TOPIC ISIC/TYCOM TRAINING - 1 HOUR

(SLIDE 2)
Enabling Objectives:

STATE the role and responsibilities of the TYCOM/ISIC
CREATE the schedule for the fiscal year
EXPLAIN the Command Information Program Review
REVIEW lessons learned
DISCUSS the importance of various reports

(SLIDE 3)
TYCOM/ISIC Role
 - Chain of Command
 - SORM
 - MF&T
 - SNDL
 - Knowing the difference between Administrative and Operational chain of command.

(SLIDE 4)
- Reporting statics as an Echelon 2 or 3.
- Mandatory Command Information Program Review for subordinate commands
- Budgeting for travel and training
- Train subordinate commands/ conduct assist visits as needed
- Assist with Fleet Engagement/BUPERS-3
- Regional Training – Attending and Hosting Training
- Best Practice

 (SLIDE 5)
CREATE the schedule for the fiscal year

- Schedules need to be built prior to end of previous FY.
- Schedule needs to be flexible when including IG.
- Schedule CIPR inspections around the same time as last year for previous commands

Budget, planning and travel
- Build a budget and schedule to ensure allotment for travel for inspections and assist visits

Building a schedule for travel in FY15/16. Depending on the commands guidance, a budget and schedule needs to be submitted for the current FY and next FY to ensure allotment for travel for inspections and assist visits.

Contact your TYCOM is your command is unable to allow you to travel, and assist visits can be coordinated with local Command Career Counselors in the area.

(SLIDE 6)
EXPLAIN the Command Information Program Review

- Transition GPS and VOW Compliance- tracking and documenting Career Readiness Standards in DMDC website. Add VOW compliance percentage to monthly and quarterly briefs to ensure command over sight.

- Educational Services- where to find advancement statistics and compare them to Navy averages.

- Sponsorship and Indoctrination- ensuring that the program is utilizing FFSC and CIMS for tracking of sponsors, training and welcome aboard information send out to the gaining member.

- Family Readiness-Requirement that have to be met by the command OMBUDSMAN

- Family Care plan- what the inspector is looking for when tracking, updating and documenting required Family Care Plans.

- Exceptional Family Member Program (EFMP)

The CIPR will focus on Command compliance with the policies that best enable the Sailors to succeed in their Navy careers

- To make this process less intrusive and of a shorter duration, it is requested that you review the command's self-assessment prior to arrival

- Request that command files, records and program managers be available during the review for the pertinent programs, to include; CMC/SEL, CCC, SAPR, CCS/CMEO, ESO, Sponsor/Indoc Coord and EFM/Family Care Plan Coord as well as any other pertinent personnel.

- Always make arrangements for an In-Brief with the CMC/SEL in the morning as well as a planned Out-brief with Command Leadership. It is expected that the assessment will be completed in one day, but request availability for the following day to facilitate any extra assessment/assist time that might be appropriate.

(SLIDE 7)
REVIEW lessons learned from FY-(previous)/Manning

- Waiver submission time line.

a. Have the ISIC designate their own deadline date prior to the due date to the TYCOM. This will allow the ISIC to look over the waivers for error prior to submission, reducing rework from the submitting commands.

- Common issues with waiver write ups.

b. Incorrect form, and missing documentation.

- ISIC discrepancies.

c. TYCOM conducted a review of the common discrepancies and talked about expectation for FY(current). The ISIC needs to be more engaged with the TYCOM and conduct a review of the waivers prior to submission. To many waivers were submitted with the wrong format, write up and missing documentation

N-1 Manning brief:

- BBD/Manning: Address manning concerns and POC's for any issues that arise.
- NC Conversions – Boards (Feedback and lessons learned), Screening packages, and proper vetting
  Giving the proper recommendation.
  Is your Sailor ready for the board?

(SLIDE 8)
NC Conversion Requirements
MPM 1440-020 – Proper screening, ensure that mentorship opportunities are established for proper preparation of candidate.

(SLIDE 9)
CCC Schoolhouse Requirements
MPM 1306-905
Discuss what TYCOM/ISICs may require to request seat
BP Example – ensuring active list of all 9588's in AOR and ensuring contact of all prospective 9588's to direct training efforts to prepare for success.

(SLIDE 10)
DISCUSS the importance of various reports

RET/ATT Reports:
- VOW Compliance

- How to find your VOW Compliance and track with a single UIC vs. multiple UIC. How to track future separations utilizing NRMS and the GPS Pre-separation report.

- Ret-ATT report.

- ISIC/Commands have to ensure that their UIC tree is current of the information in NRMS will not reflect the accurate data when pulling reports for a inspection or the REA award. Commands are able to verify their UIC three in NRMS, and changes need to be bought to the attention of the TYCOM

- Master Transaction Reports. Provides documentation for submission of REA waiver.

- ISIC tree list review/ How to set up an UIC tree:
Finding your UIC tree: Utilizing NRMS to obtain your UIC tree and how to make changes to it of the information reflected is not correct.

- **FLTMPS ADHOC reports**:

-ADHOC reports are built thru FLTMPS and can be generated for multiple UICs or be utilized o pull demographic information needed.

-Types of ADHOC reports that can be generated and saved to the ISIC counselor's home page for easy data pull.

(SLIDE 11)
NRMS cubes

- Building cubes by UIC: Ensure that your UIC tree in NRMS is correct in the system, cubes can be built by parent command or specific UIC.

- Building cubes to reflect statistical data requested: Cubes in NRMS allow the member to pull data specific to the criterial that is entered into the system; a overview was conducted to allow the ISIC counselors to understand how to change the variables in the system to reflect the data requested.

- Saving cubes by search criteria: Training was conducted on how to save the information that was requested by UIC or parent command. This allows the member to pull up the data with the preset cursers.

(SLIDE 12)
ISIC TRAINING

- OMPF/ESR/Board PRECEPT Review for Subordinate Counselors
What is the Board looking for?
What to submit to the Board
Submission timelines

- Quarterly and Monthly reports (Compare and Contrast)

Quarterly report to TYCOM to include.

  -Retention/Attrition
  -Advancement stats
  -CDB Completions
  -VOW Compliance
  -CWAY results
  -MAP Quotas
  -Training
  -Recent NAVADMINS

Monthly reports forms CCC to include:

  -CDB completion minutes
  -C-WAY Results
  -Command Retention Statistics
  -Reenlistments
  -15 month tracker
  -Pre-separation Counseling/TAP/VOW Compliance
  -CDT Training minutes
  -CMS-ID Results

One-on-One Command Based Training:

- Concerns with command
- Mentorship
- Training

(SLIDE 13) QUESTIONS