

BREAKOUT 8: CAREER DEVELOPMENT BOARDS (CDBS) 1 HOUR

(SLIDE 2)

Enabling Objectives:

STATE the purpose of Career Development Boards in accordance with Career Counselor Handbook

LIST the CDB command and department level member responsibilities

IDENTIFY CDB general discussion topics

STATE the purpose of the Individual Career Development Plan (ICDP)

(SLIDE 3)

1. Career Development Boards (CDBs)

a. Purpose

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

b. Benefits

1. Provides all Sailors the opportunity for optimal development of their professional skills
2. Enhances Unit readiness
3. Encourages upward mobility
4. Improves job satisfaction
5. Ensures the retention of the best qualified Sailors

(SLIDE 4)

2. CDB Composition and responsibilities

a. Command Level CDB

1. CMC/COB/SEL (Chairperson)
2. CCC
3. Augmented by: LCPO, ESO, PS, Mentor, and other members as directed.

b. Department Level CDB

1. Department Leading Chief Petty Officer (LCPO) (Chairperson)
2. Department/Division CC
3. Division Chief Petty Officer
4. Leading Petty Officer
5. Augmented by: LCPO, ESO, PS, Mentor, and other members as directed.

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Required Items:

- Military Life Cycle sheet

As it relates to T-GPS and Blended Retirement System (BRS) "touch point" tracking

- ICDP

- Learning and Development Roadmap (LaDR)

As it relates to Career Development (Rating) of each Sailor, to be discussed in detail during the CDB and provide copy to member. (Hard or E-copy)

(SLIDE 6)

c. Responsibilities

1. CCC/Department CCC:

- a. Indoctrinate Sailors on CDB process
- b. Schedule CDB
- c. Provide records and information as required (CIMS)
- d. Ensure advancement criteria is available (CIMS)
- e. Draft CDB minutes (using CIMS)

2. ESO/CMEO(CCS): Technical advisor to the CDB (optional or as needed)

3. Department/Divisional LCPO/LPO

- a. Ensures Sailors are afforded the opportunity to appear before a CDB
- b. Provide professional support to their Sailors
- c. Accompany Sailors to the CDB

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3. Requirements

- a. Command level CDB will see all Sailors as stipulated below:

1. Within 60 days of reporting (or within four drill weekends for RC)

- b. Department level CDB will see all Sailors as stipulated below:

1. Sailors that have been onboard for 24,48,60 months and have 15 months or more remaining to PRD or EAOS/EOS.

DISCUSS difference between old instruction and new instructional requirements, already posted in CIMS

c. PACT CDBs

FROM REPORT DATE	ACTION TO BE TAKEN
60 days	- Conduct reporting CDB and develop an ICDP and document in CIMS
6 months	- Conduct department level PACT/PRISE-R CDB and document as required in CIMS
12 months	- Conduct department level PACT (Command Level for PRISE-R) CDB and document in CIMS
18 months	- Conduct command level PACT/PRISE-R CDB and document as required in CIMS, if required
24 months	- Conduct command level PACT/PRISE-R CDB for those not designated and document in CIMS

(SLIDE 8-11)

Screen shot of CIMS - Cover each slide explaining the new updates and enhancements.

(SLIDE 12)

CDB Statistics

- a. Developed to aid Counselors in briefing their CoC on the status of the CBD's completion ratios
- b. Shows how departments/divisions or their equivalents, rank against each other when placed side by side during a period of time
- c. Can be used by ISIC or TYCOM to show how commands rank against each other for a period of time

d. Can be used in the monthly report or more effectively used during the quarterly meeting when the Triad (CO/XO/CMC), Department Heads, and Divisions Officers are present

e. Important that you brief your intent to use this to the CoC and the Departments prior to briefing at Quarterly meetings

(SLIDE 13-19)

Demonstrate on how to pull CDB statistics

1. Go to "Lists" and then "Unit Tracking
2. Go to "FIND" then type in your UIC, in this example we will use USS Carter Hall (LSD 50)
3. This is the ISIC/TYCOM/FLEET screen that has multiple UIC's most commands will only have one default UIC.
4. Choose "CDB Notifications"
5. Defaults on "Due", but you will click all four filters
6. Set the date range, in this case 3rd Quarter 2016.
7. Process request
8. Sort by required date
9. Count the number of "Due" for each department
10. Identify special CDBs that are "Due" such as C-way
11. Complete this for all four filters

(SLIDE 20)

Normal Interval CDB Stats:

- Fill in the number of due, pending, completed, and verified in a spread sheet
- Divided the number of completed and verified (C+V) by the total number (D+P+C+V= total)
- A percentage will show and place that percentage at the bottom of each department's column
- Add up all the totals

Other CDB Stats:

- Include all special CDBs that were due during the date range period
- Use same formula: completed and verified (C+V) divided by (D+P+C+V= total)
- Ensure you list the departments responsible in report otherwise they will not get tracked.

Add all CDBs to get total percentages

Present during your quarterly report

(SLIDE 21)

CDB Takeaway:

- NSIPS afloat version will take 12-24 months to align with NSIPS 1.4.6
 - Pull data from the internet version or work with TYCOM/ISIC if bandwidth does not allow
- Changes in CIMS should have little or no impact on the FY16 Retention Excellence Award
- Conduct CDBs as outlined in CIMS and not the Career Counselor Handbook (if new version is not released yet)

(SLIDE 22)

Questions