TOPIC 5 CIPR PREPARATIONS 1 HOUR

(SLIDE 2)
Enabling Objectives:
STATE the purpose of CIPR
EXECUTE a proper Self-Assessment
PREPARE for a successful completion of a CIPR

(SLIDE 3)
Purpose of the CIPR

1. The Command Information Program Review is the fleet, force, and ISIC 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.

2. Per OPNAVINST 1040.11(s), the command must be evaluated annually using NAVPERS 1040/2 (CIPR). Results shall be recorded and a plan of action and milestones (POA&M) generated to ensure all elements of the program are in compliance with policy and/or instruction.

(SLIDE 4)
3. A self-assessment must be completed upon reporting. Findings must be forwarded to ISIC upon completion. A 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.

(SLIDE 5)
Types of CIPRs
1. TYCOM and ISIC reviews are conducted annually by the next higher echelon.

2. Command review is an internal self-assessment and must be conducted when a new CC reports aboard. Additionally, this can be conducted anytime at command discretion, e.g., new CO or CMC reporting on board.

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

4. 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.

(SLIDE 6) – *Recommend handout of 1040/2*

Conducting and Briefing a Program Review

1. The Command Information Program Review (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.
    a. Commands will be notified, via official correspondence, no less than 60 days prior to the program review.
    b. TYCOMS/ISICs should conduct at least twenty-five percent of the required CIPRs per quarter.
Recommend schedule be forwarded to subordinate commands prior to the beginning of the fiscal year.
    c. 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.
    d. Prepare a summary and Plan of Action and Milestones (POA&M).
    e. Analyze and develop recommendations to present to the CO for implementation.
    f. Schedule CIPR in-brief with CMC/SEL, CC and program managers and out-brief with command leadership.

***Cover the items 1040/2*

(SLIDE 7)
Plan of Action and Milestones (POA&M).

POA&M shall be completed by the command and forwarded to the ISIC within 30 calendar days of CIPR. It should address areas that have been identified of non-compliance and the command's course of action to correct discrepancies. The POA&M will state specific actions to be taken; program manager who is responsible for completing the action; the start, milestones, and completion dates; and expected results. Command shall track all action items and ensure they are completed prior to next CIPR.

(SLIDE 8)

<u>**PLAN OF ACTIONS AND MILESTONES TEMPLATE**</u>
13 NOV YYYY

MEMORANDUM

From: ISIC Career Counselor
To: Commander
Via: Command Master Chief
Subj: PLAN OF ACTION AND MILESTONE

1. A CIPR was conducted on (DATE). In view of the above, the Command Information Program (DOES/DOES NOT) functions 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 practices 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

Action	Action Person	Start Date	Target Completion Date	Expected Results/Remarks

3.   Recommendations and amplifications:

4.   Noted areas of concern from random interviews:

5.   Best Practices:

(SLIDE 9)
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

The Swiss Cheese Method of Time Management – This method means punching a bunch of holes in a large task. You punch holes in the task by getting started and spending whatever time you have on the task. Even if you only have 10 or 15 minutes to spend on it just before a meeting or just going home, do it! Soon you will find that 20 minutes here and an hour there finished the job.

(SLIDE 10) ORGANIZATION

1. 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.

2. 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.

3. 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.

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

SLIDE 11 ORGANIZATION (CONT)

1. Planning
a. 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 be able to plan ahead, and prepare for any potential office issues.

2. Problem Solving
a. 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.

(SLIDE 12) QUESTIONS