

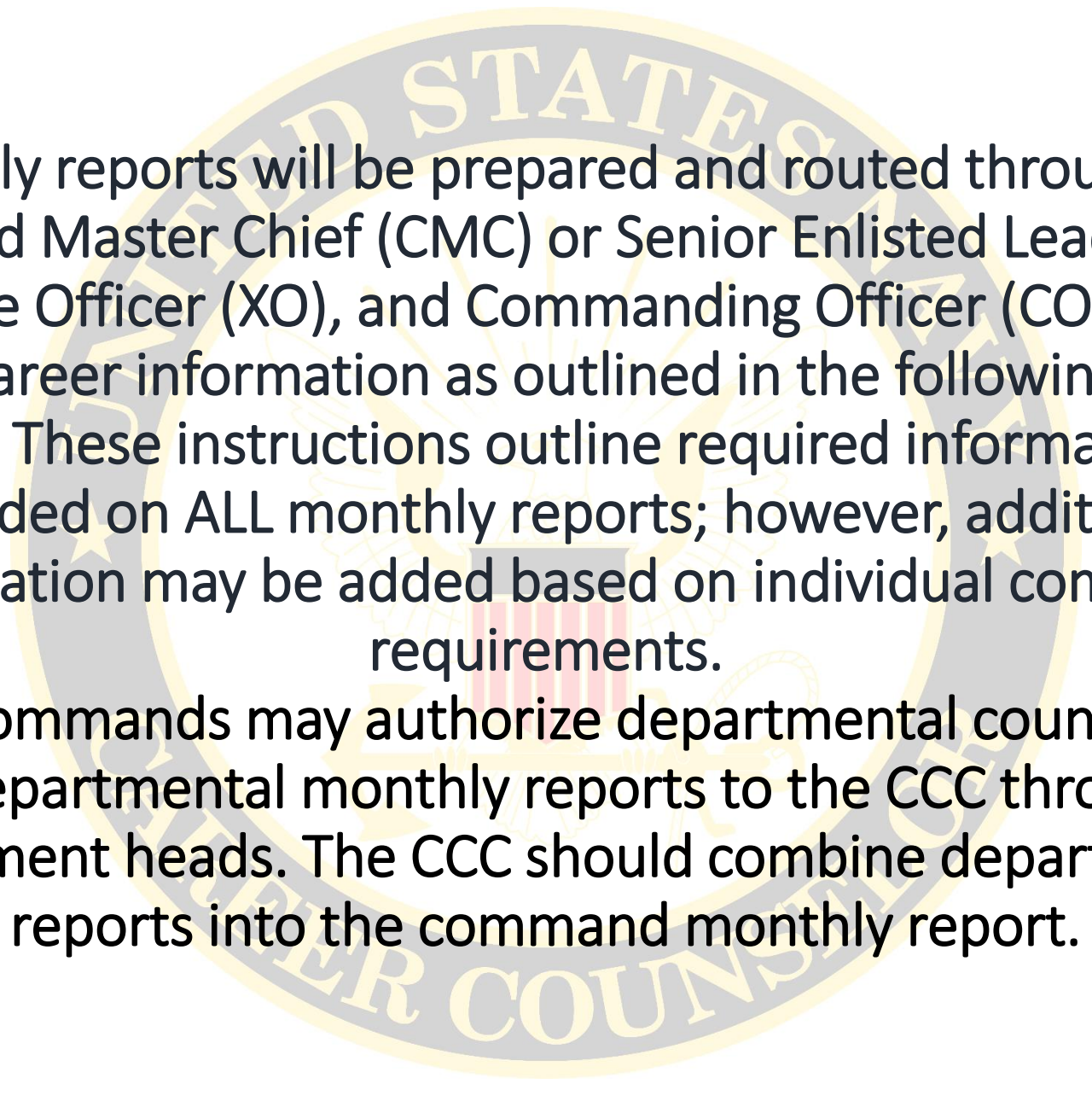
The seal of the United States Navy Career Counselor is a circular emblem. It features a central eagle with wings spread, perched atop a shield with vertical stripes. Below the shield is a golden anchor. The entire central design is set against a background of radiating lines. The outer ring of the seal contains the text "UNITED STATES NAVY" at the top and "CAREER COUNSELOR" at the bottom, separated by two five-pointed stars on each side.

# Commanding Officer Monthly Report

# Reference Publications

OPNAVINST 1040.11(series),  
Navy Retention and Career Development Program

NAVPERS 15878(series),  
Career Counselor Handbook (CCH)



Monthly reports will be prepared and routed through the Command Master Chief (CMC) or Senior Enlisted Leader (SEL), Executive Officer (XO), and Commanding Officer (CO) to brief enlisted career information as outlined in the following 14 basic examples. These instructions outline required information to be included on ALL monthly reports; however, additional information may be added based on individual command requirements.

Larger commands may authorize departmental counselors to route departmental monthly reports to the CCC through the department heads. The CCC should combine departmental reports into the command monthly report.

The seal of the United States Navy Career Counselor is a circular emblem. It features an eagle with wings spread, perched atop a shield with vertical stripes. Below the shield is a anchor. The words "UNITED STATES NAVY" are inscribed in a circle around the top, and "CAREER COUNSELOR" is inscribed around the bottom. Two stars are positioned on the left and right sides of the circle.

**1. Current Command Information Program Review:**

**a. Annotate the current Command Information Program Review (CIPR) date on file, score received, and name of individual that conducted the review.**

**b. Upcoming scheduled CIPR and name of the anticipated individual that will conduct the review.**



## **2. Career Development Board (CDB) completion statistics.**

**CDB completion statistics should be downloaded using the Career Information Management System (CIMS) CDB reporting tool.**

*\*Note: CDBs ARE NOT to be reported as complete until data is uploaded, saved, and verified.\**

**a. Command Level – Overall monthly command CDBs required is the total verified number/total required number and calculated completion percentage for each individual outlined category.**

**b. Department Level– CCC can replace “DEPT” with the actual department name, e.g., “AIR”, “DECK”, “ENG”, etc., for all departments based on command structure. Include overall departmental CDBs in the total completed number/total required number and calculated completion percentage for each individual outlined CDB category.**

### **3. Career Waypoints (C-WAY) Upcoming Quota Expirations.**

**Utilizing information gathered from the C-WAY web site and report upcoming C-WAY expirations organized by expiration month starting with the earliest month.**

#### **Report:**

- a) Rate**
- b) Name (Last, First MI)**
- c) Expiration by month and year (MM/YY)**
- d) Reenlistment intention**
- e) Reenlistment – Annotate reenlistment date (DD/MM/YY)**
- f) Separation – Include status of PG13 and C-WAY quota return**

***\*Note: CCC can print and add, as an enclosure, the email from CWAY Help desk on upcoming reenlistment expirations.\****

#### **4. C-WAY-REEN applications due.**

**Utilizing the C-WAY web site, report C-WAY applications due the following month.**

#### **Report:**

**a) Rate**

**b) Name (Last, First MI)**

**c) Purpose – SEAOS, Special Circumstance**

**d) Intentions – reenlistment, conversion, separation, SELRES**

**e) Status – C-WAY eligible or ineligible (explain)**

## **5. Professional Apprenticeship Career Track (PACT)/Prior Service-Reserve (PRISE-R) Sailor Designation Status.**

**Utilizing information gathered from the C-WAY web site and report PACT/PRISE-R Sailor designation status organized by months onboard, starting with the most months onboard.**

**Report:**

- a) Rate – SN, AN, FN**
- b) Name (Last, First MI)**
- c) Months onboard – 24+, 19-24, 12-18, 7-11, 4-6, 2-3, 0-1**
- d) Application Status – Approval rate and path (e.g., NWAE, RED, “A” School) or denied status**



## **6. Command Reenlistment and Attrition Statistics.**

**Utilizing statistics downloaded from the Navy Retention Monitoring System (NRMS), annotate command and all Navy reenlistment and attrition information for the report month and current fiscal year for zones A-C. Include NRMS retention report and master transaction report as monthly report enclosures.**

**Example:**

**Reenlistment**

**CMD/NAVY**

**JUNE 2018**

**Zone A 47.8%/48.2%**

**Zone B 62.7%/58.5%**

**Zone C 78.6%/80.1%**

**Attrition**

**CMD/NAVY**

**3.5%/3%**

***\*Note: CCC can print and add, as an enclosure, the RET/ATT report from NRMS.\****

## **7. Scheduled reenlistments.**

**Report all upcoming reenlistments. Include SEAOS and scheduled reenlistment date.**

**Report:**

**a) Rate**

**b) Name (Last, First MI)**

**c) SEAOS (MM/DD/YY)**

**d) Reenlistment Date (MM/DD/YY)**

**\*Note: CCC can print and add, as an enclosure, the Career Decision List from CIMS\***

## **8. Personnel within 15 months of SEAOS .**

**Only report SEAOS concerns in this section. For example: approaching EAOS with no scheduled reenlistment date, TGPS not scheduled, etc.**

**Report:**

**a) Rate**

**b) Name (Last, First MI)**

**c) SEAOS (MM/DD/YY)**

**d) Intentions**

**e) Remarks**

***\*Note: CCC can print and add, as an enclosure, the 15 month SEAOS report from CIMIS.\****

## **9. Personnel within 15 months of PRD.**

**Only report PRD concerns in this section.**

**For example: Member within six months of PRD with no pending orders, overdue special screening, etc.**

**Report:**

- a) Rate**
- b) Name (Last, First MI)**
- c) PRD (MM/YY)**
- d) Projected command**
- e) Remarks**

***\*Note: CCC can print and add, as an enclosure, the PRD report from CIMS.\****



## **10. Transition Assistance.**

**Report Sailors that require Transition GPS attendance for pending or possible separation or transfer to Fleet Reserve.**

**Report:**

- a) Rate**
- b) Name (Last, First MI)**
- c) 2468 completion status through DMDC**
- d) SEAOS (MM/DD/YY)**
- e) Scheduled/completed class dates (Include class location)**

***\*Note: CCC can print and add, as an enclosure, the Transition Document Reports from the DMDC web site.\****

## **11. High Year Tenure (HYT).**

**Report approaching HYT personnel. Include separation or Fleet Reserve/retirement status.**

**Report:**

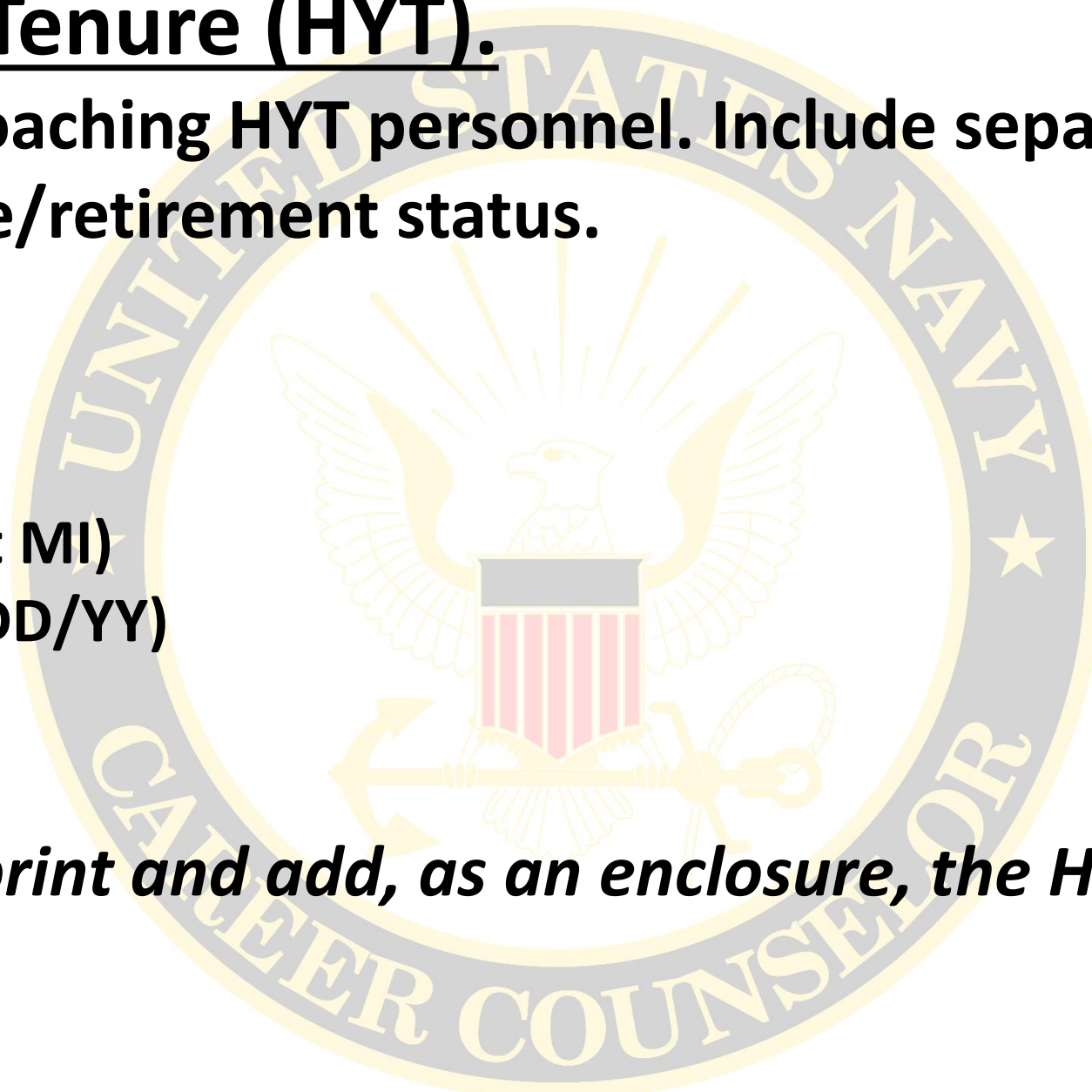
**a) Rate**

**b) Name (Last, First MI)**

**c) HYT Date (MM/DD/YY)**

**d) Remarks**

***\*Note: CCC can print and add, as an enclosure, the HYT report from CIMS.\****



## **12. Career Development Training Course (CDTC) Required.**

**Report all members of the Career Development Team (CDT) that have not received the mandatory CDTC. Include department assigned and course scheduled training dates.**

**Report:**

**a) Rate**

**b) Name (Last, First MI)**

**c) Dept.**

**d) Scheduled Course Date (MM/DD/YY)**

***\*Note: CCC can print and add, as an enclosure, the CDTC training completion from CIMS.\****

## **13. Advancement Statistics.**

**Report advancement statistics, sorted by UIC, gathered from the Navy Enlisted Advancement System (NEAS) web site. Data will begin with the most current cycle and will be sorted by pay grade, active, and Full Time Support (FTS) if applicable, command and Navy advancement percentages. Include exam statistics for all Navy-wide Advancement Exam (NWAE), both Active and Reserve component. In the remarks section, annotate any change to advancement statistics caused by inclusion of late exam, exam corrections due to error that result in advancement, or any other circumstance that would cause an adjustment in advancement statistics from previous month.**

***\*Note: CCC can print and add, as an enclosure, reports from NEAS or CIMS.\****



## **14. Correspondence Transactions.**

**Utilizing CIMS or a locally-generated electronic tracking system, at a minimum, the following correspondence requests should be monitored with date received, action taken, and completion date: Examples: NAVPERS 1306/7, Overseas Tour Extension Incentive Program (OTEIP), SRB/Enlisted Supervisor Retention Pay (ESRP) submissions, FLTRES/retirement, CSB, and commissioning packages. Annotate any areas of concern and action taken for pending transactions.**

## **15. Veterans Opportunity to Work Act (VOW) Compliance.**

**As of 21 November 2012, the VOW Act mandated participation in the Transition Assistance Program (TAP) for all military Service members, including mobilized reservists and National Guardsmen, who complete over 180 days of active duty. Specifically, all Service members are required to complete:**

- (1) pre-separation counseling;**
- (2) the VA benefits brief; and**
- (3) the Department of Labor Employment Workshop with limited exemptions.**

**To document VOW compliance, commands must submit DD 2648 using the Defense Manpower Data Center (DMDC) web site and ensure a copy of the form is placed in the Official Military Personnel File (OMPF) and retained as a permanent part of the file after separation.**

13 Nov YYYY

MEMORANDUM

From: Command Career Counselor

To: Commanding Officer

Via: (1) Executive Officer

(2) Command Master Chief

Subj: COMMAND CAREER COUNSELOR MONTHLY REPORT FOR OCTOBER YYYY

Ref: (a) OPNAVINST 1040.11D

Encl: (1) Career Development Board Report

(2) Career Waypoints Command Reenlistment Summary

(3) 15-MONTH CIMS SEAOS Report

(4) 15-MONTH CIMS PRD Report

(5) High Year Tenure Report

(6) Retention-Attrition Report

(7) Master Transaction Report

(8) Career Development Team Minutes

(9) Correspondence Tracker

(10) VOW Compliance Report



1. Command Information Program Review (CIPR)

Current CIPR Date/ Score/ Assessor Upcoming CIPR Inspection Date/Assessor  
Date: Score: Assessor: Date Scheduled:  
Assessor:

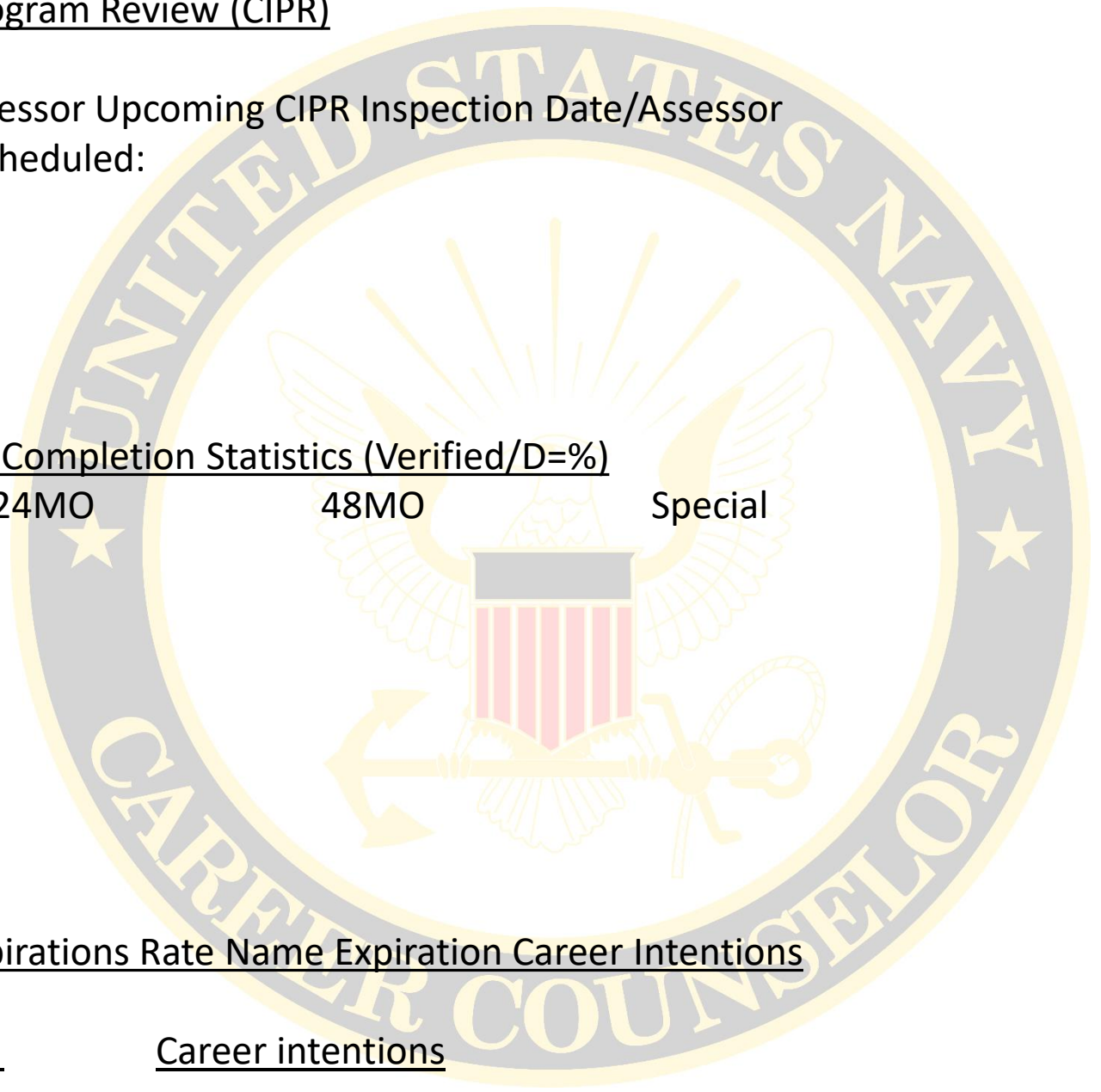
2. Career Development Board Completion Statistics (Verified/D=%)

CMD	Reporting	24MO	48MO	Special
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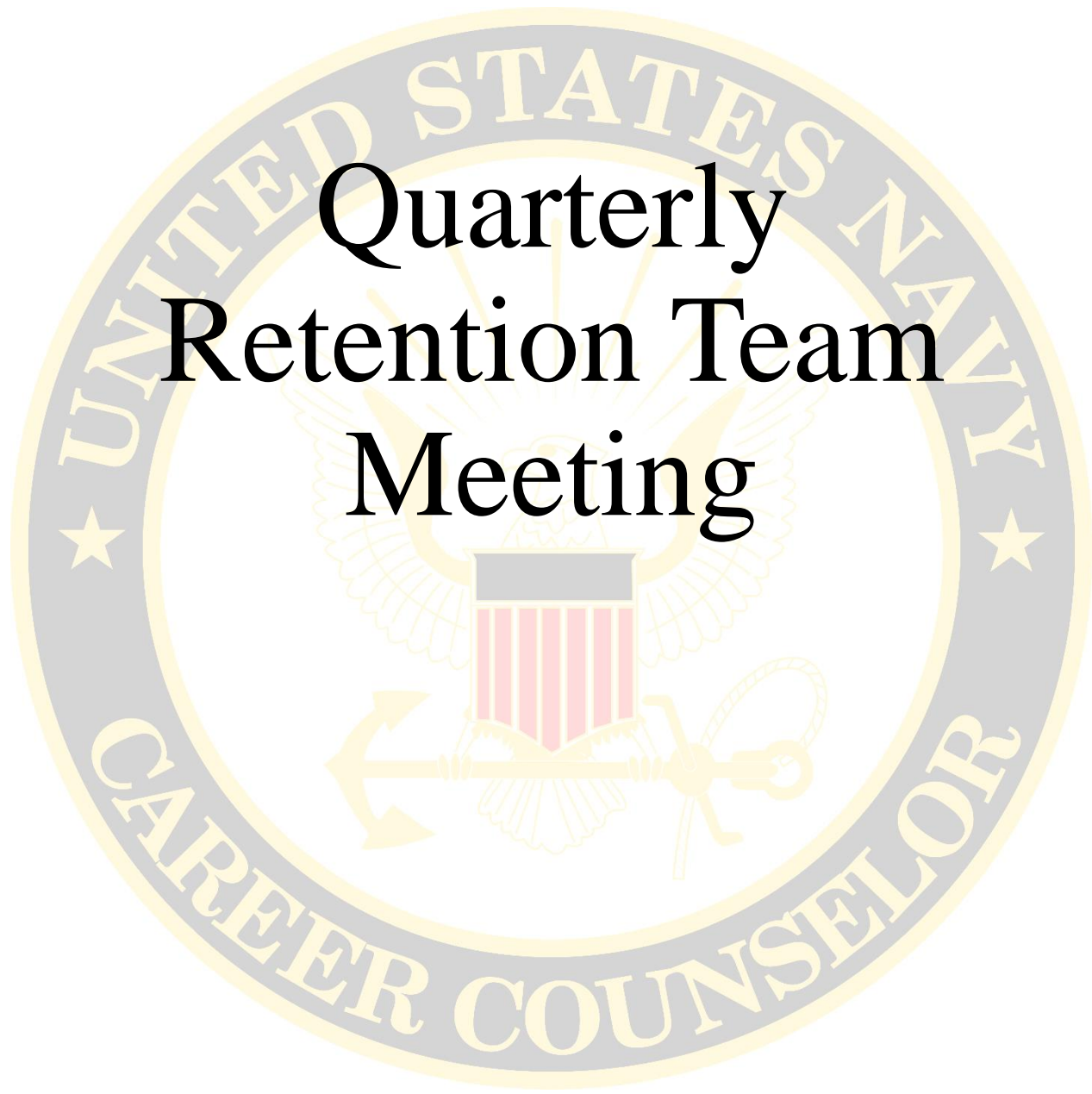
DEPT  
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3. C-WAY upcoming Quota Expirations Rate Name Expiration Career Intentions

<u>Rate</u>	<u>Name</u>	<u>Expiration</u>	<u>Career intentions</u>
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Quarterly  
Retention Team  
Meeting

# Reference Publications

OPNAVINST 1040.11(series),  
Navy Retention and Career Development Program

NAVPERS 15878(series),  
Career Counselor Handbook (CCH)

OPNAVINST 1040.11 (series) states:

7. j. COs and Officers in Charge (OICs) shall:

(4) Ensure career development team (CDT) meetings are conducted quarterly;

(a) Quarterly CDT meetings shall include the CO, XO, CMC, COB, SEL, CCC, unit CC, department CC, department heads, and department leading chief petty officers; and

(b) As required, additional stakeholders are encouraged to attend (i.e., chaplain, educational services officer, personnel officer, command ombudsman, etc.)



When you check into a new command or receive a new Commanding Officer/OIC, ask what are their expectations specifically for this meeting:

- Issues only? Brief overview of each department?
- Include a brief slide (or 2) of new programs/NAVADMINs to include deadlines and POCs.
- Possible Junior Officer training at the end?



This meeting is to bring Leadership up to speed on the status of their Sailors and keep everyone on the same page.

Career Development is a TEAM effort!!!

It is also time for the Chain of Command (CoC) to directly support you and your CC team!!!

And at the end, make sure you get a muster or route the CDT brief up the CoC for documentation.