



## FTS/NC CAREER PATH

The Navy Counselor rating is not open to the incoming recruits. This rating requires a thorough knowledge of the Navy organization, including personnel and administrative procedures and policies. Because the NC rating accepts only Petty Officers First and Second Class eligible for First Class, it is not open to first-term enlistees. A service member who intends to apply for this rating must have varied experiences serving in the Navy. The individual's background must clearly indicate first-hand knowledge of both Active and Reserve Navy life gained through participation in a wide range of activities and assignments; and a high level of leadership as well as comprehension of diverse assigned duties. Navy Counselors offer career guidance to personnel at sea commands and shore facilities. Navy Counselors work closely with Commanding Officers and CMCs. They assist commands in organizing and implementing an aggressive enlisted career information program; evaluates enlisted career information program within own command and/or subordinate commands as applicable; supervises and coordinates interviewing and counseling efforts; counsels individuals and gives presentations to, educational program such as tuition assistance, MGIB, MGIB-SR; serves as Transition Assistance Program Managers who provide counseling to transitioning officers and enlisted personnel on veteran benefits and relocation programs.

<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO ADVANCE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b> *See note 2	<b>Tour Length</b> *See note 1	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	NCCM	23.5 Yrs	CSEL *See note 2	36/36	Follow on Shore Tours Billet: Dept Head/LCPO/ Program Manager Duty: Force / TYCOM / ISIC Counselor
23-26	NCCM NCCS	23.5 Yrs 19.5	C*See note 2SEL	36/36 36/36	Billet: Dept Head /LCPO/ Program Manager/Course Manager Duty: TYCOM / ISIC/ Staff
20-23	NCCM NCCS NCC	23.5 Yrs 19.5 14.0	CWO, CSEL  *See note 2	36/36 36/36 36/36	Billet: Dept Head/LCPO/ Program Manager. Duty: TYCOM / ISIC / Staff / RCC / Wing / Detailer
16-20	NCCS NCC NC1	19.5 Yrs 14.0 8.5	LDO, CWO, OCS, MECP, CSEL, STA-21, RDC	36/36 36/36 36/36	Billet: LPO/LCPO/Senior CCC Duty: Staff / CNRFC / CNRC / NOSC / RCC/Wing
12-16	NCCS NCC NC1	19.5 Yrs 14.0 8.5	*See note 2	36/36 36/36 36/36	Billet: CCC/Instructor/Staff Duty: CNRFC / NOSC / Squadron / RCC / Wing / CNRC / NPC
8-12	Conversion to NC1	8.5 Yrs		36/36	Billet: CCC/LPO Duty: CNRFC/ NRPDC / NPC / NRD / NOSC / Squadron

**Notes:**

1. The NC(FTS) rate does not follow a typical sea/shore rotation due to limited sea duty requirements.
2. CMDCM/CMDCS/CSEL program eligibility is very limited due to the NC(FTS) community being small. Rating billets will always be the first priority.
3. In addition to the above career path, an NC is advanced in their ability to plan, develop, coordinate, and implement career information programs and policies in the Navy and Navy Reserve; oversee regional, command training and development; motivate and manage aggressive career information and training programs; establish



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rating and staffing requirements; provide oversight and management of retention and attrition management programs; provide review and analysis of Force Career Development and Transition Assistance Management Programs; collect and examine retention and attrition data and provide trend analysis; ; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

4. Consideration for advancement should be based on their contribution and performance to the command mission and welfare of all Sailors where they are assigned.

a. Warfare designators earned while assigned to operational commands should be given equal consideration as earning a warfare designation in primary source rating.

b. Primary watch standing qualifications vary in each command. NCs are expected to obtain the prerequisite watch qualification for the command in which they are assigned. These watch standing qualifications should be given equal consideration.

c. Diverse assignments during an NC's career are essential in developing Force Career Counselors, but many FTS NCs are limited to the type of commands available at the time of order negotiations.

d. Consideration should be given when requirements are met for the Retention Excellence Award (REA) or the Reserve Personnel Program Excellence Award (RPPEA)(a command cannot receive both for the same timeframe) and when scoring a 80% or greater on the Command Information Program Review (CIPR). These are major contributing factors to command mission and within the NC job scope for all paygrades.

5. NECs held: A16A - Command Pay and Personnel Administrator (CPPA)  
805A - Instructor  
807R - Reserve Career Information Program Advisor

6. Best qualified candidates will have a diverse background and have completed prescribed PME, and SEJPME I/II. Additional qualifications are listed below.

a. Command Career Counselor:

- Maintain Career Development Programs (CDP)
- Maintain VOW Act Compliance and pre-separation counseling
- Coordinate Career Development Boards (CDB) (e.g. military lifecycle, Physical Fitness Assessment (PFA), evaluations etc.)
- Counsel personnel on Career Waypoints (CWAY) program eligibility
- Counsel personnel on professional growth (e.g.enlisted assignments, High Year Tenure (HYT), Fleet Reserve/Retirement , etc.)
- Counsel personnel on reenlistment incentive programs (e.g. Selective Retention Bonus (SRB), Selected Reserve Bonus, MGIB-SR, Post 911 transferability)
- Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
- Audit Career Development Program (CDP)
- Prepare Career Development Program (CDP) training plans; Brief Career Development Teams (CDT)
- Coordinate Career Development Boards (CDB)
- Coordinate and provide Career Development Training (CDT)
- Coordinate reenlistment ceremonies
- Deliver career information briefs
- Deliver enlisted assignment briefs
- Prepare career development documents (e.g. reports, graphs, charts, etc.)
- Compile and analyze advancement, reenlistment and attrition data
- Maintain career information training records
- Maintain Transition Assistance Management Program (TAMP) files
- Submit Enlisted Personnel Action Requests



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- Submit Selective Reenlistment Bonus (SRB) authorization requests
  - Conduct Career Information Program (CIPR) reviews/Audit Career Development Program (CDP)
  - Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
- b. ISIC and TYCOM Career Counselor
- Coordinate subordinate command Career Development Programs (CDP) Implementation
  - Provide monthly training to subordinate commands on career development programs and policies
  - Coordinate with Immediate Superior in Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC) to update progress and address concerns
  - Analyze Force Career Development Program (CDP)
  - Analyze Force career development statistical data
  - Analyze Immediate Superior in Command (ISIC) Career Development Program (CDP) reports
  - Analyze subordinate command career development statistical data
  - Conduct Career Information Program Review (CIPR) for all subordinate commands
  - Prepare Career Development Program (CDP) reports (e.g. Force, or ISIC)

### **Considerations for advancement from E6 to E7**

- Prior to selection for E7, candidate should successfully complete a Command Career Counselor tour or at least a minimum of 24 months.
- Successful completion is defined by the member earning competitive performance marks on their evaluation and completion of their paygrade level Professional Military Education (PME).
- Awarded Career Counselor of the Year (CCOY). A NC who is awarded the CCOY has been ranked against all other NC FTS.
- Sailor of the Year (SOY).
- Subject Matter expert in Selected Reserve Career Counselor Programs is a must. If selected for E7, their first tour after selection could be as an ISIC in a RCC or Wing.
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- Command collateral duties with documented impact.

### **Considerations for advancement from E7 to E8**

- Prior to selection for E8, candidate should successfully complete an ISIC and/or Command Career Counselor tour managing Reserve programs: (RCC/Wing/NRPDC/NOSC/NPC/CNRF, CNIFR, NECC).
- Successful completion is defined by the member earning competitive performance marks on their evaluation as an NC.
- Subject Matter expert in Selected Reserve Career Counselor Programs is a must for a successful E8 tour.
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- Command collateral duties with documented impact.



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### **Considerations for advancement from E8 to E9**

- Prior to selection for E9, candidate should successfully complete an ISIC or TYCOM tour managing Reserve programs. (CNRFC/CNAFR/RCC/Wing).
- Successful completion is defined by the member earning competitive performance marks on their evaluation and having completed their paygrade level Professional Military Education (PME).
- The NC who is selected for NCCM will be the next Reserve Force Career Counselor and should have extensive Reserve program management.
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- Command collateral duties with documented impact.