



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1040.1

N00FORCM

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CNIC INSTRUCTION 1040.1

From: Commander, Navy Installations Command

Subj: CAREER DEVELOPMENT BOARDS

Ref: (a) OPNAVINST 1040.11
(b) NAVPERS 15878

1. Purpose. To provide guidance in conjunction with references (a) and (b) for operation of the Commander, Navy Installations Command (CNIC) Career Development Board (CDB) program. This instruction applies to enlisted personnel assigned to CNIC Headquarters and Millington Detachment.

2. Background.

a. CDBs provide Sailors the guidance necessary to make informed career decisions based on current Navy policies, programs and procedures. References (a) and (b) outline the Navy's policy and basic elements of the career development program.

b. Supplemental information, results, and recommendations from the CDB will be documented utilizing the Career Information Management System (CIMS).

3. Policy. As established in references (a) and (b):

a. To the maximum extent permissible, improve the ability of our Sailors to achieve their professional goals and positively impact their desire to remain on active duty or transition to the Navy Reserve.

b. Provide opportunities for optimal development of skills, both military and technical, thereby enhancing unit readiness, individual upward mobility, job satisfaction, and ultimately, the retention of the best qualified Sailors.

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c. Ensure the Force Master Chief/Staff Senior Enlisted Leader (FORCM/SEL) and Command Career Counselor (CCC) team is the focal point for career development initiatives within the command.

4. Responsibilities

a. FORCM/SEL is responsible for:

(1) Advising the Commander/Chief of Staff on the direction and execution of the CDB program.

(2) Ensuring the CDB is augmented by Chief Petty Officers as assigned, Educational Services Officer (ESO), Command Managed Equal Opportunity (CMEO), and Command Pass Coordinator (CPC) administrative support as needed.

b. CCC is responsible for:

(1) Managing the CDB program outlined in this instruction and references (a) and (b).

(2) Reporting all matters related to the CDB program to the FORCM/SEL.

5. Action

a. FORCM/SEL shall:

(1) Chair and monitor CDBs.

(2) Utilize the CCC as the primary source to organize and manage CDBs.

(3) Review CDB notes and recommend actions as appropriate.

b. CCC shall:

(1) Indoctrinate all newly reporting Sailors on CDB process.

(2) Identify Sailors that require a CDB using the Career Information Management System (CIMS).

(3) Identify and schedule an appropriate space suitable to conduct CDBs.

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(4) Identify and notify the CDB members and Sailors of time and location.

(5) Provide personnel records and information as required for review by the CDB, i.e., CIMS Electronic Service Record (ESR) Member Data Summary Page, Individual Career Development Plan (ICDP), Electronic Training Jacket (ETJ), SMART Transcript.

(6) Document CDB members, notes, recommendations and approval or disapproval comments within CIMS. If CIMS is not available, then maintain CDB notes for 2 years.

(7) Follow up as needed.

6. Forms and Reports. Applicable forms and reports can be obtained in CIMS.



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