write up form presented to Triad/CCC.
Expectations from your ISIC

• Steps to success:
  • Open communication in both directions.
    • Bad news doesn’t get better with age. We can’t help if we don’t know there is a problem.
  • Keep ISIC in the loop on your monthly reports and issues.
Expectations from your ISIC

- Conduct a self assessment within 90 days of reporting and forward to ISIC.
- Reach out when help is needed.
- Coordinate an assist visit prior to CIPR if possible.
- This will allow a Plan of Action and Milestones to be developed and executed PRIOR to your final inspection.
Retention Excellence Award Benchmarks

- ZONE A 36%
- ZONE B 53%
- ZONE C 62%
- ZONE A ATTRITION 5% or less
- 0 FAILED TO SUBMIT C-WAY
- 90 % OR BETTER ON CIPR
Responsibilities to a first tour NC

• Be available and ready to assist.
• **First Tour NC evaluation?**
• Establishing communication with the new Counselor’s CMC as they will be with them on a day to day basis.
  • CMC’s can point out any areas of concern they may have.
ISIC TOUR

Questions??