

# CHAPTER 57



## NAVY COUNSELOR (NC)

NAVPERS 18068-57H  
**CH-69**

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (COUNSELOR) (NCC)



SCOPE OF RATING

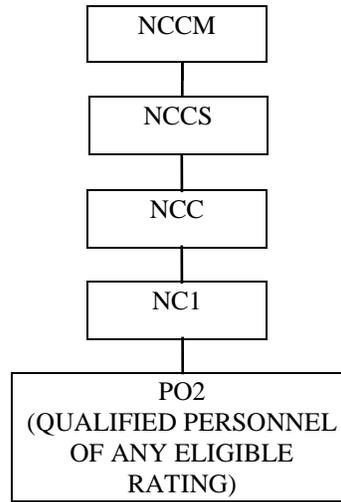
Navy Counselors (Counselor) (NCC) assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted career development programs within their own command and/or subordinate commands, as applicable; coordinate and supervise counseling efforts; counsel individuals and their family members (as applicable) on the advantages of career opportunities in the Navy, and give command level presentations on career programs.

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This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 57.

## GENERAL INFORMATION

### CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For NCC service rating entry requirements refer to MILPERSMAN articles 1306-618 and 1440-020.

### **SAFETY**

**The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.**

**Job Title****Command Career Counselor****Job Code****001617****Job Family**

Business and Financial Operations

**NOC**

TBD

**Short Title (30 Characters)**

COMMAND CAREER COUNSELOR

**Short Title (14 Characters)**

CCC

**Pay Plan**

Enlisted

**Career Field**

NCC

**Other Relationships and Rules**

Not applicable

**Job Description**

Command Career Counselors provide career information guidance and assistance to help Sailors explore and evaluate their education, training, interests, and capabilities; assist commands in organizing and implementing aggressive career information programs; coordinate with other command program coordinators in making sure career and personnel specific programs are being implemented in accordance with current Navy policies; assist Sailors in setting goals based on sound career decisions and identifying opportunities to develop their careers to the fullest potential; coordinate interviewing and counseling efforts; and provide additional career counseling for Sailors who are transitioning or retiring.

**DoD Relationship****Group Title**

Recruiting and Counseling

**DoD Code**

150100

**O\*NET Relationship****Occupation Title**

Human Resources Specialists

**SOC Code**

13-1071.00

**Job Family**

Business and Financial Operations

**Skills***Monitoring**Coordination**Speaking**Time Management**Active Listening**Management of Personnel Resources**Quality Control Analysis**Judgment and Decision Making**Critical Thinking**Writing***Abilities***Deductive Reasoning**Oral Expression**Information Ordering**Time Sharing**Inductive Reasoning**Written Expression**Written Comprehension**Mathematical Reasoning**Category Flexibility**Oral Comprehension***CAREER COUNSELING****Paygrade****Task Type****Task Statements**

E6

CORE

Advise personnel on retirement or Fleet Reserve (FR) eligibility

E6

CORE

Advise personnel on service school eligibility

E6

CORE

Advise personnel on special programs

E6

CORE

Advise personnel on the Survivors Benefit Plan (SBP)

E6

CORE

Advise Sailors in enlisted assignment process

E6

CORE

Advise Sailors on career information programs

E6

NON-CORE

Assist with special program screenings

E6

CORE

Complete pre-separation counseling

E6

CORE

Coordinate Career Development Boards (CDB) (e.g. military lifecycle, etc.)

E6

CORE

Coordinate Navy Reserve (NR) pre-separation briefings

E6

CORE

Counsel personnel on Career Waypoints (CWAY) program eligibility

E6

NON-CORE

Counsel personnel on enlisted advancement programs

E6

CORE

Counsel personnel on professional growth (e.g. High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)

E6

CORE

Counsel personnel on reenlistment incentive programs (e.g. Selective Training and Reenlistment (STAR), Senior Enlisted Retention Bonus (SERB), Selective Retention Bonus (SRB), etc.)

E6

NON-CORE

Counsel personnel on the Joint Service Transcript (JST)

E6

NON-CORE

Provide education program referrals

### CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Provide local service agency referrals
E6	CORE	Verify Selective Reenlistment Bonus (SRB) eligibility

### CAREER DEVELOPMENT PROGRAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Coordinate assist visits
E6	CORE	Maintain Career Development Programs (CDP)
E6	NON-CORE	Maintain command retention recognition programs
E6	CORE	Prepare Career Development Program (CDP) training plans

### CAREER DEVELOPMENT TEAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Boards (CDB)
E6	NON-CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate career development training
E6	NON-CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Maintain client-to-counselor ratio

### COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist special ceremonies coordinators
E6	NON-CORE	Coordinate career fairs
E6	NON-CORE	Coordinate officer applicant testing
E6	CORE	Coordinate reenlistment ceremonies
E6	NON-CORE	Coordinate with command program managers (e.g. EFM, sponsor coordinator, indoctrination coordinator, etc.)
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Deliver career information briefs
E6	NON-CORE	Deliver career information pre-deployment briefs
E6	CORE	Deliver enlisted assignment briefs
E6	NON-CORE	Disseminate outside activity visits (e.g. detailers, NRC, FET, etc.)
E6	CORE	Prepare career development documents (e.g. reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

### PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	CORE	Maintain Transition Assistance Management Program (TAMP) files

**PERSONNEL TRACKING (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	NON-CORE	Review manpower documents
E6	NON-CORE	Review reenlistment contracts
E6	CORE	Submit Enlisted Personnel Action Requests
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve (FR) and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and retirement eligibility

**PROGRAM EVALUATION**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Analyze reenlistment and attrition data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Information Program (CIPR) reviews
E6	CORE	Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E6	CORE	Provide Career Development Program (CDP) feedback reports
E6	CORE	Verify Career Development Team (CDT) training
E6	CORE	Verify client-to-counselor ratios
E6	NON-CORE	Verify command programs (e.g. sponsor, EFM, indoctrination, etc.)
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

**Job Title****Career Specialist****Job Code****001622****Job Family**

Business and Financial Operations

**NOC**

TBD

**Short Title (30 Characters)**

CAREER SPECIALIST

**Short Title (14 Characters)**

CAREER SPEC

**Pay Plan**

Enlisted

**Career Field**

NCC

**Other Relationships and Rules**

Not applicable

**Job Description**

Career Specialists develop, coordinate, and implement career information programs and policies within the Navy; oversee regional, battle group, and command training and development; establish rating and staffing requirements; collect and examine retention and attrition data and provide trend analysis; provide executive guidance in all aspects of interviewing and counseling efforts regarding career opportunities and professional development in the Navy; monitor compliance with changing laws and regulations; provide instructional leadership, monitor retention and attrition trends, interview and advise Sailors of Navy policies and requirements; and identify job skills and training opportunities which enhance skills and boost Sailors' satisfaction with their jobs.

**DoD Relationship**Group Title

Recruiting and Counseling

DoD Code

150100

**O\*NET Relationship**Occupation Title

Human Resources Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

**Skills***Monitoring**Coordination**Time Management**Management of Personnel Resources**Quality Control Analysis**Speaking**Active Listening**Judgment and Decision Making**Critical Thinking**Writing***Abilities***Deductive Reasoning**Information Ordering**Oral Expression**Inductive Reasoning**Time Sharing**Written Comprehension**Written Expression**Mathematical Reasoning**Category Flexibility**Problem Sensitivity***CAREER COUNSELING****Paygrade****Task Type****Task Statements**

E6

CORE

Advise personnel on retirement or Fleet Reserve (FR) eligibility

E6

CORE

Advise personnel on service school eligibility

E6

CORE

Advise personnel on special programs

E6

CORE

Advise personnel on the Survivors Benefit Plan (SBP)

E6

CORE

Advise Sailors in enlisted assignment process

E6

CORE

Advise Sailors on career information programs

E6

NON-CORE

Assist with special program screenings

E6

CORE

Complete pre-separation counseling

E6

CORE

Coordinate Career Development Boards (CDB) (e.g. military lifecycle, etc.)

E6

CORE

Coordinate Navy Reserve (NR) pre-separation briefings

E6

CORE

Counsel personnel on Career Waypoints (CWAY) program eligibility

E6

NON-CORE

Counsel personnel on enlisted advancement programs

E6

CORE

Counsel personnel on professional growth (e.g. High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)

E6

CORE

Counsel personnel on reenlistment incentive programs (e.g. Selective Training and Reenlistment (STAR), Senior Enlisted Retention Bonus (SERB), Selective Retention Bonus (SRB), etc.)

E6

NON-CORE

Counsel personnel on the Joint Service Transcript (JST)

### CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Provide education program referrals
E6	NON-CORE	Provide local service agency referrals
E6	CORE	Verify Selective Reenlistment Bonus (SRB) eligibility

### CAREER DEVELOPMENT PROGRAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Coordinate assist visits
E7	CORE	Coordinate subordinate command Career Development Programs (CDP) implementations
E7	CORE	Coordinate with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E6	CORE	Maintain Career Development Programs (CDP)
E6	NON-CORE	Maintain command retention recognition programs
E6	CORE	Prepare Career Development Program (CDP) training plans

### CAREER DEVELOPMENT TEAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Boards (CDB)
E6	NON-CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate career development training
E6	NON-CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Maintain client-to-counselor ratio

### COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist special ceremonies coordinators
E6	NON-CORE	Coordinate career fairs
E6	NON-CORE	Coordinate officer applicant testing
E6	CORE	Coordinate reenlistment ceremonies
E6	NON-CORE	Coordinate with command program managers (e.g. EFM, sponsor coordinator, indoctrination coordinator, etc.)
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Deliver career information briefs
E6	NON-CORE	Deliver career information pre-deployment briefs
E6	CORE	Deliver enlisted assignment briefs
E6	NON-CORE	Disseminate outside activity visits (e.g. detailers, NRC, FET, etc.)
E6	CORE	Prepare career development documents (e.g. reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

### PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	CORE	Maintain Transition Assistance Management Program (TAMP) files
E6	NON-CORE	Review manpower documents
E6	NON-CORE	Review reenlistment contracts
E6	CORE	Submit Enlisted Personnel Action Requests
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve (FR) and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and retirement eligibility

### PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force Career Development Program (CDP)
E7	CORE	Analyze Fleet or Force career development statistical data
E7	CORE	Analyze Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Information Program (CIPR) reviews
E7	CORE	Conduct Career Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g. Fleet, Force, or Immediate Superiors In Command (ISIC)
E6	CORE	Provide Career Development Program (CDP) feedback reports
E6	CORE	Verify Career Development Team (CDT) training
E6	CORE	Verify client-to-counselor ratios
E7	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	NON-CORE	Verify command programs (e.g. sponsor, EFM, indoctrination, etc.)
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

**Job Title****Chief Career Counselor****Job Code****003776****Job Family**  
Management**NOC**  
TBD**Short Title (30 Characters)**  
CHIEF CAREER COUNSELOR**Short Title (14 Characters)**  
CHIEF CARCNSLR**Pay Plan**  
Enlisted**Career Field**  
NCC**Other Relationships and Rules**  
Not Applicable**Job Description**

Chief Career Counselors plan, develop, coordinate, and implement career information, programs and policies in the Navy; oversee regional, battle group, and command training and development; motivate and manage aggressive career information and training programs; establish rating and staffing requirements; provide oversight and management of retention and attrition management programs; provide review and analysis of Fleet and Force Career Development and Transition Assistance Management Programs; collect and examine retention and attrition data and provide trend analysis; review career information surveys and provide recommendations and feedback; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

**DoD Relationship**

<u>Group Title</u>	<u>DoD Code</u>
Recruiting and Counseling	150100

**O\*NET Relationship**

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Training and Development Managers	11-3131.00	Management

**Skills**

Monitoring  
 Coordination  
 Time Management  
 Quality Control Analysis  
 Management of Personnel Resources  
 Complex Problem Solving  
 Judgment and Decision Making  
 Speaking  
 Systems Evaluation  
 Writing

**Abilities**

Deductive Reasoning  
 Information Ordering  
 Inductive Reasoning  
 Oral expression  
 Time Sharing  
 Written Expression  
 Mathematical Reasoning  
 Problem Sensitivity  
 Written Comprehension  
 Category Flexibility

**CAREER COUNSELING**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Advise Sailors in enlisted assignment process
E6	CORE	Coordinate Career Development Boards (CDB) (e.g. military lifecycle, etc.)
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
E6	NON-CORE	Provide local service agency referrals

**CAREER DEVELOPMENT PROGRAM MANAGEMENT**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Coordinate assist visits
E7	CORE	Coordinate subordinate command Career Development Programs (CDP) implementations
E7	CORE	Coordinate with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E6	CORE	Maintain Career Development Programs (CDP)
E6	NON-CORE	Maintain command retention recognition programs
E6	CORE	Prepare Career Development Program (CDP) training plans

## CAREER DEVELOPMENT TEAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	NON-CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate career development training

## COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist special ceremonies coordinators
E6	NON-CORE	Coordinate career fairs
E6	NON-CORE	Coordinate with command program managers (e.g. EFM, sponsor coordinator, indoctrination coordinator, etc.)
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Deliver career information briefs
E6	CORE	Deliver enlisted assignment briefs
E6	NON-CORE	Disseminate outside activity visits (e.g. detailers, NRC, FET, etc.)
E6	CORE	Prepare career development documents (e.g. reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

## PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	NON-CORE	Review manpower documents

## PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force Career Development Program (CDP)
E7	CORE	Analyze Fleet or Force career development statistical data
E7	CORE	Analyze Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Information Program (CIPR) reviews
E7	CORE	Conduct Career Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g. Fleet, Force, or Immediate Superiors In Command (ISIC)
E6	CORE	Provide Career Development Program (CDP) feedback reports
E6	CORE	Verify Career Development Team (CDT) training
E6	CORE	Verify client-to-counselor ratios

**PROGRAM EVALUATION (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E7	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	NON-CORE	Verify command programs (e.g. sponsor, EFM, indoctrination, etc.)
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance