ISIC Career Counselor Training

ISIC Training

ENABLING OBJECTIVES:

- ▸ **STATE** the role responsibilities of the TYCOM/ISIC

- ▸ **CREATE** schedule for the fiscal year

- ▸ **EXPLAIN** the Command Information Program Review

- ▸ **REVIEW** lessons learned

- ▸ **DISCUSS** the importance of various reports

ISIC Training

- **ITYCOM/ISIC Role:**
  ◦ Chain of Command

  ◦ SORM

  ◦ MF&T

  ◦ SNDL

  ◦ Knowing the difference between Administrative and Operational Chain of Command.

ISIC Training

- ▸ **ISIC Responsibilities:**
  - ◦ Reporting statistics

  - ◦ Command Information Program Review

  - ◦ Budgeting for travel and training

  - ◦ Train subordinate commands/ conduct assist visits as needed

  - ◦ Fleet Engagement/BUPERS-3

  - ◦ Regional Training- Attending and Hosting Training

  - ◦ Best Practice

ISIC Training

- ▸ **FY Assessment Schedule**

  - ◦ Schedules need to be built prior to end of previous Fiscal Year

  - ◦ 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

ISIC Training

- **Career Information Program Review Breakdown**
  - Transition GPS and VOW Compliance– tracking and documenting Career Readiness Standards in DMDC website

  - 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

  - Exceptional Family Member Program (EFMP)

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

- **Lessons Learned from previous FY**

  ◦ Waiver submission timeline

  ◦ Common issues with waiver write ups

  ◦ ISIC discrepancies

- **Manning**
  ◦ BBD

- **NC Conversions** – Requesting a board and properly vetting your Sailors ensuring a complete package.
  ◦ Giving a proper recommendation
  ◦ Is your Sailor ready?

NC Conversion Requirements:

▸ PO1 between 6–14 YOS (waivers up to 16)

▸ PO2 must be approved by NC ECM to participate in the NWAE prior to assignment to the CCC Course, unless waived by ECM.

▸ Be within 1 year of TOS, PRD, or DOD Tour

▸ Be able to OBLISERV 36 months from time of conversion

▸ No marks below 3.0 in previous 3 years of evals

▸ If TIR eligible must have passed last NWAE

▸ MUST have at least 12 consecutive months experience as CCC, Department or divisional CCC during the previous 3 years prior to application date for conversion.

▸ Be within Navy BCA standards

▸ Additional requirements are found in MPM 1440–020. Be sure to properly screen all applicants.

CCC School house Requirements:

▸ Eligibility requirements are found in MPM 1306-905, and CANTRAC

▸ To qualify for selection as a CCC, the member must be in paygrade E-5 through E-8.

▸ Required ASVAB scores: VE + AR = 105

(Minimum AR = 50, not waiverable)

▸ Will need to complete section A of NAVPERS 1306/92.

▸ Quotas are controlled by the NC rating detailer and packages should be submitted through your ISIC/TYCOM prior to requesting a quota.

▸ All Sailors that attend must be within BCA standards or will be immediately dropped from the course.

Best Practice: *ALL ISIC/TYCOM CC's need to monitor all NEC 9588 CC's (Current and Prospective) in their AOR, by providing oversight and training.*

ISIC Training

- **Reports**
  - VOW Compliance
    - Single UIC vs. multiple UIC

  - RET-ATT report
    - UIC tree

  - Master Transaction Reports

  - UIC Tree

- **FLTMPS ADHOC Reports**
  - ADHOC reorts are built thru FLTMPS and can be generated for multiple UICs or be utilized or 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

▸ **NRMS cubes**

- ◦ Build cubes by UIC

- ◦ Build cubes to reflect statistical data requested

- ◦ Save cubes by search criteria

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
  - Monthly reports from CCC to include

- One-on-One Command Based Training
  - Concerns with command
  - Mentorship
  - Training

QUESTIONS?