



# Career Counselor Handbook

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Overall Classification of this Briefing is

**UNCLASSIFIED**

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# Career Counselor Handbook

- Provides commands and CCC the necessary tools to develop, implement, and direct an effective career development program.
- Ease of use, documented reference, and standardized expressions have been incorporated throughout the CC handbook to simplify its use at all levels.
- Information contained in the CC handbook reflects directives, policies, and programs that are effective as of the date of the publication.



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# Background and Impact

- The Command Information Program Review (CIPR), NAVPERS 1040/2, is the primary resource to assess the effectiveness of a command's career development program.
- This resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention.
- Use the review as a checklist to ensure your program is operating as it should.
- Make sure you are conducting self-assessments regularly, and at four milestones (i.e. Change of Command, new CMC, turnover)
- Be honest, most of the time you are harder on yourself than we will grade you. Most ISIC's will want to know up front the issues you have before the inspection starts.





# Career Information Program Review (CIPR)



## Conducting and Briefing a Program Review

- Commands will be notified, via official correspondence, no less than 60 days prior to the program review.
- Twenty-five percent of the required CIPRs should be completed per quarter. Recommend 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.
- Prepare a summary and Plan of Action and Milestones (POA&M).





# Types of CIPR

- TYCOM and ISIC reviews are conducted annually by the next higher echelon.
- Active Component
- Reserve Component
- Department reviews are conducted annually by the CC
- An assist CIPR is a command-requested review to be conducted by the ISIC or TYCOM.



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# Grading Criteria for CIPR's

- Active Component Information- Updated to reflect the POC for each command program that is inspectional on the first page of the CIPR.
- Old Criteria –Scores in each chapter were all or none. Three “N” or no in any chapter is unsatisfactory or zero. **85 minimum to pass**
- \*\* Any UNSAT in any of the following chapters result in an automatic UNSAT:
  - Chapter 4-Career Development Program Management
  - Chapter 9-Command Sponsor/Indoc Program
  - Chapter 10-Career Development Boards
  - Chapter 12- Less than 100% CWAY applications
- New Criteria- Every subtopic in each section is graded as compliant/non-compliant/non-applicable
- Overall score is an average of all sections. **90 minimum to pass**





# Revised CDB timelines

- Revised CDB Schedule (what's new)
  - The updated CDB schedule consists of Reporting, 24 Month, 48 Month, and 60 month CDB's.
  - \*The schedule for PACT /PRISE sailors remains Reporting, 6 month, 12 month, 18 month, 24 month, 48 month, and 60 month.
    - Once the Career Counselor removes the PACT / PRISE status, (IE. The Sailor is rated by exam or C.O.) the remaining schedule up to the 24 month CDB is no longer required and will not be displayed.

*For example: A PACT Sailor reports to the Command and the reporting CDB is completed on time. At the 6 month CDB the CCC removes the PACT status. The 12 and 18 month CDB are no longer required and will not be displayed.*





# Revised CDB timelines (cont'd)

- Active Duty has 60 days and Reservists have 4 months from the Sailors report date to complete the reporting CDB
- Changed the Annual CDB schedule for Reservists to a Biennial CDB for Active and Reserve sailors. Once the 60 month CDB is verified, the Biennial CDB schedule date will reflect on the CDB page.
- Biennial CDB's start at 7 years and end at 39 years. The Biennial CDB's were added to the Due listing for Active and Reserves.
- Updated the C-WAY CDB component to a scheduled CDB. C-WAY CDB's are due 15 months prior to the soonest date of the Sailors PRD or SEAOS.
- Once a C-WAY CDB is completed, the next scheduled CDB will be marked as not required and removed from the CDB due listing. The Counselor can still complete the next scheduled CDB if desired but it is not required

*\*For Example: A C-WAY CDB was completed between the members 24 month CDB and the 48 Month CDB, the 48 month CDB will be marked as not required.*







# Active Component Level CDB's



CDB Type	Command	Department	Remarks
Reporting	X		60 days of reporting
24 Month		X	All Sailors that have been on board for 24 months and have 15 months or more remaining to PRD or EAOS/SEAOS
48 Month		X	All Sailors that have been on board for 48 months and have 15 months or more remaining to PRD or EAOS/SEAOS
60 Month		X	As required
C-WAY	X		15 months prior to EAOS/SEAOS/PRD and not approved to reenlistment in rate
Separations	X		HYT, Fleet Reserves, Retirements, Force Shaping initiatives, and not covered by C-WAY



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# PACT Level CDB's

CDB Type	Command	Department	Remarks
Reporting	X		60 days of reporting
6 Month		X	Review Sailor's rating opportunities
12 Month		X	Review Sailor's rating opportunities
18 Month	X		As required

1. Reporting CDB is to be conducted at the command level Reporting CDB
2. 12 month CDB is to be conducted at the department level to review Sailor's rating opportunities as per C-WAY-PACT.
3. 18 month CDB is to be conducted at the command level only if a Sailor has not been approved via C-WAY-PACT for RED/NWAE/"A" School





# Reserve Level CDB's

CDB Type	Command	Department	Remarks
Reporting	X		Within 4 drill weekends of reporting to unit
24 Month		X	
48 Month		X	
60 Month		X	As required
C-WAY	X		24 months prior to EOS/SEOS/or as required
HYT	X		24 months prior to EOS/SEOS





# Optional CDB's

- These CDBs can be directed by the command or requested by the Sailor;
  - Special Programs
  - Change in ratings
  - Advancement
  - Officer Programs
  - OTEIP
  - 1 or more PFA failure within the past 3 years
  - Reserve Conversion/Navy Veteran/Other Service Veteran (PRISE-R/NAVET/OSVET) personnel with 18 months on board who have not completed lateral conversion prerequisites





# CDB Takeaway's

- NSIPS afloat version 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
- These changes in CIMS should have little or no impact the FY16 Retention Excellence Award.
- Conduct CDB's at outlined in CIMS and not the Career Counselor Handbook (if not released before hand)





# CCC Monthly Reports

- CCC reports are to be routed through the CMC/SEL, XO, and CO.
- The following information will be included on all monthly reports; however, additional information may be added base on the individual command requirements.
  - Current CIPR date on file
  - CDB completion Stats
  - C-WAY quota expirations
  - C-WAY applications due
  - PACT/PRISE-R designation status
  - RET/ATT Stats
  - Scheduled reenlistments/HYT
  - Personnel within 15 months from EAOS/PRD
  - Transition assistance/VOW compliance
  - CDTC requires Advancement Stats



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# ISIC Monthly Reports

- ISIC reports shall be prepared and routed through the COC.
- The following information will be included on all monthly reports; however, additional information may be added base on the individual command requirements.
  - A listing of the subordinate commands CCC
  - CIPR schedule dates
  - Assist visit schedule
  - RET/ATT Stats
  - C-WAY submission compliance
  - CDB compliance
  - PACT/PRISE-R Compliance
  - CDTC/Region training



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# Discussion & Questions?



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