

BUREAU OF NAVAL PERSONNEL CAREER COUNSELOR HANDBOOK



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NAVY CAREER INFORMATION PROGRAM

INTRODUCTION

1. The primary goal of the Navy Career Information Program is to ensure each Sailor is provided with a sufficient quantity and quality of career information, in a timely manner, to allow them to make sound career decisions. The foundation of a successful program is the commitment of the chain of command to ensuring every Sailor is provided the guidance and opportunity to succeed.

CAREER INFORMATION PROGRAM

1. The Career Information Program provides the basis for establishing and managing an effective Career Development Program. It is designed specifically to engage the career counselor and the chain of command in the career development of Sailors.

2. The Career Counselor Handbook identifies the following elements as the foundation to a successful career development program for both active and reserve components:

- a. Career Development Program Management.
- b. Career Development Team.
- c. Command Sponsor and Indoctrination Program.
- d. Career Development Board.
- e. Navigational Tracks.
- f. Program Review.

3. These programs are the first step in complying with the Chief of Naval Operation's directive that no Sailor will be left behind. The success of this program will reflect the chain of command's commitment and continued involvement once the foundations are in place.

4. The basics of retention include six key programs: command sponsorship, command indoctrination, career development boards, mentorship, Ombudsman programs, and recognition programs. These efforts provide our best opportunities to prove we are truly concerned with the well-being, professional success and family support of our Sailors. They set the tone which determines whether our shipmates and their families ultimately choose to "stay Navy." If we are "brilliant on the basics", then we will be successful Navy-wide with a force made up of the right Sailors, with the right skills, ready to answer all bells, today and into the future.



D. P. QUINN
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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CHAPTER 1

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

1. Command Career Counselor (CCC)/Reserve Unit Career Counselor (Unit CC) will ensure that all Sailors are given every opportunity to develop their careers to the fullest potential. This is accomplished through the effective management, direction, development, and training of the Career Development Team (CDT). The CCC/Unit CC is responsible to the Commanding Officer (CO) and reports directly to the Command Master Chief/Chief of the Boat/Senior Enlisted Leader (CMC/COB/SEL) for all matters related to CDP and policies. The CMC/COB/SEL and CCC/Unit CC team is the focal point for enlisted career development initiatives within the command and ensures all Sailors have every opportunity to excel.

2. An effective program is the result of a coordinated effort of the entire chain of command. There are a number of logical steps to take in setting up a CDP that contains all the elements listed in this chapter. OPNAVINST 1040.11C is designed to function as a stand-alone document for all Navy commands. The following items will assist in developing an effective and successful CDP:

a. Discuss the career information program and its benefits with the command leadership.

b. Conduct, annual program reviews as outlined in appendix A.

c. Ensure the command has an active, trained CDT.

d. Ensure all members of the CDT understand the value of customer service and that each completes the Navy Customer Service Manual course (NAVEDTRA 14056) via Navy Knowledge on Line (NKO).

e. Solicit Immediate Superior in Command/Type Commander (ISIC/TYCOM) support as necessary.

f. Assign a counselor for every 30 Sailors.

g. Allow ample time to provide counseling to Sailors within the unit, division or work center.

h. Ensure the Commanding Officer (CO provides performance feedback utilizing appendix B for all initial tour CCCs/Unit CCs.

1.1. Office Organization Procedures and Budget

a. The career counselor should have suitable office space with access to private counseling. Additional requirements include: a computer system that is capable of running Career Development Programs (CDP), and associated online programs, voice and data communications and internet capability as platform allows.

b. An excellent tool to ensure proper office organization is SECNAV M-5210.2 of July 2008.

c. The Career Information Management System (CIMS) is the primary means to plan, schedule, and track CDP activities. Use of additional time management tools is encouraged. Some formats may include:

(1) MS Office Suite.

(2) Navy Leadership Development Guide (NLDG) located on NKO under the leadership tab.

(3) Personal Digital Assistant (PDA).

d. During Planning Board for Training (PBFT), or command's alternative scheduling vehicle, the CCC/Unit CC should ensure that the following are added to the command schedule:

(1) CDBs.

(2) Reenlistments/retirements.

(3) Monthly/quarterly CDT meetings.

(4) Additional career development related items

e. Use SECNAVINST 5216.5D as a guide to ensure all correspondence is correct.

f. Manuals/instructions/messages can be found at www.npc.navy.mil under reference library. Manuals/Instructions can also be found on the BUPERS CD.

g. Establishing an annual budget is an essential component of an effective CDP. One of the first priorities should be a review of the career counselor budget, which should be updated annually. Some of the following items are recommended:

(1) Reenlistment/retirement items include:

- (a) Discharge pins/retirement pins.
- (b) Retirement flags.
- (c) Coins/plaques/command photo.
- (d) Reenlistment pens.
- (e) Cakes.

(2) Temporary Additional Duty (TEMADD) to include:

- (a) Navy Counselors Association (NCA) Symposium.
- (b) Detailer/CCD visits.
- (c) Pre-deployment briefs.
- (d) Training, etc.

1.2. Retention Statistics and Reports. The CCC/Unit CC is responsible for maintaining and monitoring retention statistics and preparing monthly or quarterly reports for submission to the CO using appendix C. To gain access to Navy Retention Monitoring System (NRMS) see appendix D.

1.3. Program Success. The tools presented in this chapter touched on several topics that will help to ensure success. One of the best resources beyond the instructions and manuals is other counselors. It is imperative at all levels to maintain a network through continuous communications.

CHAPTER 2

CAREER DEVELOPMENT TEAM (CDT)

2.1. Career Development Team Building

1. A well trained and organized CDT engages the entire chain of command and provides a means to guarantee continuity in career development efforts and individual professional growth. An effective CDT is the key ingredient of a successful CDP. Properly organized, efficient CDTs directly reflect the support of the organization and everyone in the chain of command. Active involvement of the chain of command from the top down is the key element to a successful CDP.

2. Far too many commands have structured their CDT to rely too heavily upon the CCC to provide the majority of all services relating to career development. This frequently leads the command to adopt a one-to-one counseling philosophy that demands the CCC to personally contact all Sailors whenever career development-related matters are involved.

3. Building an entire program around a single individual (or relatively few individuals) has serious drawbacks because the absence of the key person (permanently or temporarily) ends the program. The organization must then be restructured around the personality and capabilities of their replacement. This results in a constantly changing program that is not understandable by the Sailors it is designed to serve, nor does it function continuously at a high level of efficiency.

4. By organizing a command-wide CDT, the CCC/Unit CC assumes the role of CDP team leader. The CCC/Unit CC's responsibilities include management, training, administration of the CDP, internal public relations, and other facets of the CDP. As the team leader, one-on-one counseling is reduced.

5. To make the process work, the chain of command must assume responsibility for conducting routine training. The minimum career information training required is the Career Development Training Course (CDTC).

6. Proper organization of counseling activities provides the following benefits:

- a. Increased credibility of the chain of command.
 - b. An increase in the counseling expertise of supervisory personnel.
 - c. A lower client-to-counselor ratio.
 - d. Better-informed Sailors.
 - e. More time for CCCs/Unit CCs to oversee the program and counsel individual Sailors that requires their expertise and experience.
 - f. Increased program effectiveness.
7. The composition of the CDT includes, but is not limited to the:
- a. CO.
 - b. Executive Officer (XO).
 - c. CMC/COB/SEL.
 - d. CCC/Unit CC.
 - e. Department heads/division officers.
 - f. Department/division leading chief petty officers.
 - g. Department/division career counselors.

Note: OPNAVINST 1040.11C provides career development team scope of responsibility.

2.2. Department/Division Career Counselors

1. Counselors should be selected based on their ability to be effective communicators. Great care must be taken in the selection of Sailors to fill these key positions. Success depends upon the command's willingness to assign the **BEST** Sailors to the CDT.

2. Commands must avoid assigning Sailors whose other responsibilities are too demanding. Large departments and divisions may need to assign more than one counselor to meet the 30:1 client to counselor ratio.

3. Large commands are encouraged to assign full time departmental CCs. It's highly recommended that full time departmental CCs attend the 4-week CCC course (A-501-0011). Unit CCs must attend the 2-week Career Information course (R-501-0005). These courses are identified in the Catalog of Navy Training Courses (CANTRAC).

4. To effectively manage the career development of Sailors, command leadership must hold all CDT members accountable.

2.3. CDT Meetings

1. CDT meetings are critical to the success of the program. Meetings provide rapid distribution of information, information exchange, problem solving, and decision-making. A meeting can be an occasion where a group's collective knowledge is updated and increased. A successful meeting creates a commitment to group decisions and goals on the part of each person attending.

2. Monthly meetings are critical to an effective program. These meetings keep the team up-to-date on program and policy changes and allow continuous monitoring of Sailors' professional development. The meetings will be scheduled via Planning Board for Training (PBFT) or the command's alternative scheduling vehicle. At a minimum, the following items will be on each meeting's agenda:

a. Review career intentions to include:

(1) Expiration of Active Obligated Service/Projected Rotation Date/High Year Tenure/Perform To Serve and Career Status Bonus (EAOS/PRD/HYT/PTS/CSB).

(2) For Reserve Component Sailors: Expiration of Obligated Service (EOS)/PRD/HYT/AGE 60/MGIB-Selective Reserve (SR)/Reserve Incentive Bonus eligibility/Recruiting Selective Conversion Reenlistment (RESCORE) progress.

- b. Review results of all CDBs from the previous month.
 - c. Review all career development related issues.
 - d. Review recent NAVADMINS, new programs, and policies.
3. Per OPNAVINST 1040.11C, the CO should chair a command CDT meeting at least quarterly. It is recommend that COs invite the command OMBUDSMAN to participate as a team member.

2.4. Components of a CDT Meeting

1. Agenda. The agenda is the core of the meeting and should contain a chronological sequence of the issues you intend to cover during the meeting.

- a. Agenda items should be detailed enough to inform the team of exactly what will be discussed at the meeting. Distribute the agenda to all attendees prior to the meeting.

- b. Each item should be annotated, "For Information," "For Review" or "For Action".

2. Meeting Preparation. Ensure the space to be used is ready and all necessary audio/visual equipment is in working order. Test the audio/visual at least 15 minutes prior to the meeting. Reserve a space/room well in advance that is large enough for your expected audience.

- a. Prepare enough handouts for the audience.

- b. Confirm and prepare for guest speakers, if necessary.

3. Minutes of the Meeting. The minutes of the meeting are important and should include the following:

- a. The start time/end time, date, place held and members present/absent.

- b. All agenda items discussed and decisions made; if action is agreed upon, the name of the member responsible for the action, and expected completion date.

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c. The date, time, and place of the next meeting. (By establishing a consistent meeting time and place, all attendees will be able to schedule them as a recurring item on their calendar.)

4. Cancellation of the Meeting. If a meeting must be cancelled, do it as far in advance as possible so all concerned can reschedule accordingly.

CHAPTER 3

TRAINING

3.1. Purpose. Training is the key ingredient to a successful CDP and is necessary to assist in providing adequate and accurate career information to our Sailors. This chapter addresses training required in addition to the minimum requirement of the Career Development Training Course (CDTC).

3.2. Discussion. Career Counselors must have the most up-to-date techniques, technology and information. It is imperative that career counselors are computer literate and use the latest tools to make them more productive and efficient. Additionally, CDT members are key ingredients in a successful CDP. Team members need to possess and maintain the knowledge, skills, and abilities necessary to function as a career counselor.

3.3. CDT Training. Properly trained CDT members have a positive impact on Sailors, thus enhancing their value to the command's CDP. The CDT and supervisors are considered trained and qualified to assume their responsibilities after they attend a CDTC.

a. CCCs must receive formal training by attending the 4-week CCC course (A-501-0011). Unit CCs must attend the 2-week Career Information course (R-501-0005). These courses are identified in CANTRAC. Many successful commands send department counselors to the CCC course. Quotas must be obtained via their ISIC/TYCOM. Additional training is provided via regional career counselors/ISIC/TYCOM and the annual Navy Counselor's Association (NCA) symposium.

b. The primary source of training for CDT members is the CDTC. Lesson guides for this course can be found on the Navy Personnel Command (NAVPERSCOM) Web site > Career Info > StayNAVY > Counselors Corner > CCC Tools > Counselors Training Files. CCC/Unit CCs and subject matter experts should instruct the CDTC. Additional training on Navy Career Tools in appendix E provides an overview of what's available to Sailors and the career counselor community that supports professional career development. ISICs, Common Support Directorates, and Regional Commander Reserve Components offer training to subordinate and supported commands.

c. Officers, chief petty officers, and petty officers are highly encouraged to attend the CDTC. Special emphasis should be placed on the supervisor's role in the CDP. This training provides the knowledge required to answer questions and assist Sailors with making an informed career decision.

d. The training level for department/division CCs must be maintained at 100 percent and documented in the Electronic Service Record (ESR) via NSIPS. Training is defined as having attended the CDTC during the current tour and completing the Navy Customer Service Manual (NAVEDTRA 14056) via NKO. These requirements must be accomplished as a prerequisite to becoming a department/ division CC.

e. CCs will provide monthly training for the CDT. Training should be designed to support CDTC lesson topics and provide up-to-date program and policy information.

3.4. Area Training. CCCs assigned to TYCOMs, Force or Common Support Directorates, Regional Commanders Reserve Components, other echelon 3 commanders, and ISICs will provide training to subordinate and supported CCs in the following computer systems and programs:

- a. CDP management databases, CIMS.
- b. NAVPERSCOM Homepage, BUPERS On-Line, ARGUS.
- c. Perform to Serve (PTS).
- d. Career Management System-Interactive Detailing (CMS/ID).
- e. Officer Personnel Information System, Career Status Bonus, Selective Reenlistment Bonus (OPINS, CSB, SRB, Fleet Reserve and Retirement, etc..)
- f. Navy Retention Monitoring System (NRMS).
- g. FleetRIDE.
- h. Navy Knowledge Online (NKO).
- i. PCEDVR.

- j. Navy Career Tools suite.
- k. Quota request procedures and pre-requisites to attend the CCC/Unit CC including ability to use and understand CANTRAC.
- l. Time management tools.
- m. CDT organization and meetings.
- n. Semi-Annual or as needed reviews of each department/division/unit CDP.
- o. Monthly report to the CO.
- p. New programs and policies as appropriate.

CHAPTER 4

COMMAND SPONSOR AND INDOCTRINATION PROGRAM

4.1. Sponsor and Indoctrination Program

1. OPNAVINST 1740.3C provides requirements to establish the Command Sponsor and Indoctrination Program. This chapter provides an overview of the command sponsor and indoctrination program.

2. Command sponsor and indoctrination programs are designed to facilitate the adaptation of a Sailor and their family into a new working and living environment, to minimize the anxiety associated with a Permanent Change of Station (PCS) move and to afford Sailors and their families their greatest opportunity for a successful and productive tour of duty.

4.2. Policy

1. Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities.

2. COs shall appoint command sponsor and indoctrination coordinators per OPNAVINST 1740.3C.

3. CMC/COB/SEL shall oversee the command sponsor and indoctrination program and ensure that the Command Sponsor Coordinator (CSC) and Indoctrination Program Coordinator have access to coordinator tools per OPNAVINST 1740.3C.

4.3. Sponsor Assignments. It is important for sponsors to be enthusiastic, willing to help people, and have a positive attitude toward the Navy, command, and local community. Sponsors should be familiar with the command and its location or homeport, knowledgeable about available resources, and familiar with applicable command procedures and instructions.

a. Commands shall ensure all sponsors complete sponsor training provided by local Fleet Family Support Centers (FFSCs) prior to executing sponsor related duties.

b. Assigned sponsors are equal or higher paygrade (at least E5) to arriving Sailors.

c. Requesting a Sponsor. Upon receipt of PCS orders, all members transferring must be counseled concerning the advantages and benefits to be gained from using a sponsor. If available, refer the Sailor to Military Homefront Web site at <http://www.militaryhomefront.dod.mil/>.

d. Assigning a Sponsor. Procedures for assigning a sponsor are located on the NAVPERSCOM Web site. Navigate to Home>Career Info>StayNAVY>CIMS. Download the procedures for "assigning sponsors".

e. Check-in Process. Commands should ensure an efficient and simple check-in process. The number of check-in points should be kept to a minimum. Check-in points of contacts should be properly trained in customer service etiquette. Having a positive attitude sets the proper tone for a transitioning member aboard the command. The Navy video "The First 72 Hours" provides excellent training and insight toward illustrating this point. A positive check-in experience includes, but not limited to:

- (1) Command nametag and other organizational clothing (ball cap, PT gear, etc.).
- (2) Pre-assignment of rack, bedding, rack curtains and locker.
- (3) Providing a hot meal upon arrival, regardless of the time.
- (4) Informal egress training, as required
- (5) Assign to each duty section a duty sponsor to help members who report after normal working hours. Ensure duty sponsors provide the same support after hours as provided for any Sailor reporting during normal working hours.

4.4. Indoctrination Program

1. In addition to topics listed in OPNAVINST 1740.3C, the areas and activities listed below are good topics for indoctrination.

- a. Command mission.
- b. CO's welcome aboard brief.
- c. CMC/COB/SEL brief.
- d. CDTC.
- e. First Term Success Workshop (FTSW)/Reserve Affiliation Success Workshop (RASW).
- f. Command policy to include command organization, command orders, battle bill, and the damage control and watch standing organization as appropriate.
- g. An orientation tour of the unit/station.
- h. The operating schedule.
- i. Standards of conduct, command performance and evaluation standards, leave, and liberty.
- j. Basic damage control training.
- k. Religious facilities and services offered.
- l. Navy exchange facilities and services offered (including ship's store operations and benefits available).
- m. Navy Relief facilities and services offered.
- n. Legal services.
- o. Medical and dental facilities and services.
- p. Red Cross.
- q. FFSCs.

- r. Postal services briefing.
 - s. Personnel Qualification Standards (PQS) orientation in general skills.
 - t. Disbursing services.
 - u. Safety.
 - v. Public affairs.
 - w. Education services.
 - x. Ombudsman functions.
 - y. Nearby bases and facilities.
 - z. Morale, Welfare, and Recreation (MWR) services and facilities.
2. The Command Sponsor and Indoctrination Programs are key elements of preparing Sailors for a successful tour of duty. It is imperative that all commands provide the best possible support for their newly arriving shipmates and their families.

CHAPTER 5

CAREER DEVELOPMENT BOARD (CDB)

5.1. Purpose. CDBs are the primary delivery method to ensure Sailors are provided the guidance necessary to make informed career decisions based on current Navy policies, programs and procedures.

5.2. Discussion. CDBs provide all enlisted Sailors the opportunity for optimal development of their professional skills, both military and technical, thereby enhancing unit readiness, individual upward mobility, job satisfaction and ultimately the retention of the best qualified Sailors. The chain of command will ensure Sailors appear before a CDB per OPNAVINST 1040.11C.

5.3. Board Composition

1. Command level CDBs will be chaired by the CMC/COB/SEL. Members will include CCC/Unit CC, and be augmented by department LCPOs, Educational Services Officer (ESO), Personnel/Pay Specialist, Mentor and various other department CDB members as directed.

2. Department level CDBs will be chaired by the department LCPO. Members will include division chief petty officers (CPOs), leading petty officers (LPOs), department career counselors, and be augmented by ESOs, Personnel/Pay Specialists and Mentors as directed.

5.4. Command CDB. Command level CDB will be conducted for all Sailors within 30 days of reporting. Drilling Reservists will be seen within the first 3 drill weekends. Additionally, candidates will appear before the CDB for the following reasons/requests:

- a. Recommended by department CDB.
- b. 24 months prior to HYT and those requesting HYT waivers.
- c. Striking for a rating.

- d. Professional Apprenticeship Program Tracks (PACT) (18 Month).
- e. Class "A" school requests.
- f. National Call to Service (NCS) Sailors (request to remain on active duty).
- g. Rating conversion/reversion. For rating qualification determination utilize appendix F.
- h. Not approved for in-rate reenlistment or conversion by 3rd rollover (PTS).
- i. Commissioning program applications.
- j. Special Programs as required.
- k. Transfer/Separation as required.
- l. Reserve Conversion/Navy Veteran/Other Service Veteran (RESCORE/NAVET/OSVET) personnel with 1 year on board who have not completed lateral conversion prerequisites.
- m. Non select for E8/9.
- n. Sailors may attend for other reasons and upon member's request.

5.5. Department CDB. Professional growth and goal setting is the key to enhanced career planning and motivation. Reserve Unit CDB's will see all Reserve Component Sailors annually. Appendix G of this handbook provides the format for the Individual Career Development Plan (ICDP).

- a. Department level CDBs will see all Sailors as stipulated below:

6 Month	48 Month	Perform To Serve
12 Month	60 Month	CMS/ID (13 months prior to PRD)
24 Month	Transfer/SEP	
36 Month	Special Programs	

b. Additionally, Sailors will appear before this board for the following reason/request:

(1) Advancement examination PNA (x3), standard score of 40 or below, selection board not eligible, and examination failures.

(2) Non-select for E7/8.

(3) Records review for E7/8 selection board candidates.

(4) Sailors may attend for other reasons and upon member's request.

5.6. CCC/Unit/Department Career Counselor Responsibilities and Procedures

1. Indoctrinate all newly reporting Sailors on CDB process.
2. Identify Sailors that require a CDB using CIMS.
3. Identify and schedule an appropriate space suitable to conduct CDBs (with the assistance of the CMC/COB/SEL as needed).
4. Disseminate CDB schedule via: Plan of the Day/Week/Month, Flight Schedule, Site TV, and e-mail (all CPOs).
5. Identify and notify the CDB board members and Sailors of time and location.
6. 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.
7. Document CDB board members, minutes, recommendations and approval or disapproval comments within CIMS. If CIMS is not available, maintain CDB minutes for 2 years.
8. Follow up as needed.

5.7. CDB Discussion Topics. In addition to topics on the ICDP, the topics listed below are recommended for discussion at the CDB.

- a. Familiarization with individual Sailor's background (personal history).
- b. Command mission, vision, guiding principles, and Sailor expectations.
- c. Introduce established CDP.
- d. Armed Services Vocational Aptitude Battery (ASVAB)
- e. Military standards.
- f. Check-in/indoctrination process review.
- g. National Call to Service (NCS).
- h. Advancement requirements.
- i. Rating or "A" school selection (GENDETS/PACT).
- j. Navy Basic Intelligence Training (NBIT).
- k. RESCORE-R.
- l. Reserve Incentive Bonus/MGIB-SR Eligibility.
- m. Perform to Serve (PTS).
- n. High Year Tenure (HYT).
- o. Navy Reserve Affiliation.
- p. Navy Career Tools suite.

CHAPTER 6

NAVIGATIONAL TRACKS

6.1. Timelines. An effective timeline readily identifies Sailors approaching a critical career decision point. Early and continuous intervention ensures every Sailor has the information needed to make an informed decision. To this end, every command must track the progress of each Sailor and provide necessary guidance and counseling to support that decision.

1. CIMS is an on-line transactional system which will follow Sailors throughout their career. CIMS is fully integrated with Navy Standard Integrated Personnel System (NSIPS) and available to all CCs who have a PKI Certificate. Access to CIMS can be obtained via the web or disconnected NSIPS Web Afloat server.

2. To gain access to the CIMS, go to the NAVPERSCOM Web site at www.npc.navy.mil and navigate to Home > Career Info > StayNAVY > CIMS. Download the CIMS CCC Account document and follow the procedures to gain access.

3. The following matrix provides the timelines for CDB completion to be documented in CIMS.

CDB Type	Action to taken
Reporting	Command CDB for all Sailors within 30 days of reporting or 3 drill weekends
6 Month	All Sailors that have been onboard for 6 months.
12 Month	All Sailors that have been onboard for 12 months.
18 Month	All Sailors in the Professional Apprenticeship Program Tracks (PACT) program.
24 Month	All Sailors that have been onboard for 24 months.
36 Month	All Sailors that have been onboard for 36 months.
48 Month	All Sailors that have been onboard for 48 months.
60 Month	All Sailors that have been onboard for 60 months.

6.2. Transition and Counseling Timeline

1. Transition counseling and assistance positively impacts retention and mission readiness by providing professional career development resources to Sailors. Effective transition assistance ensures that Sailors who transfer to the Navy Reserve

or decide to separate and return to the civilian sector as productive citizens and ambassadors for the Navy. OPNAVINST 1900.2B is very specific regarding separation guidance.

2. Transition counseling and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) that provide career change information. Personnel transferring to the Fleet Reserve or retiring should begin transition counseling or Transition Assistance Program (TAP) at the 24-months prior to End of Active Obligated Service (EAOS).

TIME BEFORE EAOS	TRANSITION AND COUNSELING TIMELINE ACTION TO BE TAKEN
24 months	E7 and above Sailors retiring/transferring to the Fleet Reserve attend TAP. Complete DD 2648, Pre-separation Counseling Checklist.
18 months	E6 and below Sailors retiring/transferring to the Fleet Reserve attend TAP. Complete DD 2648.
12 months	<ul style="list-style-type: none"> - Schedule TAP class. Separating/undecided Sailor completes DD Form 2648. - Direct Sailor to Turbo TAP for their Individual Transition Plan (ITP). - Sailor must present copy of completed DD 2648 when they attend TAP.
11 months	CO interviews undecided and separating Sailors and spouses based on department recommendation.
9 months	<ul style="list-style-type: none"> - TAMP coordinator validate TAP class completions or ensure member is still scheduled for completion prior to 6 months before EAOS. - CCC/Unit CC coordinates Navy Reserve benefits counseling.

TIME BEFORE EAOS	TRANSITION AND COUNSELING TIMELINE ACTION TO BE TAKEN
6 months	<ul style="list-style-type: none"> - PTS disapprovals complete DD 2648. - NCS Sailors complete DD 2648. - Schedule TAP class. Sailor must present copy of completed DD 2648 when they attend TAP. - Confirm completion by CCC/Unit CC. Go to Reserve affiliation timeline. - CCC/Unit CC coordinates Navy Reserve affiliation counseling. Direct Sailor to Turbo TAP for their ITP.
5 months	<p>Schedule TAP class. CCC/Unit CC coordinates Navy Reserve affiliation counseling. Direct Sailor to Turbo TAP for their ITP. Sailor must present copy of completed DD Form 2648 when they attend TAP.</p>
90 days	10 U.S.C., 1142 deadline for TAP/Navy Reserve Career Information Team (CARIT) brief completion.
<90 days	For short fuse discharges/separations, attend TAP/CARIT brief. Detaching command must complete DD Form 2648 before sending the Sailor to a separation activity (section 5 must be annotated with comments explaining non-compliance with 10 U.S.C. 1142).

3. Use of these timelines provides a method for commands to ensure each Sailor has been afforded every opportunity to make an informed decision. Specifically, the transition assistance management program can complement the command's retention efforts. Historically, over 25 percent of undecided or separating Sailors who attend pre-separation briefs and the TAP workshop prior to 180 days from EAOS decide to stay Navy.

6.3. Perform to Serve (PTS). PTS provides Sailors greater opportunities for career growth and success. PTS improves combat readiness by providing the right Sailor, at the right time, with the right skills, in the right job.

1. PTS acts as a force shaping tool by leveling rating manning from overmanned to undermanned, and as quality screening by controlling reenlistments.
2. PTS is a centralized reenlistment reservation system. The first and most important step in the PTS process is a positive retention recommendation from the Sailor's CO.
3. Access and questions. PTS reference and points of contact:

MILPERSMAN 1440-060
Commercial: (901) 874-2950/DSN 882.
NAVPERSCOM Web site: www.npc.navy.mil

TIME BEFORE EAOS/PRD	(PTS) ACTION TO BE TAKEN
15-24 months	Utilize one of two methods to identify PTS eligible Sailors: Run the CIMS PTS report or use the command's EDVR to identify eligible personnel on their first enlistment. Conduct CDB and document in CIMS. Develop an individual career development plan utilizing FleetRIDE for eligibility for those Sailors that desire to convert. Document the plan in CIMS. Those who are recommended for retention apply to PTS; all others approaching EAOS are identified and reenlistment eligibility determined.
12-15 months	CCC input all PTS applications via the PTS Web site or Excel spreadsheet. Refer to the PTS Web site for submission procedures.
9 months	Command conducts CDB on those Sailors who have not been approved via PTS for possible modification of original request (i.e., conversion rating choices).
6 months	PTS disapprovals move to a fast-track transition and Navy Reserve affiliation timelines.
5 months	CCC counsels Sailor regarding career options. Lost quotas move to fast-track transition and Reserve affiliation timelines.

TIME BEFORE EAOS/PRD	(PTS) ACTION TO BE TAKEN
4 to 1 months	CCC ensures that Sailor meets any prerequisites for transfer (i.e., Screening Requirements, Dependent Entry Approval, Exceptional Family Member (EFM) concerns, etc.)

6.4. Professional Apprenticeship Career Tracks (PACT). For more information see NAVADMIN 318/07.

FROM REPORT DATE	ACTION TO BE TAKEN
30 days	Conduct reporting CDB and develop an individual career development plan utilizing FleetRIDE. Document the plan in CIMS.
18 months	Conduct Command level PACT CDB. Document in CIMS.
24 months	"A" School or Designated or Ineligible.

6.5. National Call to Service (NCS). For more information see MILPERSMAN 1133-80.

FROM REPORT DATE	ACTION TO BE TAKEN
Upon Reporting	Verify EAOS and execute extensions as necessary to complete 15 months of active duty (ACDU).
10 months	Request 24 month extension if desired.
180 days	<ul style="list-style-type: none"> - Screen for eligibility for Navy Reserves. - Ensure Sailor logs into CMS/ID and updates duty preference sheet. On page 2 of the duty preference sheet Sailor comments section the phrase "After release from active duty, I will be residing in (city)" must be inserted. *Disregard the statement "SF 180 (Rev. 4-07), Request Pertaining to Military Records". - Refer to Transition and Counseling Timeline matrix.

FROM REPORT DATE	ACTION TO BE TAKEN
30 days	Counsel the member regarding mandatory Navy Reserve obligation.

6.6. Career Status Bonus (CSB). CSB is for members who entered the U.S. Navy on 1 August 1986 or later. This election must be made by the time the member has accrued 15 years of active duty service and is irrevocable once that date has passed.

Access and questions:

CSB/REDUX points of contact:

Commercial: (901) 874-3375/DSN 882.

NAVPERSCOM Web site: **CSB/REDUX**

Home>Organization>NPC/IT/IM>Data

Management>Career Status Bonus

OPINS Access

Home>Organization>NPC/IT/IM>Data

Management>Corporate Systems>OPINS

FROM DIEMS DATE	ACTION TO BE TAKEN
14 Years 6 Months	Receive CSB eligibility notification message. Counsel Sailor on retirement choices.
14 Years 9 Months	Receive 2 nd CSB eligibility notification message.
Prior to 15 years	Select and submit CSB election.

6.7. Career Management System Interactive Detailing (CMS/ID). CMS/ID is designed and used by Sailors, CCCs, command, Full Time Support (FTS), and Reserve personnel. The system allows Sailors to view available jobs and make applications themselves and through their CCC. For information relating to CMS/ID, such as providing Schedules, Access Requests, and FAQ's go to the NAVPERSCOM Web site and navigate to Home > Enlisted Assign > Career Mgmt System. Download the access request letter and the Quick Start user guides.

PRIOR TO PRD	ACTION TO BE TAKEN
12 months	Update online profile.
6-9 months	Submit applications.
5 months	Detailers issue orders per Navy priority.

6.8. Reenlistments

1. A Reenlistment is a significant event in the career of an enlisted member. As such, it should be accorded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath that the Sailor is taking. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

2. Additional information can be found in MILPERSMAN 1160-020.

PRIOR TO EAOS/EOS/PRD	ACTION TO BE TAKEN
12 Months	Verify eligibility (i.e., PTS/PFA/HYT/etc.)

6.9. Reserve Conversion (RESCORE). For more information see BUPERSINST 1001.39F.

FROM DATE OF ENLISTMENT	ACTION TO BE TAKEN
12 months	Unit level CDB if rating not made permanent by this date.
24 months	Unit level CDB if rating not made permanent by this date.
36 months	Separate if rating not made permanent by this date.

6.10. High Year Tenure (HYT). The HYT program is a vital and effective force shaping tool used to properly size and shape the Navy. This policy establishes standardized length of service (LOS) gates by pay grade balanced with a waiver process that allows the Navy to retain the right Sailor.

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HYT: MILPERSMAN 1160-120
DSN: Commercial: (901) 874-2443/3234/DSN 882
FAX: 2762

From HYT Date	ACTION TO BE TAKEN
24 months	Unit/Dept/Div level CDB
12 months	Request HYT waiver as needed

CHAPTER 7

CAREER INFORMATION PROGRAM (CIP) REVIEW

7.1. Purpose

1. The Career Information Program (CIP) review provides the command with a means to assess the effectiveness of programs and support systems that directly impact the command climate. Commands can objectively identify their organizational strengths and other areas that require further attention.

2. Per OPNAVINST 1040.11C, the CIP must be evaluated at least annually and a POA&M updated to ensure all elements of the program are functioning properly. The review form is included in appendix A.

7.2. Conducting and Briefing a Program Review. The TYCOM, ISIC, Common Support Directorate, and Regional Commanders shall:

1. Conduct the program review per OPNAVINST 1040.11C.
2. Prepare a summary and Plan of Action and Milestones (POA&M).
3. Analyze and develop recommendations to present to the CO for implementation.
4. Present formal briefings on all the above to the CO.
5. Use the career information program review to develop best practices.

7.3. Plan of Action and Milestones (POA&M). The POA&M should state exactly what action is to be taken, who will be responsible for seeing that it is completed, the start date and completion date, the milestone dates, and the expected results. Immediate action must be taken to carry out the POA&M once it is written and approved by the CO. CMC/COB/SEL and CCC/Unit CC should track all action items and ensure they are completed as required.

APPENDICES

The following appendices are located on the NAVPERSCOM Web site under the StayNAVY homepage Home > Career Info > CMC/CCC > Career Counselor Handbook.

A - CAREER INFORMATION PROGRAM (CIP) REVIEW. Provides the command with a means to assess the effectiveness of programs and support systems that directly impact the command climate. Commands can objectively identify their organizational strengths and other areas that require further attention.

B - CAREER COUNSELOR INITIAL TOUR FEEDBACK FORM. Used by the commands to screen first tour career counselors and provide feedback in regards to their level of knowledge and abilities as a counselor.

C - NAVY RETENTION MONITORING SYSTEM (NRMS). Used by TYCOM, ISIC, and Common Support Directorates to assess commands Career Information Programs along with supporting retention and attrition trend analysis. The Career Information Analytical Report will be used by TYCOMs, Force or Common Support Directorates, Regional Commanders of Reserve Components, other echelon 3 commanders, and ISICs to gauge the commands success as it applies to overall command climate and career development. The report will be available via NRMS under Career Information Management System (CIMS) Analytics.

D - CAREER COUNSELOR INFORMATION MANAGEMENT SYSTEMS (CIMS) ACCESS LIST. Provides a consolidated list of applications and programs for CCs.

E - NAVY CAREER TOOLS SUITE. Designed to achieve the long-range vision of an easy-to-use, integrated family of career management, training, and education systems that help Sailors direct their own professional development. Key individual Navy Career Tools include: Career Management System/Interactive Detailing (CMS/ID), Navy Knowledge Online (NKO), Navy eLearning (NeL), Navy Credentialing Opportunities Online (Navy COOL), and Electronic Training Jacket (ETJ).

F - FleetRIDE. Interfaces with The Single Navy Classification System, Rating ID Engine (RIDE) Web service to provide Sailor rating qualification based upon a detailed examination of the

mental, medical, legal, and moral entry requirements to each Navy Rating. CCs should use FleetRIDE to screen for rating eligibility, counsel and guide rated Sailors to new career opportunities and rating conversions for Perform-To-Serve (PTS) and undesignated Sailors to qualify and apply for Navy-Wide Advancement Exams and A-School requests.

G - INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP). Part of the Career Information Management System (CIMS). The form captures the data from the Sailor's current ICDP and displays the current data along with the Sailors goals and command leadership comments. It also contains comments from the previous two CDBs.

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APPENDIX A

**CAREER INFORMATION PROGRAM
REVIEW**

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APPENDIX A

CAREER INFORMATION PROGRAM REVIEW

A.1. General. This review focuses on areas dealing with Career Development Programs (CDPs) and support systems controllable at the command level as directed by the references below. At the end of this review is a summary sheet indicating the command's compliance with the directives in maintaining effective Career Information and Development Programs.

1. BUPERSINST 1001.39F (Administrative Procedures for Navy Reservists).
2. OPNAVINST 1040.10A (Argus Career Milestones Tracking Program).
3. OPNAVINST 1040.11B (Navy Retention and Career Development Program).
4. COMNAVRESFORINST 1100.4B (Reserve Enlisted Incentives Program).
5. OPNAVINST 1306.2E (Command Master Chief Program).
6. OPNAVINST 1540.56 (Navy Credentialing Programs).
7. OPNAVINST 1560.10C (Administration of the United Services Military Apprenticeship).
8. OPNAVINST 1740.3C (Command Sponsor & Indoctrination Program).
9. OPNAVINST 1740.4C (U.S. Navy Family Care Plan Policy).
10. OPNAVINST 1752.2B (Family Advocacy Program).
11. OPNAVINST 1754.1B (Family Service Center Program).
12. OPNAVINST 1754.2C (Exceptional Family Member Program).
13. COMNAVRESFORINST 1780.1A Montgomery GI Bill - Select Reserve (MGIB -SR).

14. OPNAVINST 1900.1D (Pre-Separating Counseling by Career Information Teams).
15. OPNAVINST 1900.2B (Transition Assistance Management Program).
16. OPNAVINST 5354.1F (Navy Equal Opportunity (EO) Policy).
17. NAVPERS 15878K (Career Counselor Handbook).
18. NAVPERS 15560D (Naval Military Personnel Manual).
19. NAVPERS 15571A (Navy Family OMBUDSMAN Program Manual).
20. NAVADMIN 318/07 (Professional Apprenticeship Career Tracks Program).

A.2. CMC/COB/SEL/CCC/Unit CC Information

Ref: OPNAVINST 1040.11C
NAVPERS 15878K

	CMC/COB/SEL/CCC/UNIT CC INFORMATION	YES	NO	N/A
	COMMAND _____ UIC: _____ COMMANDING OFFICER: _____ CMC/COB/SEL: _____ Date of Review _____ Date of Last Review _____			
1	CMC/SEL Report/PRD Dates: _____ / _____			
2	CCC's Report/PRD Dates: _____ / _____			
3	Has the CCC graduated from the Command Career Counselor Course (A-501-0011)?			
4	Has the Unit CC graduated from the Career Information Course (R-501-0005)?			
5	Has CCC/Unit CC billet been gapped? If yes, how long?			
6	The CMC/SEL has submitted a performance feedback report to the ISIC within 6 months of first tour career counselors checking on board command. *Evident by review of file copy.			
7	List CCC collateral duties:			

A.3. Command Advancement and Continuing Education

Ref: OPNAVINST 1040.11C
COMNAVRESFORINST 1780.1
OPNAVINST 1540.56F
OPNAVINST 1560.10C
NAVPERS 15560D
NAVPERS 15878K

	COMMAND ADVANCEMENT AND CONTINUING EDUCATION	YES	NO	N/A
1	Command advancement percentages/statistics are equitable to type command average for E4-E9 personnel. *Evident by command statistics from advancement center.			
2	Command advancement percentage/statistics are comparable to Navy average. *Evident by Navy statistics from advancement center.			
3	Standard Score percentage/statistics are comparable to Navy average. *Evident by Navy statistics from advancement center.			
4	Discrepancies percentage/statistics are comparable to Navy average. *Evident by Navy statistics from advancement center.			
5	The Command promotes/supports continuing education (i.e., NCPACE, TA, CLEP/DSST, MGIB-SR etc.) *Evident by enrollment/TA requests.			
6	Are Sailors encouraged to utilize Navy Credentialing Opportunities Online (COOL) and the United States Military Apprenticeship Program (USMAP)? *Evident by USMAP files and/or CIMS.			
7	Is your command MGIB-SR program coordinator on the administrative routing for all SELRES losses/transfers prior to NSIPS data loss/transfer entries being made?			

	COMMAND ADVANCEMENT AND CONTINUING EDUCATION	YES	NO	N/A
8	Do all SELRES have a signed MGIB-SR "Statement of Understanding" on file?			
9	Do all MGIB-SR eligible Sailors have a signed Notice of Basic Eligibility on file?			
10	Are suspension packages sent to COMNAVRESFORCOM (N1SC) for all MGIB-SR eligible Sailors who are approved for a period of suspension?			

A.4. Career Development Program Management

Ref: OPNAVINST 1040.11C
NAVPERS 15560D
NAVPERS 15878K

	CAREER DEVELOPMENT PROGRAM MANAGEMENT	YES	NO	N/A
1	The CCC/Unit CC is responsible to the CO, and reports directly to the CMC/SEL in the performance of their duties. <i>*Although CCC may be administratively assigned to a department/division for mustering purposes, the CCC must not be required to go through anyone to talk with the CMC/SEL/XO/CO on career related matters. It is acceptable for the Executive/Admin Assistant to require career related correspondence to be screened prior to being signed by the CO.</i>			
2	The CCC/Unit CC has access to a private counseling space. <i>*A desk in Admin does meet this requirement.</i>			
3	The CCC/Unit CC has access to a phone line for outgoing and incoming calls and faxes. <i>*Evident by phone location and number.</i>			
4	The CCC/Unit CC has a computer system that is capable of accessing and running the following programs/systems:			
4a	NAVPERSCOM Web site http://npc.navy.mil			
4b	BUPERS Online			
4c	COMNAVRESFOR Web site http://navyreserve.navy.mil/			
4d	Career Information Management System (CIMS)			
4e	FleetRIDE			
4f	CMS Interactive Detailing (CMS-ID)			
4g	Navy Knowledge Online (NKO)			
4h	Navy Retention Monitoring System (NRMS)			
4i	OPINS (FLTRES/SRB/CSB)			
4j	PC EDVR			
4k	Perform To Serve (PTS)			
4l	ARGUS Survey			

	CAREER DEVELOPMENT PROGRAM MANAGEMENT	YES	NO	N/A
5	The CCC has access to a validated copy of the current Enlisted Distribution Verification Report (EDVR). *Evident by current copies of the EDVR.			
6	The CCC is on the distribution list for career development related message traffic.			
7	A Tickler/Tracking System for EAOS/PRD/HYT/PTS/CDB/CSB/MGIB-SR/AGE 60/RESCORE correspondence is being utilized. *Evident by visual inspection of usage of a tickler/tracking system.			
8	The CCC/Unit CC provides the CO with a monthly written career development management report, to include minutes and follow up CDB interviews. *Evident by retain of monthly reports/memos addressed to the CO.			
9	Reenlistment ceremonies are conducted per reference (c). *CCC/Unit CC maintains files for at least 24 months to include as applicable (i.e., NAVPERS 1306/7, PTS, Reenlistment and Extension.			

A.5. Career Development Team (CDT)

Ref: OPNAVINST 1040.11C
NAVPERS 15878K

	CAREER DEVELOPMENT TEAM	YES	NO	N/A
1	<p>a. Total number of enlisted personnel assigned: _____</p> <p>b. Total number of Dept/Div CCs assigned: _____</p> <p>c. Total number of Dept/Div CCs trained: _____</p> <p>d. Client-to-trained counselor ratio: _____</p> <p>Note: A ratio exceeding 30:1 indicates a potential problem. The situation can be corrected by selecting and training more Dept/Div/Branch CCs.</p> <p>Training consist of the Career Development Training Course (CDTC), Customer Service Manual NAVEDTRA 14056 and 1.18 Customer Service and Interpersonal Communication via NKO.</p>			
2	<p>The Command Career Development Team (CO/XO/CMC/COB/SEL/CCC/Unit CC/Dept Heads/Dept LCPOs/Dept/Div CCs) meets at least quarterly. *Evident by review of meeting minutes.</p>			
3	<p>The CCC conducts monthly meetings and training with the Dept/Div Career Counselors? *Evident by monthly muster/reporting sheets and CDT meeting minutes.</p>			
4	<p>All Dept/Div/Unit CCs are designated in writing. *Evident by a list of all Dept/Div/Unit CCs. (Dept/Div/Unit CCs must be listed on the latest collateral duties list, at a minimum; if there is no letter of designation signed by the CO).</p>			
5	<p>Semi-Annual, or as needed, reviews of each Dept/Div/Unit Career Development Programs Management are being conducted. *Evident by ccpy of review results.</p>			

	CAREER DEVELOPMENT TEAM	YES	NO	N/A
6	A 15-month PRD/EAOS roller list is a topic of discussion at each CDT meeting? *Evident by CDT minutes.			

A.6. Career Development Training

Ref: OPNAVINST 1040.10A
OPNAVINST 1040.11C
OPNAVINST 1306.2E
NAVPERS 15878K

	CAREER DEVELOPMENT TRAINING	YES	NO	N/A
1	CDTC training is conducted to ensure training levels of 100 percent are maintained for Dept/Div/Unit CCs. *Evident by training muster sheets and reporting dates of Dept/Div/Unit CCs.			
2	First Term Success Workshops (FTSW) for First Term personnel are being conducted within 6 months of reporting to the command. *Evident by muster sheets.			
3	Reserve Affiliation Success Workshops (RASW) is being conducted for all Navy Reservists during initial assignment. *Evident by muster sheets.			
4	Are all Sailors afforded the opportunity and encouraged to participate in the ARGUS survey at key career milestones?			
5	The CCC/Unit CC disseminates career development information via: Plan of the Day/Week/Month (POD/POW/POM), Flight Schedule, Site TV, Family Grams, General Military Training (GMT) lectures, and e-mail (all hands e-mails). *Evident by POD/POW/POM notes and retains.			
6	Has the CC received Navy Reserve Programs training from a Reserve Component subject matter expert? *Evident by questions from reviewer.			

A.7. Navigation Tracks

Ref: OPNAVINST 1040.11C
OPNAVINST 1900.1D
OPNAVINST 1900.2B
NAVPERS 15560D
NAVPERS 15878K

	NAVIGATIONAL TRACKS	YES	NO	N/A
1	CCC utilizes EDVR/CIMS to ensure required members are entered into the PTS system at 15 months from EAOS. *Evident by files on hand.			
1	CCC utilizes EDVR/CIMS to ensure required members are entered into the PTS system at 15 months from EAOS. *Evident by files on hand.			
2	PTS results are maintained on file for a minimum of 24 months. *Evident by updated PTS application signed by member.			
3	CDBs are being conducted on Sailors who have not been approved for selection or conversion by 3 rd PTS rollover result. *Evident by CDB minutes.			
4	Reserve Liaisons are identified and invited to the command to conduct training and interviews for all transitioning personnel. *Evident by muster sheets.			
5	CCCs provide Navy Reserve recruiters access to information for separating Sailors 180 days prior to EAOS. *Evident by the information provided by the area reserve recruiter.			
6	Proper counseling, a pre-separation checklist, and an Individual Transition Plan (if requested), are received by separatees and fleet reserve/retirees (planned losses) at least 90 days prior to separation dates. *Evident by reference files.			

	NAVIGATIONAL TRACKS	YES	NO	N/A
7	DD 2648/DD 2648-1 pre-separation paperwork is filed in the separating member's Service Record and a copy maintained in command files for at least 2 years. *Evident by copy files.			

A.8. Family Readiness

Ref: OPNAVINST 1306.2E
OPNAVINST 1740.4C
OPNAVINST 1754.2C
NAVPERS 15560D
NAVPERS 15571A

	FAMILY READINESS	YES	NO	N/A
1	The command OMBUDSMAN is a graduate of the OMBUDSMAN training program.			
2	There is a command Family Care Plan coordinator assigned? <i>*Who is responsible for coordinating the Command's Family Care Plan program?</i>			
3	Single members that have single custodial responsibility for family member(s) and dual military couples have executed Family Care Plan certificates. <i>*Evident by file copies of Family Care Plan certificates.</i>			
4	The command properly screens members and their dependents with overseas/remote duty orders. <i>*Evident by suitability screening files/messages.</i>			
5	In case of personnel found not suitable for operational/overseas/remote/special programs duty, the proper reports are submitted. <i>*Evident by files/messages.</i>			
6	There is a designated command Exceptional Family Member (EFM) program coordinator. <i>*Who is responsible for coordinating the command's Exceptional Family Member (EFM) program?</i>			
7	The confidentiality of EFM Program records are kept in strict compliance. <i>*Evident by records filing system.</i>			

A.9. Command Sponsor/Indoctrination Program

Ref: OPNAVINST 1740.3B
OPNAVINST 1740.4C
OPNAVINST 1754.1B
NAVPERS 15878K

	COMMAND SPONSOR/INDOCTRINATION PROGRAM	YES	NO	N/A
1	There is a designated Command Sponsor Program coordinator. <i>*Who is responsible for coordinating the command's Sponsor Program?</i>			
2	The FFSC is being utilized for assistance with the commands sponsor program training.			
3	Sponsors are E5 or above. <i>Evident by sponsor list and training documentation.</i>			
4	There is a designated Command Indoctrination Program coordinator. <i>*Who is responsible for coordinating the Indoctrination Program?</i>			
5	The CO/XO/CMC personally delivers a welcome aboard address during command indoctrination/orientation. <i>*Evident by indoctrination agenda and a list of speakers/topics.</i>			
6	The CCC is an indoctrination class presenter?			
7	Written command Indoctrination critiques are being utilized. <i>*Evident by critique sheets.</i>			
8	Written critiques from command indoctrination/orientation are reviewed by the Command Indoctrination Coordinator and forwarded to the CO via the chain of command. <i>*Evident by follow-up actions.</i>			
9	Command Indoctrination critique/muster sheets are kept on file for at least 2 years. <i>*Evident by attendance muster sheets.</i>			

A.10. Career Development Board (CDB)

Ref: OPNAVINST 1040.11C
OPNAVINST 5354.1F
NAVPERS 15878K

	CAREER DEVELOPMENT BOARD	YES	NO	N/A
1	The CMC/SEL chairs all reporting and command level CDBs. *Evident by CDB minutes.			
2	Individual Career Development Plans (ICDP) are developed and being utilized for all enlisted Sailors. *Evident by review of members CDB retains.			
3	The Education Service Officer (ESO) is a member of the CDB, as needed. *Evident by CDB minutes. *Who is the Education Service Officer (ESO)?			
4	The Command Equal Opportunity Officer (CMEO) is a member of the CDB, as needed. *Evident by CDB minutes and CIMS documentation.			
5	CCC has access to CDB minutes (command and departmental level) from the previous 2 years? *Evident by CDB minutes.			
6	Validate Command level CDBs are being conducted for the following programs. *Evident by CDB minutes and CIMS documentation.			
6a	Reporting (what is the percent completed)			
6b	High Year Tenure (HYT)			
6c	Other Type			
6d	Transfer/Separation			
6e	"A" School/Striker			
6f	Special Program			
6g	Advancement			
6h	Commissioning Program			
6i	18 month/PACT (as required)			

	CAREER DEVELOPMENT BOARD	YES	NO	N/A
7	Validate Dept/Div/Unit level CDBs are being conducted for the following programs. *Evident by CDB minutes CIMS documentation.			
7a	Other Type			
7b	Transfer/Separation			
7c	RESCORE			
7d	"A" School/Striker			
7e	Special Programs			
7f	Perform to Serve (PTS)			
7g	6 Month			
7h	12 Month			
7i	18 month/PACT (as required)			
7j	24 Month			
7k	36 Month			
7l	CMS/ID (within PRD window)			
7m	48 Month			
7n	60 Month			

A.11. National Call to Service (NCS)

Ref: NAVPERS 15560D
NAVPERS 15878K

	NATIONAL CALL TO SERVICE (NCS)	YES	NO	N/A
1	CCC can verify date Reserve obligation briefing was conducted. <i>*Evident by training muster sheets.</i>			
2	NCS Sailor fills out updated duty preference in CMS/ID. <i>*Evident by files/messages.</i>			
3	NAVCRUITCOM was provided information on eligible Sailors within 180 days of EAOS. <i>*Evident by files/messages.</i>			
4	CCC can provide names and dates of registration for IRR for required Sailors. <i>*Evident by confirmation sheets or information from personnel office retains.</i>			

A.12. Perform to Serve (PTS)

Ref: NAVPERS 15560D
NAVPERS 15878K
NAVPERSCOM Website (PTS Section)

	PERFORM TO SERVE (PTS)	YES	NO	N/A
1	Verify CCC has access to PTS for current UIC. *Evidence by CCC logging onto the systems for current UIC.			
2	Verify CDBs are being conducted on all first term Sailors who are within 12-15 months of PRD. *Evident by CDB minutes/CIMS documentation.			
3	All eligible Sailors are submitted in the PTS system regardless of intentions at least 12 months prior to PRD or EAOS. *Evident by PTS files.			
4	Verify CCC conducts a monthly review for all personnel not approved via the PTS program. *Evident by PTS files.			
5	Verify CCC updates all applications on a monthly basis based on current available quotas. *Evident by PTS files.			
6	Verify PTS files are updated after advancement results are published for Sailors who are frocked to the next paygrade and still pending approval. *Evident by PTS files.			
7	Verify CCC has retained files for PTS messages for a period of 24 months. *Evident by PTS messages/files.			
8	Verify CCC has knowledge of submission deadlines for PTS. *Evident by verbal response.			

A.13. Professional Apprentice Career Tracks (PACT)

Ref: NAVPERS 15878K
NAVADMIN 318/07

	PROFESSIONAL APPRENTICE CAREER TRACKS (PACT)	YES	NO	N/A
1	All PACT Sailors are identified. <i>*Evident by muster sheets of training or tickler files.</i>			
2	CCC utilizes FleetRIDE for validation of Sailor's ASVAB scores providing eligibility for specific PACT career track. <i>*Evident by FleetRIDE qualification sheets and/or FleetRIDE program.</i>			
3	All eligible PACT Sailors have completed the 18 month CDB. <i>*Evidence will be Documented in CIMS.</i>			
4	Are PACT Sailors with greater than 24 months onboard are:			
4a	Designated or			
4b	"A" School or			
4c	Ineligible			

A.14. SELECTIVE RESERVES (SELRES) Age 60/HYT

Ref: BUPERSINST 1001.39F
NAVPERS 15560D

	SELRES AGE 60/HYT	YES	NO	N/A
1	Is the Unit CC on the administrative routing of losses and transfers prior to NSIPS loss/transfers transaction?			
2	Are age 60 waiver requests submitted at least 12 months but not later than 9 months prior to their 60 th birthday?			
3	Are SELRES without an age 60 waiver removed from a drill pay status when they reach their 60 th birthday?			
4	Are approved copies of Age 60/HYT waivers on file authorizing personnel to stay in a drill pay status?			
5	Are all Sailors counseled 24 months prior to reaching HYT? Is the counseling documented on a NAVPERS 1070/613?			
6	Are SELRES who reach HYT removed from a pay status by the end of the month their HYT limit is reached?			

A.15. Reserve Enlisted Incentive Program

Ref: BUPERSINST 1001.39F
COMNAVRESFORINST 1100.4B

	RESERVE ENLISTED INCENTIVE PROGRAM	YES	NO	N/A
1	Is the Unit CC on the administrative routing of losses and transfers prior to NSIPS loss/transfers transaction?			
2	Does each Sailor who is eligible for a Reserve Enlisted Incentive Program have a written agreement on file?			
3	Once Incentive Program packages are sent to NAVRESFORCOM (N1), how are they tracked? <i>*Evident by file, messages or tracking tickler.</i>			
4	Are enlisted incentive eligibility suspension letters sent to NAVRESFORCOM (N1) for all eligible Sailors that have requested and been granted an authorized period of suspension?			
5	Are enlisted incentive eligibility termination letters been sent to NAVRESFORCOM (N1) for all eligible Sailors who have their eligibility terminated?			

A.16. Career Development Programs Review Summary and Plan of Action and Milestones (POA&M)

1. A command Career Information Program Review was conducted on (DATE). In view of the above, the Career Information Program (DOES/DOES NOT) function per existing directives.

The Career Information Program review POA&M identifies the areas which are particularly critical to the overall program's success and require emphasis by the chain of command.

Best Practices/Commendatory Items/Strong Points. The best practices and/or command implemented programs listed are noteworthy and will be distributed for inclusion as a part of the best practices toolbox.

2. Career Information Program Review POA&M

Action	Action Person	Start Date	Target Completion Date	Expected Results/Remarks

3. Recommendations and amplifications:

4. Noted areas of concern from random interviews:

5. Best Practices:

A.17. ISIC/Regional Commanders Program Review

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

	ISIC/REGIONAL COMMANDERS PROGRAM REVIEW	YES	NO	N/A
1	ISIC/Regional Commanders conduct Career Development Program Management Review annually for all commands under their cognizance. *Evident by completed review files.			
2	ISIC/Regional Commanders conduct or provide monthly training for CCC/Dept/Div/Unit CCs. *Evident by muster sheets.			
2a	CDP management databases (CIMS, NRMS, FleetRIDE, etc.).			
2b	BUPERS On-Line			
2c	Career Management System-Interactive Detailing (CMS/ID).			
2d	Navy Knowledge Online (NKO).			
2e	OPINS/FORMAN entries, (CSB, SRB, Fleet Reserve and Retirement).			
2f	CDB tracking system.			
2g	CDT organization and meetings.			
2h	Monthly report to CO.			
2i	New programs and policies as appropriate.			
2j	First Term Success Workshop (FTSW)/Reserve Affiliation Success Workshop (RASW).			
2k	Career Development Training Course (CDTC).			
2l	National Call to Service (NCS).			
2m	Professional Apprenticeship Career Tracks (PACT).			
2n	Montgomery Reserve GI Bill SELRES (MGIB-SR).			
2o	Navy Reserve Enlisted Bonuses.			
3	ISIC/Regional Commanders conduct quarterly Career Development Team (CDT) meetings for all commands under their cognizance, ensuring all CCC attend and CMCs/SELs/XOs/COs are invited. *Evident by muster sheets.			

	ISIC/REGIONAL COMMANDERS PROGRAM REVIEW	YES	NO	N/A
4	ISIC/Regional Commanders conduct assist visits for all commands under their cognizance quarterly or as needed.			
5	The CDT has completed the Career Development Training Course (CDTC) within the last 2 years. *Evident by review of CCC records/muster sheets for all assigned team members.			
6	ISIC/Regional Commanders monitor retention report submissions from their units.			
7	Compile and forward to TYCOM quarterly best practices for subordinate and supported commands by the second week of each quarter. *Evident by retained copies of best practices.			
8	ISIC/Regional Commanders assist commands with an initial tour CCC feedback performance report within 6 months of reporting onboard. *Evident by review of copy of the completed feedback form.			
9	Brief prospective commanding officers and prospective executive officers on issues and policies of Career Development Programs. *Evident by notes from meeting and/or brief sheet.			
10	ISIC/Regional Commanders attends quarterly training with TYCOM. *Evident by training/meeting minutes.			

A.18. Grading Standard for Command Program Review

CHAPTER	TITLE	POINTS
A1	Career Information Programs Review	N/A
A2	CMC/COB/SEL/CCC/Unit CC Information	0
A3	Command Advancement and Continuing Education	10
A4	Career Development Program Management	15
A5	Career Development Team (CDT)	5
A6	Career Development Training	10
A7	Navigational Tracks	10
A8	Family Readiness	5
A9	Command Sponsor/Indoctrination Program	10
A10	Career Development Board (CDB)	15
A11	National Call to Service (NCS)	5
A12	Perform to Serve (PTS)	10
A13	Professional Apprentice Career Tracks (PACT)	5
A14	SELRES Age 60/HYT	5
A15	Reserve Enlisted Incentive Program (REIP)	5
A16	Career Development Programs Review Summary and Plan of Action and Milestones (POA&M)	-
A17	ISIC/Regional Commanders Program Review	-

Scores in each chapter are all or none. Three "N" or No in any chapter is unsatisfactory or zero points. An unsatisfactory in chapters 4, 9, 10 or 12 is an automatic unsatisfactory for the entire assessment.

Score totals equal:

Maximum total of 100 points (excludes chapters 14 & 15)

Maximum total of 100 for RC Commands (excludes chapters 11 & 13)

SCORES:

95-100	OUTSTANDING
85-90	GOOD
75-80	SATISFACTORY
70 and below	UNSATISFACTORY

A.19. TYCOM/ISIC/Regional Commanders Grading Standards

Question	Points
1	10
2	20
3	10
4	10
5	10
6	10
7	10
8	10
9	10

Ten points for questions 1, 3-9. Twenty points for question 2.
Five "N's" or No's in question 2 is unsatisfactory for that question.
Unsatisfactory in question 2 is an automatic unsatisfactory for the entire assessment.

Score totals equal: Maximum total of 100 points

SCORES:

90-100 OUTSTANDING
70- 79 SATISFACTORY
80-89 GOOD
69 and below UNSATISFACTORY

A.20. Random Interviews

1. Do you know who your division/department/command career counselor is?
2. What PTS information has been provided to you or your division?
3. Are you registered on NKO? If so when was the last time you visited the site?
4. Have you had a CDB within the last 6 months? If so what was the CDB for and has a follow up CDB been conducted?
5. What was your overall impression of the CDB?
6. Are you currently enrolled in continuing educational classes?
7. When is your HYT?
8. Are you currently enrolled in or have completed the USMAP certification?
9. When was the last time your CCC visited your workspace?
10. What is the overall impression of the command's CDP?

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APPENDIX B

**COMMAND CAREER COUNSELOR
INITIAL TOUR FEEDBACK
CHECKLIST**

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	Career Counselor Initial Tour Checklist.....	B-2

B.1. Introduction. This document has been developed by the Center for Personal and Professional Development's (CPPD) Training Department in order to solicit feedback from the chain of command of a recent graduate of the Command Career Counselor Course (A-501-0011) and the Career Information Course (R-501-0005).

B.1.1. Feedback Submission. For graduates of the 4 week CCC course submit feedback checklist to:

Center for Personal and Professional Development
Attn: N7 Training, CCC Course Manager
1905 Regulus Ave, Bldg 199
Virginia Beach, VA 23461-2009

For graduates of the 2 week CI course submit feedback checklist to:

Navy Reserve Professional Development Center
2300 General Meyer Avenue Building H-100
New Orleans, LA 70142
Commercial: (504) 678-9251/DSN 678

CAREER COUNSELOR INITIAL TOUR FEEDBACK CHECKLIST

Activity Name:	UIC:	Date:
Command/Unit Career Counselors Name:		Date Graduated CCC/CI Course:
ISIC Career Counselor and POC info:		Date CCC/Unit CC reported to Command:
PERFORMANCE EVALUATION SECTION: (Attach copies of documentation to support comments (i.e., counseling sheets, mid-term counseling, evaluations, FITREPS, etc.) to this form.		
1. Has the Sailor demonstrated the ability to perform all the functions associated with their job responsibilities as outlined in the OPNAVINST 1040.11C and the Career Counselors Handbook (NAVPERS 15878K)? If not, provide specific comments.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Has the Command/Unit Career Counselor sought assistance from their chain of command (i.e. command master chief, executive officer, and commanding officer as appropriate)? If not, provide specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the Command/Unit Career Counselor sought assistance from their ISIC or TYCOM counselor? If not, provide specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Command/Unit Career Counselor demonstrated the ability to function in an independent capacity? If not, provide specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the Command/Unit Career Counselor ensure reenlistment ceremonies are conducted per MILPERSMAN 1160-020? If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Command/Unit Career Counselor demonstrate the ability to prepare, schedule and counsel Sailors at the appropriate time while providing accurate career information in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the Chain of Command provided the Command/Unit Career Counselor the tools needed to accomplish their responsibilities (i.e., computer, software, office space for private counseling, internet access, etc.)? If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the Command/Unit Career Counselor demonstrate effective time management skills? If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the CCC demonstrate the rating knowledge commensurate with their paygrade? If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the Command/Unit Career Counselor demonstrate the ability to learn and retain the basic knowledge needed to use the various programs required by instruction/naval messages (i.e., CIMS, FleetRIDE, PTS, CMSID, NRMS, etc.) If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the CCC have documented training and experience as a command, departmental or divisional CC? If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
12. Did the Command/Unit Career Counselor conduct a command review within 60 days of reporting and provide feedback with a POA&M to the chain of command? If not, provide specific comments.	<input type="checkbox"/>	<input type="checkbox"/>

14. Is the Command/Unit Career Counselor submitting a monthly report to the CO via the XO and CMC? If not, give specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
15. Has the Command/Unit Career Counselor made contact with or invited any guest speakers to the command (i.e. Navy College Office, Navy Reserve Recruiter, Fleet and Family Support Center, etc.)? If not, provide specific comments.	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the CCC using CIMS as a resource for Career Development Boards, reenlistment request, fleet reserve request, officer packages, Perform to Serve, etc? If not provide reason.	<input type="checkbox"/>	<input type="checkbox"/>
17. Does the CCC submit POD/POW notes weekly and/or have an Information board available to the Sailors for Career related information? (electronic and/or static)?	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the CCC hold monthly training with the Career Development Team and route minutes of that training to the chain of command? (i.e., CO, XO, CMC, DH, LCPOs, DEPT/DIV CPOs and all Dept/Div CCs).	<input type="checkbox"/>	<input type="checkbox"/>

Comments concerning performance, preparedness, and knowledge (give specifics):

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Commanding Officer comments:

APPENDIX C

**NAVY RETENTION MONITORING
SYSTEM (NRMS)**

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APPENDIX C

NAVY RETENTION MONITORING SYSTEM (NRMS) OVERVIEW

The NRMS Web-based application, a component of NSIPS analytics, hosted on NMCI, with computer based/online training, an electronic SAAR process, and helpdesk support. NRMS is the single authoritative source for retention metrics and:

1. Used to analyze, maintain, and disseminate command reenlistment and attrition data to Fleet and other echelon 2 commanders.
2. Used to monitor Navy reenlistment and attrition trends.
3. Used by Fleets and other echelon 2 commanders to establish a quarterly honor roll and in conjunction with the Career Information Program Review to establish an annual Retention Excellence Award program.
4. Sophisticated business intelligence capabilities, including ad hoc reporting to support analysis.
5. Standardized metrics (Fleet and Staff using same business rules).
6. Validate transactions (i.e., reenlistments, extensions, and separations etc.) against command retention-attrition report using the NRMS.
7. Inform ISIC of any discrepancies (ISIC reports are used to determine eligibility for retention excellence and honor roll awards).

C.1. NRMS Reports. CCC utilize NRMS to review the following reports:

1. Reenlistments/Attrition.
2. Transactions.
3. List Report - Unit Honor Roll by Zone.
4. UIC Tree report.

5. Career Information Program Analytical Report.

Note: In the future the Unit Honor Roll will be replaced by the Career Information Analytical Report that will be discussed later on in this appendix.

C.2. Reenlistment-Attrition (RET-ATT) Program Reports

1. In the Career counselor folder in NRMS there are two types of reports that produce the same data but with the following exceptions:

a. RET-ATT Report - Zone (provides query capability).

b. RET-ATT Report - Zone - Less Prompts (no query capability).

2. RET-ATT Report - Zone has a query feature that allows the commands to filter data. The query feature is labeled as "Report Group By" within the report prompt panel. Some of the "Report Group By" categories include but not limited to:

a. Branch class.

b. Accounting Category Code.

c. Dependent Category.

d. Duty Type.

e. Education Category.

f. EMC (Enlisted Management Code) Code.

g. Gender.

h. Primary Navy Enlisted Classification Code (PNEC).

i. Paygrade.

j. Platform.

k. Ship category.

- l. Race/ethnicity.
 - m. Rating.
 - n. Region/AOR.
3. RET-ATT Report - Zone - Less prompts provides the data without the "Report Group By" feature.

C.3. Transaction Reports

1. The two types of transaction reports within NRMS are the Master Transaction Report and the Transaction Report. These reports compliment the RET-ATT Reports. RET-ATT Report provides the numbers and the Transaction Reports provides the details (names, etc.) behind the numbers.
2. The transaction reports provide the list of transactions that are captured within the Navy Standard Integrated Personnel System (NSIPS). These transactions include:
 - a. Reenlistments.
 - b. Separations.
 - c. Operative Extensions.
 - d. Retirements.
 - e. Fleet Reserves.
 - f. Non-qualifying Extensions.*
 - g. Executed Extensions.*

Note: * Not displayed on the RET-ATT Reports.

3. The key differences between the transaction reports are:
 - a. Master Transaction Report displays the data associated with the UIC and their children. The term "children" refers to the subordinate UIC's that are assigned under the parent UIC.

b. Transaction report displays the data associated the UIC only.

c. To verify your UIC structures refer to the UIC Tree report that will be covered in this appendix.

C.4. Unit Honor Roll by Zone. The Unit Honor Roll by Zone is used by the TYCOM/ISIC to identify those commands that are eligible for the Retention Excellence Award based on benchmarks established by Navy Total Force, United States Fleet Forces (USFLTFORCOM), Commander U.S. Pacific Fleet (COMPACFLT), Bureau of Medicine and Surgery (BUMED) and Commander Navy Installations Command (CNIC).

***Since the transaction report is used to calculate the RET-ATT report and the Unit Honor Roll by Zone Report for the Retention Excellence Award you must verify your commands transactions for reenlistments and separations each month. If you are missing any transactions the discrepancy must be first addressed with your Personnel Support Activity Detachment (PERSUPPDET) and your TYCOM/ISIC.**

C.5. Career Information Program Analytical Report

1. The Career Information Program Analytical Report is compiled from the CIMS that comprise the following:

- a. Retention/Attrition Report.
- b. CDB completion rate.
- d. PTS submission rate.
- e. ARGUS completions.
- f. Advancement Statistics (last cycle).
- g. PFA Statistics (last cycle).
- h. College Education Level.
- i. Career Development Training Course.

2. The example is representative of what TYCOM/ISICs will be using to conduct command Career Information Program Reviews.

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Current Date: July 14, 2008
Last Inventory Date:

**CAREER INFORMATION PROGRAM ANALYTICAL REPORT for
PERSUPPDET NAVSTA NORVA (42574)
UIC(s) Selected: Selected UICs
Based upon Date Range: January 1, 2008 through January 31, 2008
Branch Class: USN & USNR FTS
of Months: 1**

**Parent UIC: 42574 PERSUPPDET NAVSTA NORVA
Child UIC: 42574 PERSUPPDET NAVSTA NORVA**

**Career Information Analytical Report Section I
(based on entire date range selected)**

RET/ATT Summary												
Zone	AT EAOS	Before EAOS	Ineligible Losses Before EAOS RE-4	Ineligible Losses Before EAOS Other	Reenl	RA	Reenl Rate	Reenl Rate With RA	RA Rate	Cross Section Att Rate	Avg Non EAOS Inv	
A 0 - 6 Yrs	0	3	0	3	0	1	0.0%	0.0%	0.0%	42.4%	85	
B 6+ - 10 Yrs	0	1	1	0	0	0	0.0%	0.0%	0.0%	70.8%	17	
C 10+ - 14 Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	10	
D 14+ - 19 Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	16	
E 20 Plus Yrs	1	0	0	0	1	0	100.0%	100.0%	0.0%	0.0%	5	
Total Less Zone E	0	4	1	3	0	1	0.0%	0.0%	0.0%	37.5%	128	
Career Development Boards (CDB)			Reporting	6 Months	12 Months	24 Months	36 Months	48 Months	60 Months	Total		
Completion Rate			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Perform To Serve (PTS) Packages			Submitted	Approved In Rate	Conversions	Separate	% On Time					
Total Number			0	0	0	0	0.0%					

ARGUS Survey Summary Participants												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
0	0	0	0	0	0	0	0	0	0	0	0	

**Career Information Analytical Report Section II
(based on date range 'End Date' Only)**

Last Active Duty Advancement Cycle ()	E4	E5	E6	E7	E8	E9			
Command USN	0	0	0	0	0	0			
Command FTS	0	0	0	0	0	0			
All Navy USN	0	0	0	0	0	0			
All Navy FTS	0	0	0	0	0	0			
Last PRT Cycle	Pass	Medical Waiver	Fail	No Show	Excused	Unknown			
Total Percentage	0	0	0	0	0	0			
College Education Levels	E1	E2	E3	E4	E5	E6	E7	E8	E9
Associate Degree	0	0	0	0	0	0	0	0	0
Bachelor's Degree	0	0	0	0	0	0	0	0	0
Master's Degree	0	0	0	0	0	0	0	0	0
Career Development Training Course (CDTC)	Assigned	Trained	PCT						
Career Counselors	0	0	0.0%						

The data contained herein is protected by the Privacy Act of 1974.
All measures required to protect this information should be taken.

C.6. Retention Statistics and Reports. The CCC/Unit CC is the principal command advisor in all matters concerning the career development of Sailors and is responsible for maintaining, monitoring retention statistics and preparing monthly/quarterly reports for submission to the CO. In order to track program effectiveness, the CCC/Unit CC must maintain data as outlined in OPNAVINST 1040.11C.

C.7. Computing Statistics

1. Reenlistment statistics are divided by five zones of enlistment:

Active Component	Reserve Component
Zone A - 0 to 6 years	0 to 8 years (Initial MSO)
Zone B - >6 to 10 years	8 to 14 years (RC HYT for E4/E5)
Zone C - >10 to 14 years	14 to 20 years
Zone D - >14 to 20 years	20 to 24 years (HYT for E6/E7)
Zone E - >20 years	24+ years (E8+)

2. The following formulas are used to compute active component retention statistics:

Reenlistment Rate =	$\frac{\text{Reenlistments} + \text{LTE}}{\text{Reenlistments} + \text{LTE} + \text{EAOS losses}}$
Reenlistment Rate with RA (reserve affiliation) =	$\frac{\text{Reenlistments} + \text{LTE} + \text{RAs}}{\text{Reenlistments} + \text{LTes} + \text{EAOS Losses}}$
Cross Section Attrition	$\frac{\text{Before EAOS Losses}}{\text{Before EAOS Inventory}}$

3. Active component definitions of terms:

LTE: Long Term Extension of 24 months or greater. Does not include 6YO program 24 month extensions.

Before EAOS losses: Losses more than 90 days from EAOS.

Before EAOS inventory: The number of people that are more than 90 days from their hard EAOS.

Cross-Section Attrition Rate: Measures annualized loss behavior prior to EAOS obligation for the Zone population.

RA Rate: Number of eligible Sailors that affiliate with the Navy Reserves within 180 days of separation.

4. The following formulas are used to compute Reserve Component retention statistics:

Reserve Reenlistment Rate =	$\frac{\text{Reenlistments} + \text{LTE}}{\text{Reenlistments} + \text{LTE} + \text{EOS losses}}$
Reenlistment Rate with TA (transfer to active duty) =	$\frac{\text{Reenlistments} + \text{LTE} + \text{TAs}}{\text{Reenlistments} + \text{LTes} + \text{EOS Losses}}$
Reserve Component Attrition/Replenishment Rate (AT)	$\frac{\text{Non EOS Losses to Non Pay}}{\text{Non EOS Average Inventory}}$

5. Reserve Component definitions of terms:

EOS: Is the same as EAOS but used for Navy Reserve.

TA: Transfer to Active Duty.

AT - Reserve Component Attrition/Replenishment Rate

Non-EOS losses to Non Pay: Losses from a drill pay status prior to EOS.

Non-EOS Average inventory: The number of people that are more than 90 days from their hard EOS.

APPENDIX D

CAREER COUNSELOR INFORMATION MANAGEMENT SYSTEMS ACCESS LIST

APPENDIX D

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Career Counselor Information Management System Access List

D.1. Introduction. This appendix has been developed by the Center for Career Development in partnership with the Fleet and Force Navy Counselors in order to assist career counselors by providing information and procedures to gain access to Career Counselor Information Management Systems.

D.2. Career Information Management System (CIMS). CIMS is the primary means to plan, schedule, and track the Career Development Program activities. To request access to CIMS navigate to the NAVPERSCOM Web site Home > Career Info > StayNAVY > CIMS. Look for CIMS CCC account to download the application procedures along with the CIMS user manual.

Note: CCCs can apply for CIMS and NRMS with the same electronic system access authorization request (SAAR).

1. Go to <https://nsips.nmci.navy.mil/> click on System Access Authorization Request SAAR (NSIPS, ESR, Web Adhoc, Data Marts).
2. When you get to the next page that asks for your Emplid (this always means SSN in CIMS). Enter your SSN only and click "submit".
3. Your information will automatically be populated (if you are gained in NSIPS active or reserve) into the electronic SAAR. Enter your e-mail address (Must be a ".mil" e-mail address or the application will be rejected), and telephone number. Then click on the user ID/Password.
4. Create a user ID and password (pay close attention to the requirements) or you can click on the lightning bolt and a user ID will be created for you. DO NOT USE YOUR SSN as your user ID. Make sure you remember your User ID and password **exactly** the way you entered it. Click OK.
5. Click on Justification then type: CCC USS _____ or Unit CC NR SECGRU 096. Then click "OK".
6. You will be directed back at the SAAR front page. Click the following:

- a. Under Corporate User (**dark blue line**) - **NO ACTION REQUIRED.**
 - b. Under CIMS User (**dark blue line**) - **Click "CIMS user".**
 - c. Under the Navy Retention Monitoring System (NRMS) (**dark blue line**) - **Click "Fleet" or "CCC." They are identical.**
- **Do not click "CNO" access.**
 - d. Under Admin level roles (**dark blue line**) - **Click on "Command Career Counselor" or "Dept/Div Career Counselor" as appropriate.**
 - e. Under Web Adhoc Access (**dark blue line**) - **NO ACTION REQUIRED.**
 - f. Under the ERM UIC Access - **Click on the link "CIMS UIC Access". Put in your UIC/RUIC (hit the "tab key" on your keyboard and the command name will show up next to the UIC/RUIC. To add multiple UIC's click the "+" key on right hand side of the page. Once completed click the "ok" button.**
7. Supervisor Details - SAAR Form * VERY IMPORTANT * Scroll down the SAAR application to the Supervisor block.
8. If you are a CCC enter YOUR NAME Last Name, First Name (Do not add a space between your last name and first name). When in doubt on how to enter your name you can scroll up to the top of your electronic SAAR and copy and paste your name from there. Enter your e-mail address and phone number. (Must be a ".mil" e-mail address or the application will be rejected). Click OK when you are DONE.
9. If you are a Unit/Dept/Div career counselor, enter your CCCs name in this section (Do not add a space between their last name and their first name). Enter your CCCs e-mail address and phone number. (Must be a ".mil" e-mail address or the application will be rejected). Click OK when you are DONE.
10. Unit/Dept/Div career counselors you are done with the SAAR process. You should receive a total of 3 e-mails.
- a. SAAR Initiated

b. SAAR Awaiting Review

c. SAAR Approved (You may log in and start using CIMS.)

11. CCCs you will get an e-mail titled SAAR initiated for yourself and one entitled SAAR supervisor authorization for your Unit/Dept/Div career counselors. Open the e-mail and copy the code (select with your mouse and then right click) and then click the active link within the e-mail. Another internet screen will open up. Paste the link in the box and click confirm.

12. The supervisor screen will open. Fill out the data: Name, SSN, e-mail address and phone number EXACTLY like you did before in the supervisor block. Then click submit. If you did it correctly it will allow you to verify/approve the SAAR application.

13. Final action is to route the SAAR for final approval. Check the box next to Navy Counselor identified by NCCM or NCC and click "okay". The SAAR will be routed to Center for Career Development for final approval.

a. If you applied for NRMS under the same account you will need to wait at least 30 minutes before you log on. Your NRMS account will be created on a separate server. To access NRMS you will go to <https://nsips.nmci.navy.mil/> and click on the NRMS Data Mart. Additionally there is a power point presentation located on the NAVPERSCOM Web site under [Career Info > StayNAVY > NRMS](#) that will assist you in setting up your NRMS preferences.

b. If you have questions on how to apply call (901) 874-2488/2223/DSN 882 or click [here](#) for assistance or navigate to Home > Career Info > StayNAVY > CIMS.

D.3. BUPERS Online (BOL)

1. BUPERS Online is a single point of entry application for logging into numerous web-based applications maintained by the Navy Personnel Command in Millington, TN. As applications are added, you will login once, and then be able to pass from application to application without the need for multiple logins.

2. Sailors already have an account. To login for the first time, use SSN as the Login ID and the birth date in YYYYMMDD format as password or login with the Common Access Card (CAC).

3. As a career counselor you will need to gain access to specific applications within BOL by submitting a BUPERS Access Request Letter. E-mail mill_pers-4helpdesk@navy.mil and they will send a copy of the access letter. Once completed submit the request as directed within the letter.

4. To gain access to BOL navigate to <https://www.bol.navy.mil/>. You can also access BOL from the NAVPERSCOM Web page on the drop down box Navy Links and then select BUPERS Online.

D.4. Career Management System/Interactive Detailing (CMS/ID) is designed and used by Active Duty, Full Time Support, and Selected Reserve Sailors. Previously known as JASS, and then JCMS, CMS/ID enables enlisted Sailors and to research possible future jobs, enables CCCs (and enlisted detailers) to submit job applications on behalf of Sailors, and enables commands to review and comment on incoming Sailor applications. To gain access to CMS/ID navigate to the NAVPERSCOM Web site Home > Enlisted Assign > Career Mgmt System. Here will be the access letters as well as CMS/ID user guides.

D.5. Navy Retention Monitoring System (NRMS)

1. NRMS fulfills the Navy's requirement to be able to report and analyze retention data by providing the tools and capability to monitor, track and analyze retention so that the Navy can effectively deliver the right Sailor, with the right skills, to the right place, at the right time.

2. Career counselor (list style) reports are pre-formatted that provide drop-down menu selections to tailor their query. Some of the list reports include:

a. UIC Report

(1) Used to verify your UIC structure.

(2) Submit all requests for modification to UIC structure to your TYCOM/ISIC.

b. Retention/Attrition (RET-ATT)

(1) RET-ATT Report - Zone.

(2) RET-ATT Report - Zone - Less Prompts - UIC only without query options.

c. Transaction Reports

(1) Used to validate Reenlistments, Extensions, Separations, Reserve Affiliation, Fleet Reserve and Retirements and any other personnel transactions.

(2) All transactions are used to calculate the reenlistment/attrition statistics.

(3) If you are an ISIC the Master Transaction will provide a consolidated list of your UIC and their children.

(4) Transaction report is UIC only.

d. List Report - Unit Honor Roll Report. Used to validate commands eligible for the Retention Excellence award.

3. Additional information on how to read the retention and attrition report (RET/ATT) can be on the NAVPERSCOM Web site Home > Career Info > StayNAVY > NRMS.

4. If you already have a CIMS account and did not request the NRMS during the initial SAAR you will need to contact the NSIPS Help Desk at 1-877-589-5991 or e-mail nsipshelpdesk@nmci.navy.mil and ask to have an NRMS account established under your current CIMS user ID.

D.6. Fleet Navy Training Management and Planning System (FLTMPS). An Internet-based system that allows approved users the ability to access many of the training, manpower and personnel reports that were previously available in the NTMPS. FLTMPS collects and integrates information from more than 40 authoritative databases, including the current status of manpower and training readiness, activity training requirements and deficiencies, class convening dates, available quotas,

projected personnel gains and losses, and more. For access to FLTMPs, submit an online application to:
<https://ntmpswb.ntmps.navy.mil/fltmps/>

D.7. Fleet Rating Identification Engine (FleetRIDE). The Single Navy Classification System, Rating ID Engine (RIDE), is a custom Web service derived from the FleetRIDE system to provide Sailor and Recruit Rating Qualification based upon a detailed examination of the mental, medical, legal, and moral entry requirements to each Navy Program/Rating. While this in itself has great value, it sits upon an underlying framework based upon psychological and operations research models that provide statistically relevant predictors of the Sailor's success in a new rating. This provides a classifier, career counselor, or Sailor an easily interpreted list of Qualified Jobs with ranked recommendations as to the Sailor's "fit" into their new career.

1. To request access to FleetRIDE call: (901) 874-2970/DSN 882
To access FleetRIDE go to <https://fleetride.sscno.nmci.navy.mil>

D.8. Perform to Serve (PTS)

1. PTS acts as a force shaping tool by leveling rating manning from overmanned to undermanned, and acts as a quality screening by controlling reenlistments. PTS applies to eligible Sailors, as stipulated by current guidance and all CREO ratings.

2. To access the PTS navigate to the NAVPERSCOM Web site Home > Career Info > Perform to Serve and then click on PTS Homepage or: <https://customerservice.ahf.nmci.navy.mil/pts/ptsLogin.jsp>.

3. For additional information or assistance contact 1-866-U-ASK-NPC.

D.9. Officer Personnel Information System (OPINS). Access the OPINS allows direct input of SRB requests, Fleet Reserve requests, and Career Status Bonus elections.

1. Access to OPINS

a. Access to OPINS requires completion of System Authorization Access Request Navy (SAAR-N) OPNAV 5239/14 (JUL 2008). OPINS is a level II IT System that requires the

applicant to be a United States Citizen, eligible for a Secret Clearance, and completion of Information Assurance (IA) training via NKO.

2. The SAAR-N form can be downloaded from the NAVPERSCOM Web site Home > Organization > NPC > IT/ IM > Data Management > Corporate Systems > OPINS. Even though most of the information is self explanatory the information below is a modification to the procedures on page 4 of the SAAR-N.

a. Opening Header

(1) System Name: OPINS

(2) Location: Navy Personnel Command

b. Part I to be completed by requestor

(1) Block 2:

(2) Block 3: Command name and UIC

3. Part II Endorsement of Access by Information Owner, User Supervisor or Government Sponsor

a. Block 14: Request Functional User OPINS access for command Selective Reenlistment Bonus (SRB), Fleet Reserve submissions and Career Status Bonus (CSB) submissions.

b. Block 20: Commands Information Systems Security Officer (ISSO)

c. Blocks 21: Signature of your Command Information Assurance Officer (IAO) or appointee.

4. Part III Security Manager Validates the Background Investigation or Clearance Information - Block 33c: Check the box Level 2

5. Part IV Completion by Authorized Staff Preparing Account Information - No action required by the user.

D.9.1. Submission Process and Points of Contact

1. Requests may be faxed to Comm (901) 874-2660/DSN 882, or e-mailed to mill_p341sysaccess@navy.mil in a PDF format.
2. To contact the OPINS Functional Manager call Comm (901) 874-3308/DSN 882 or e-mail: mill_p341qa@navy.mil.
3. For assistance in obtaining access call Toll Free: 877-589-5991, Comm: (504) 697-5442/DSN 647.

D.9.2. Accessing OPINS. Once you have been approved for access you all users are now required to use the Multi-Host Internet Access Portal Mainframe Internet Access Portal (MHIAP) Web site at <https://miap.csd.disa.mil/> or use WRQ Reflections software program that may be installed on your computer.

D.9.3. Accessing OPINS via MHIAP

1. Navigate to the Multi-Host Internet Access Portal Mainframe Internet Access Portal (MHIAP) Web site at <https://miap.csd.disa.mil/site> and click on "Enter MIAP Portal".

DISA MIAP PORTAL

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

[Enter MIAP Portal](#)

Assistance?

Contact the Multi-Service Operational Support Team at Mechanicsburg,
717-605-7426, DSN 430-7426, (800) 443-2448, or
miap@mech.disa.mil

2. Once page loads you will need to do the following:

a. ① Click on CAC Registration and follow the procedures as they appear on the page. Once you have created your account you will receive an e-mail informing you that the Mainframe Internet Applications Portal (MIAP) account has been created. Please save that e-mail. ***This is the only time you need to register.**

b. ② Once your account has been created click login. See the next page to view the log in process.

c. ③ To download the manual click the link.

DISA Defense Information Systems Agency
Department of Defense

DISA Multi-Host Internet Access Portal
Defense Information Systems Agency

attachmate
Reflection* for the Web

Date: August 5, 2008

MIAP Login ②
Existing users with a MIAP account (User ID and or CAC-PKI Card), please press Login to proceed.

[Forgot Password?](#)
[Create Password?](#)

Account Registration ①
NEW CUSTOMERS
If you have a valid DOD CAC PKI card, please press CAC Registration below to create your MIAP Account.

If you do NOT have a DOD CAC PKI card, please press NON-CAC Registration below to process your MIAP account.

MIAP News & Updates ③

- **MIAP Version 10 is Coming!**
DISA will be upgrading MIAP to version 10.0 later this month. This upgrade will bring many new and exciting features:
 - Ability to duplicate sessions
 - Auto-Launch session
 - Session Search ability
 - Additional INDFILE functions
 - Enhanced color palette

[Download the MIAP V10 Enhancement Guide](#)
[Download updated User Manual for MIAP V10 \(4.67mb\)](#)
- **MIAP is changing its name.**
 - Mainframe Internet Access Portal is becoming "Multi-Host Internet Access Portal" on 24 July 2008.

Informational Notices

- [Prompted for User ID and Password after entering your PIN and certificate?](#)

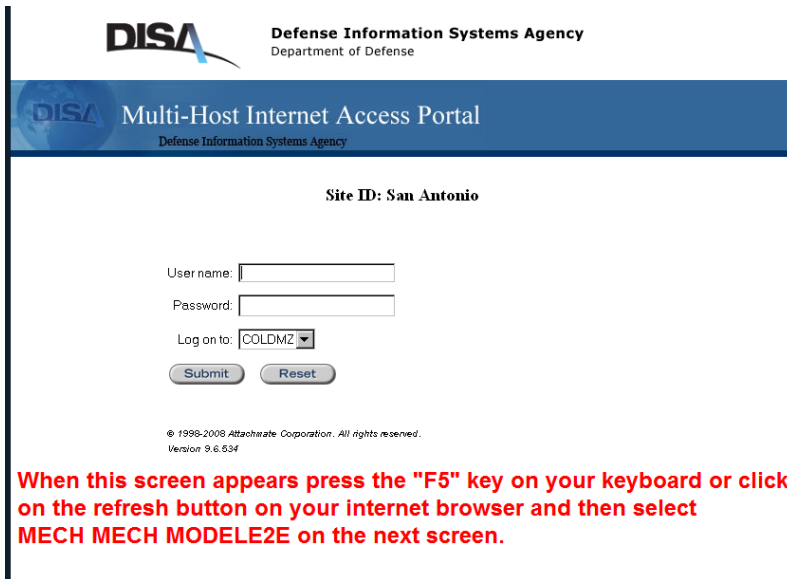
Need MIAP Help?
 [MIAP Online Support Center](#)
If you are experiencing any MIAP related problems, or need the Mechanicsburg OST contact, please use this link.

Informational Links

- [CAC Logon Instructions](#)
- [User Manual v7](#)
- [STARS Certificate Registration](#)

[Home](#) | [About DISA](#)
[Security, Privacy & Accessibility Notice](#) | [Freedom of Information Act](#)

3. After you click the login link you may or may not see the next page. Follow the directions in red. ***You may be prompted to select your CAC certificate and provide enter your PIN after selection.**



When this screen appears press the "F5" key on your keyboard or click on the refresh button on your internet browser and then select MECH MECH MODELE2E on the next screen.

4. Make the selection as noted below. ***You may be prompted to select your CAC certificate and enter your PIN after selection.**



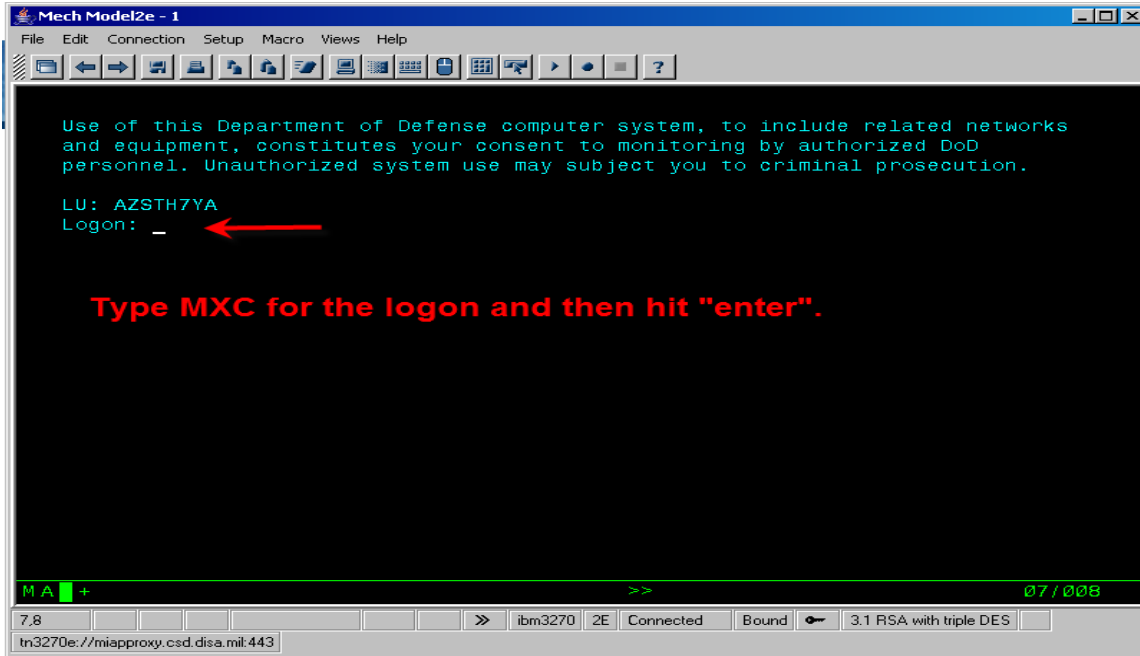
This is your PKI certificate data.
You are accessing Reflection as
CN=Sailor, Joe Underway, 1112223456,OU=USN=PKI=DoD,O=U.S.

- MECH.MECH.MODELE2E
- MECH.MECH.MODELE5E
- MECH.MODELE2E.V2
- MECH.MODELE5E.V2
- MECH.MXC.FTP
- MECH.MXC.FTP.V2
- MECH.PRINTER-LANDSCAPE
- MECH.PRINTER-LANDSCAPE.V2
- MECH.PRINTER-PORTRAIT
- MECH.PRINTER-PORTRAIT.V2

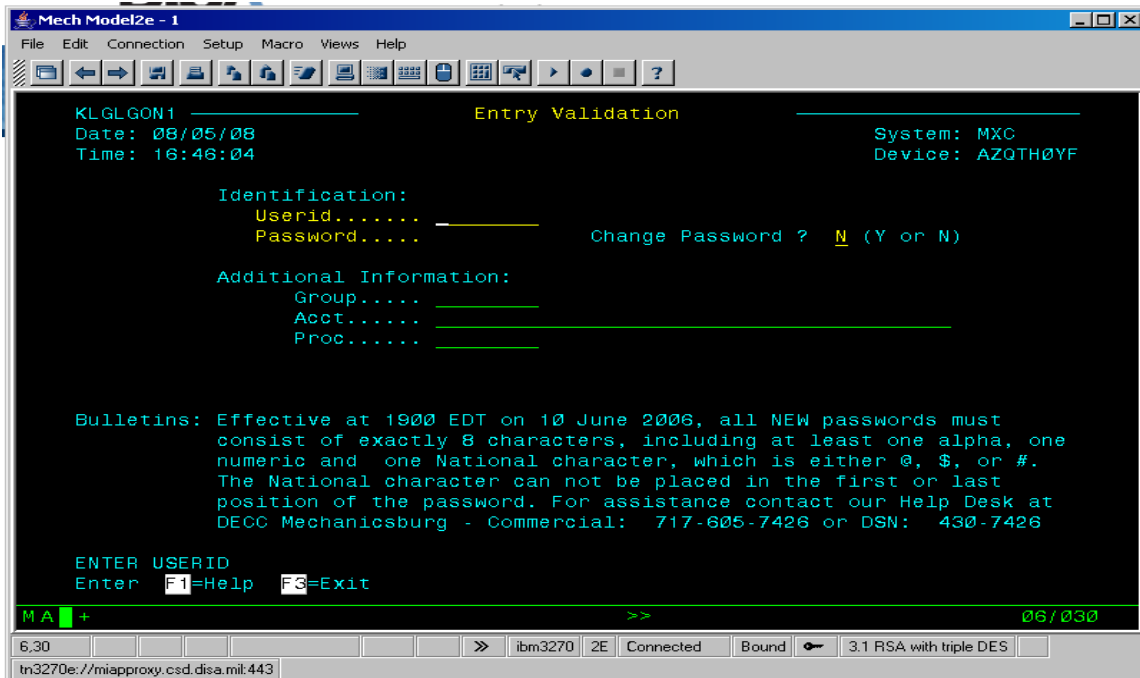
Click this this link or the link MECH MECH MODELE2E.

Close Links List Refresh Links List

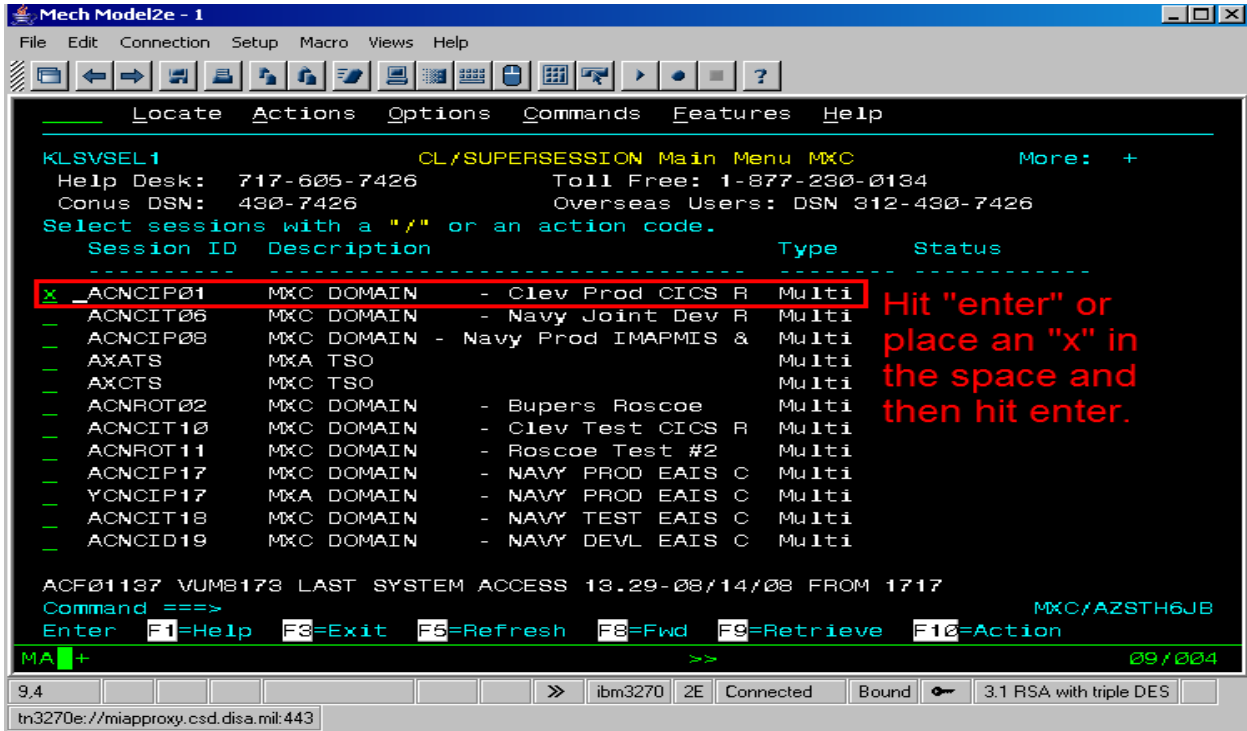
5. This is the initial log on screen. Type in MXC in the logon and then hit "enter". You will be prompted to hit "enter" again after the DoD Notice and Consent Banner.



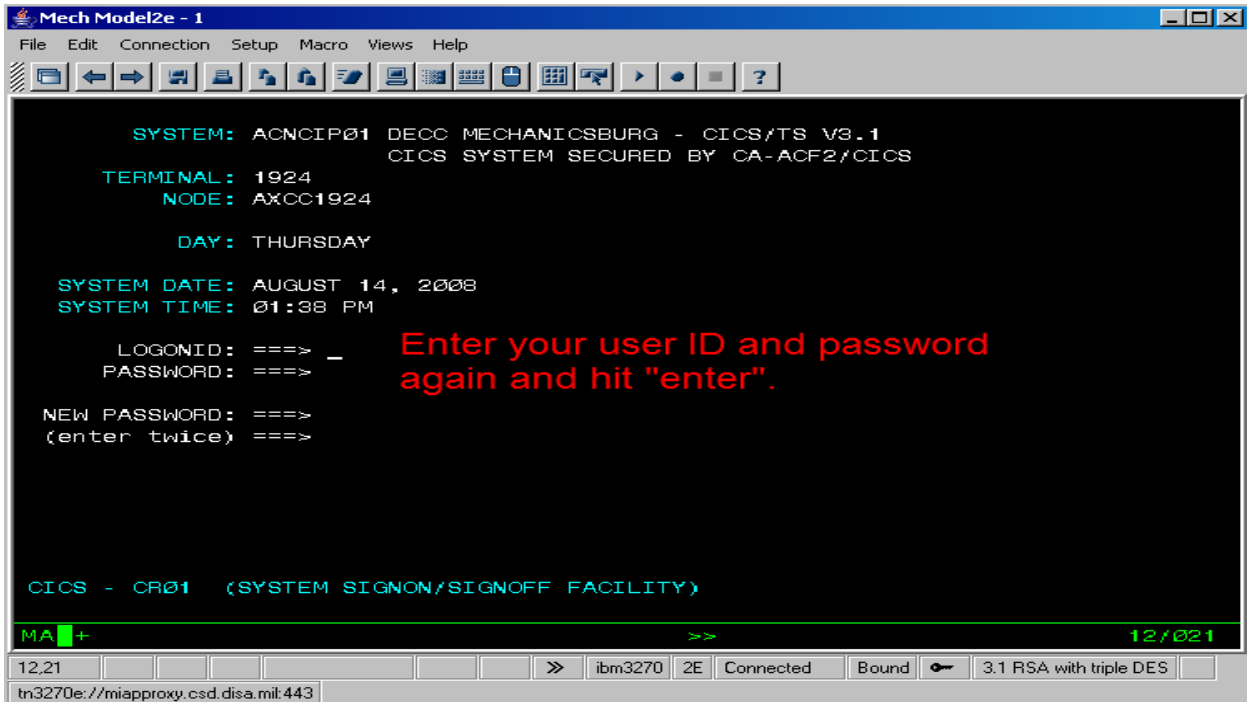
6. Enter your user ID and password that you received from the OPINS manager. Reset your password (if applicable).



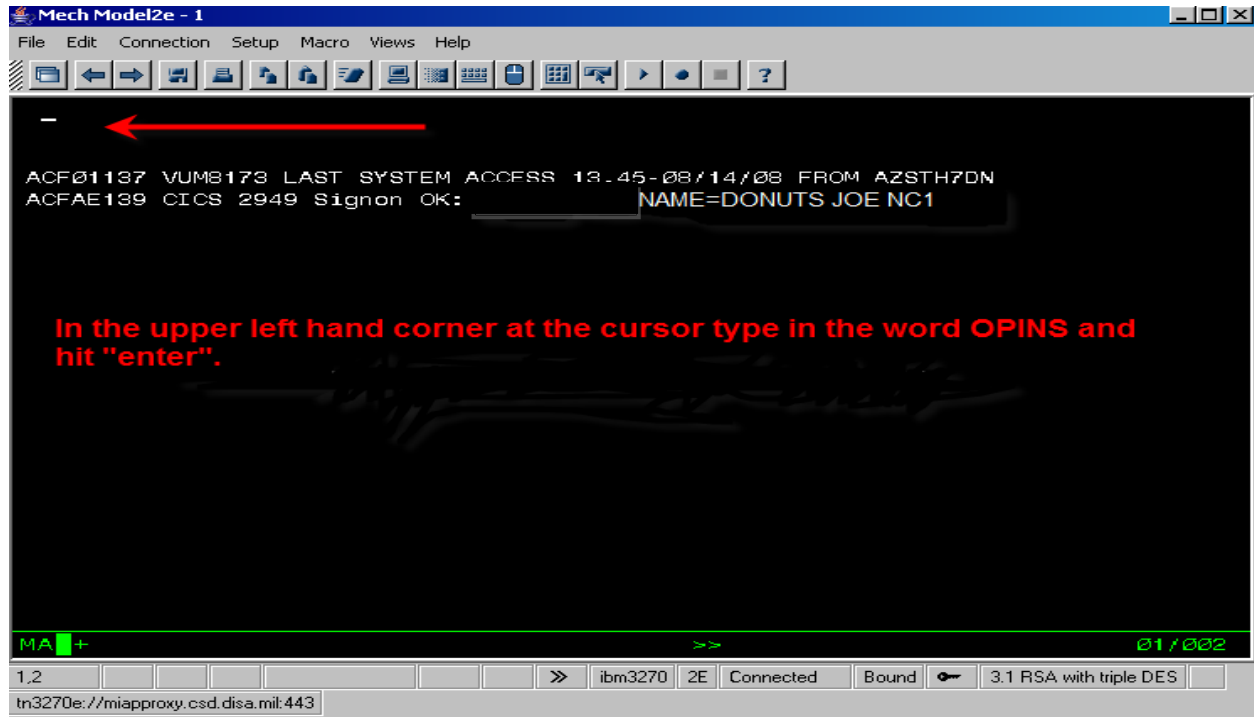
7. You are now at the CL/Super session main menu. Hit "enter" or place an "x" in the space at to the left and hit enter.



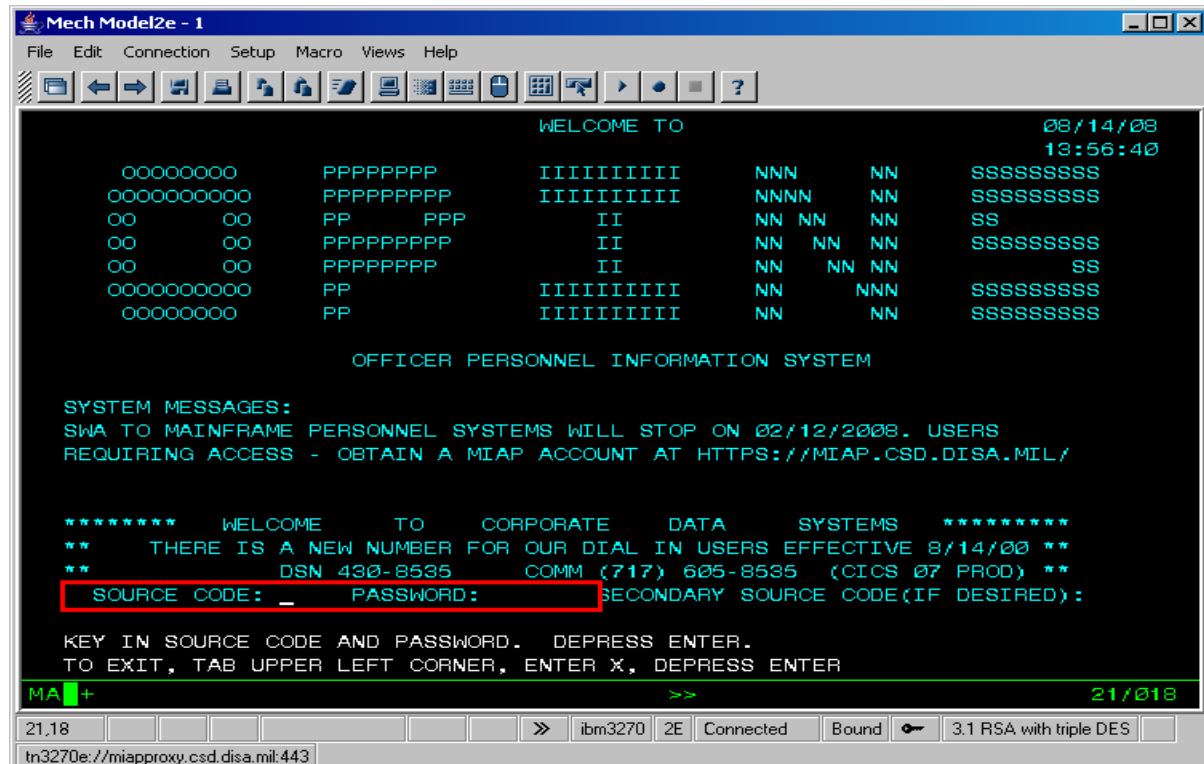
8. Enter your user ID and password again and hit "enter".



9. Type in "OPINS" and hit enter.



10. Enter Source Code: **CC** and Password: **CARE** and then hit "enter". You are now in OPINS.

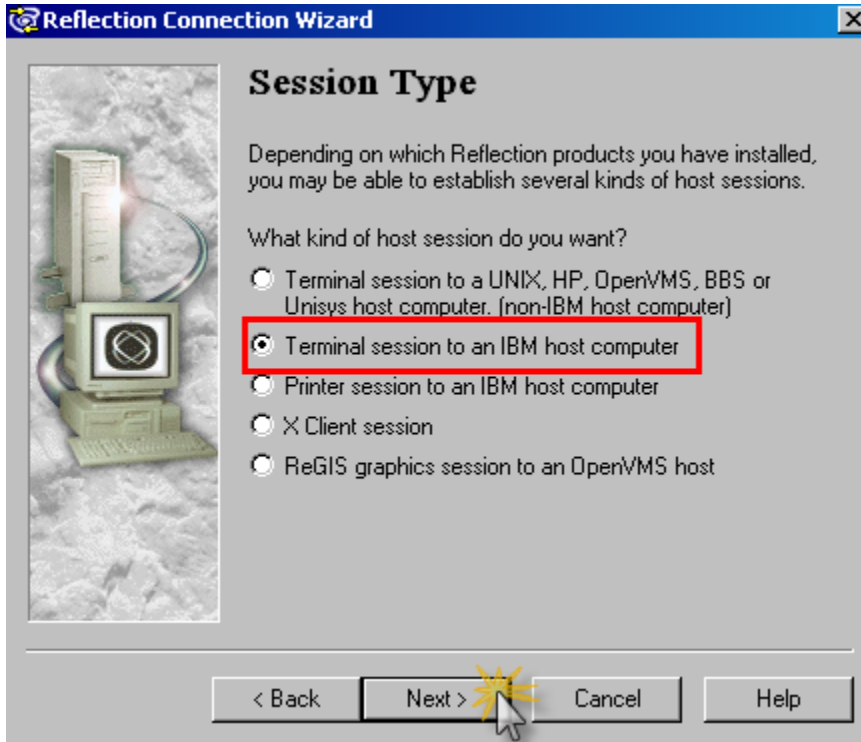


D.9.4. Accessing OPINS via WRQ Reflections Software (Initial Setup). If you are on NMCI computer or a computer that has WRQ Reflection software installed utilize the directions below.

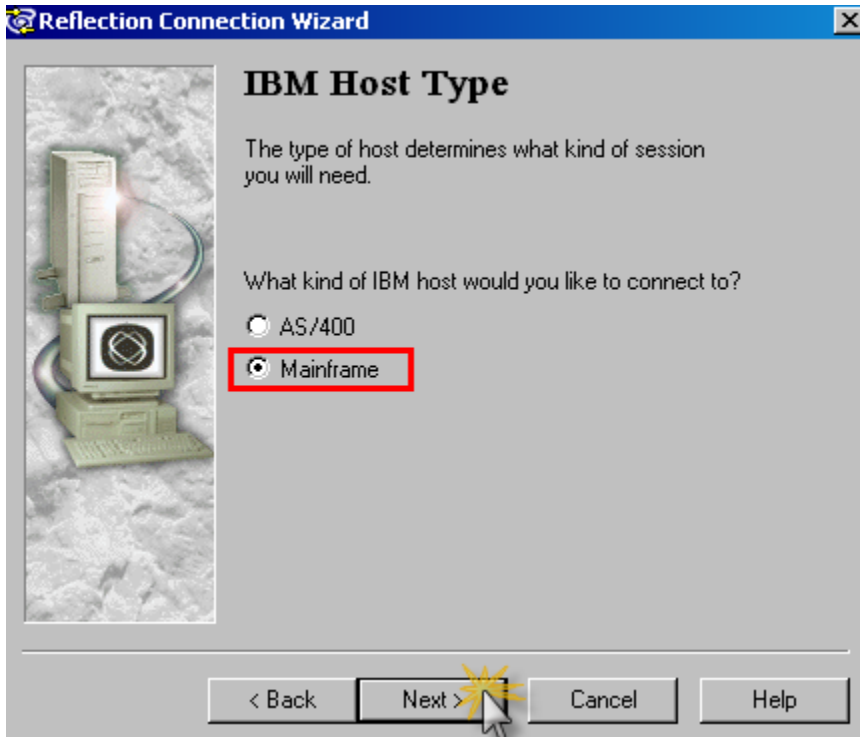
1. Go to Start on the lower left hand corner of your desktop.
2. Select programs.
3. Select WRQ Reflections.
4. Select Wizards, then connection wizard.
5. Select Introduction then Next.



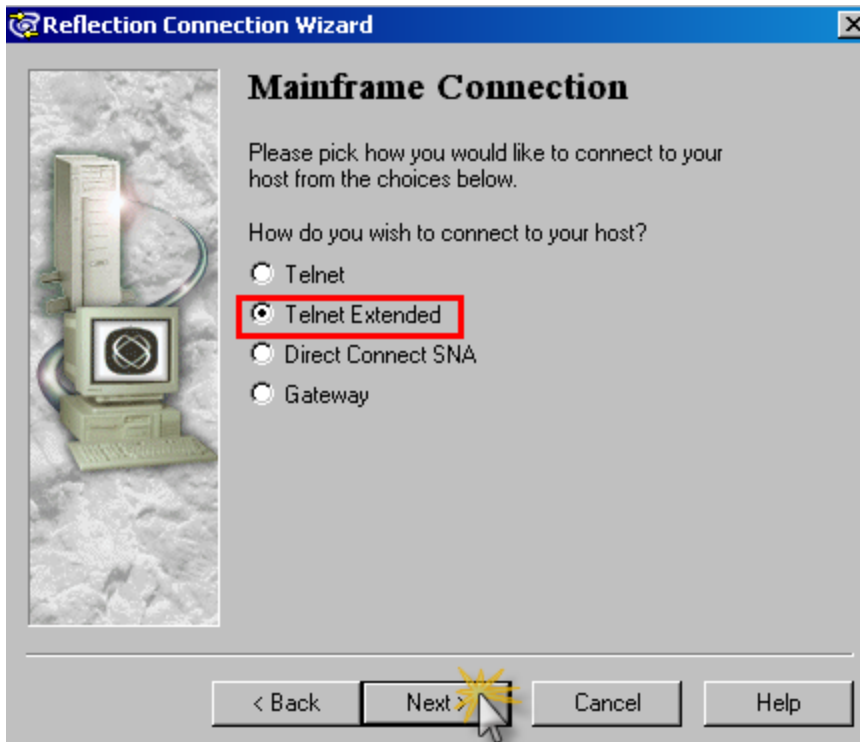
6. Select Terminal session to IBM host computer as Session type then Next.



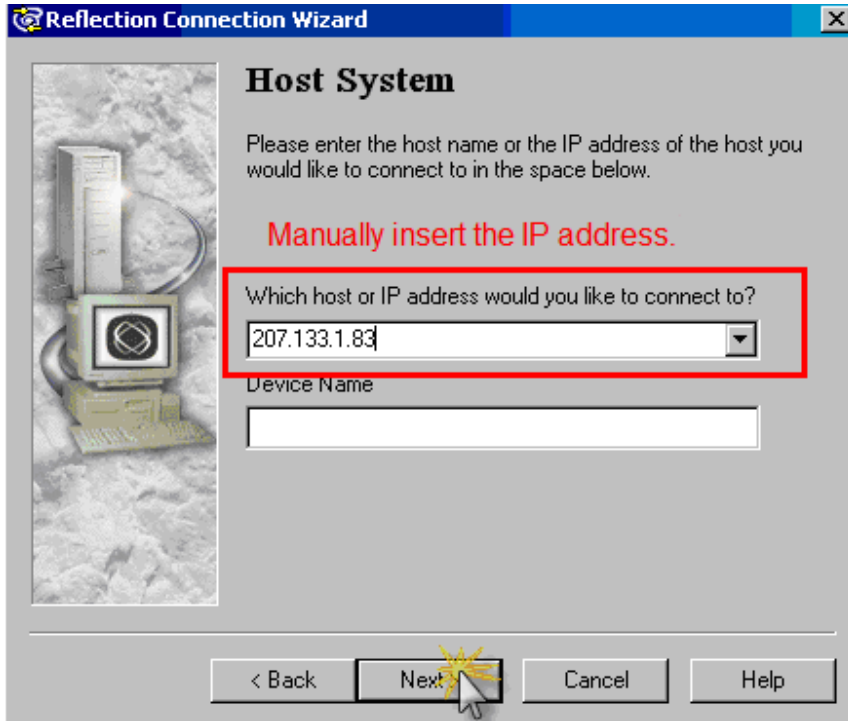
7. IBM Host Type - select Mainframe then Next.



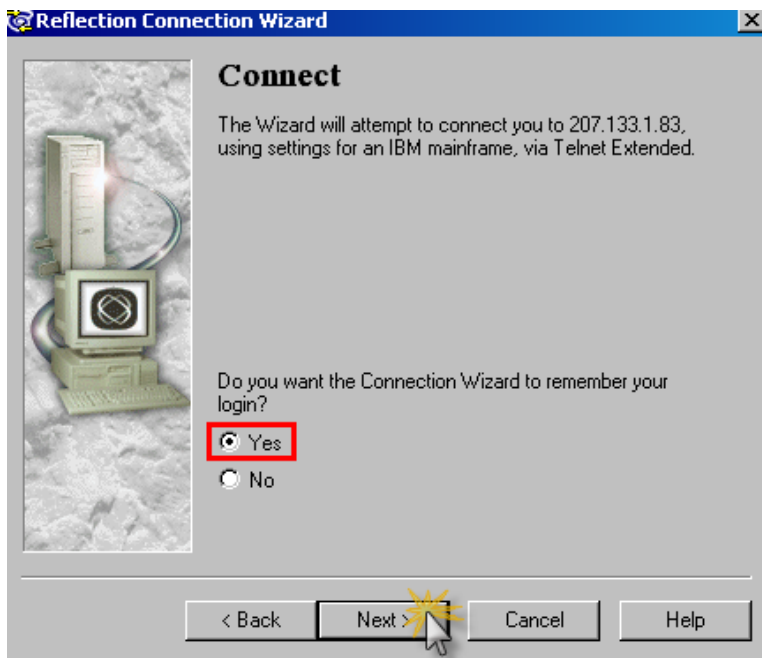
8. Mainframe connection, select Telnet Extended then Next.



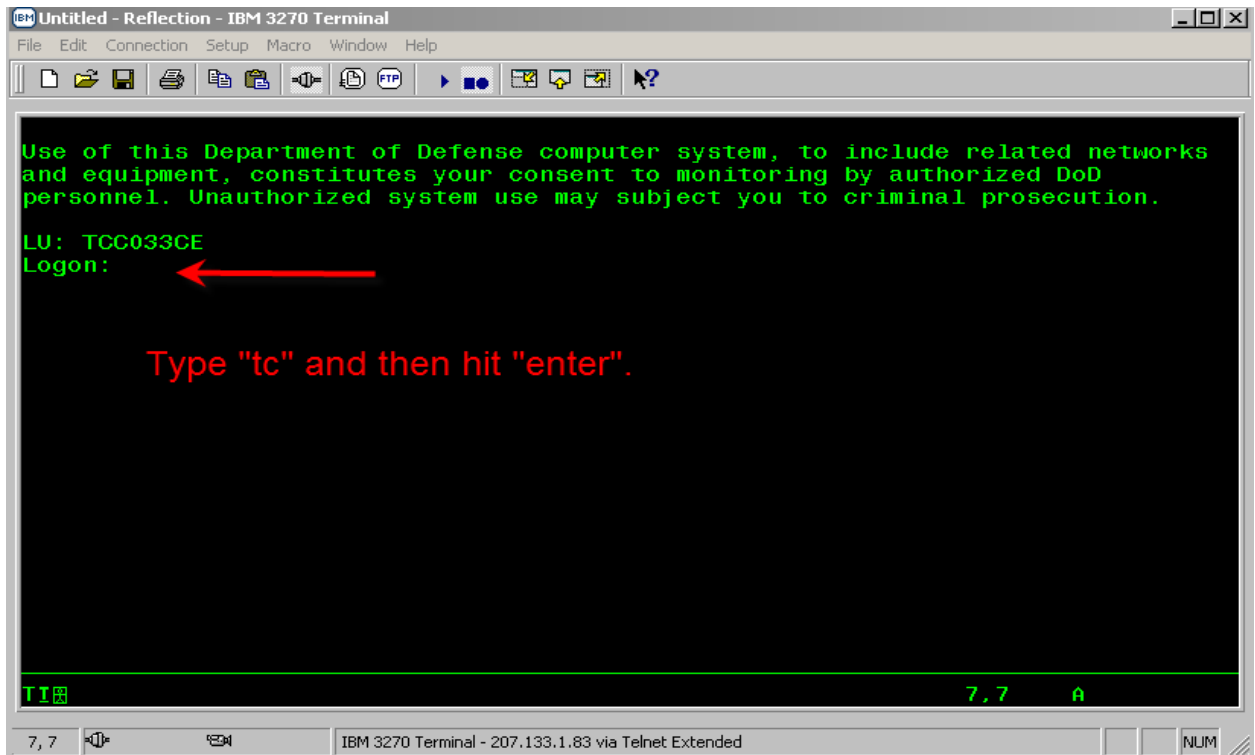
9. Type in the host system IP address: 207.133.1.83 then Next.



10. Connect then Next.

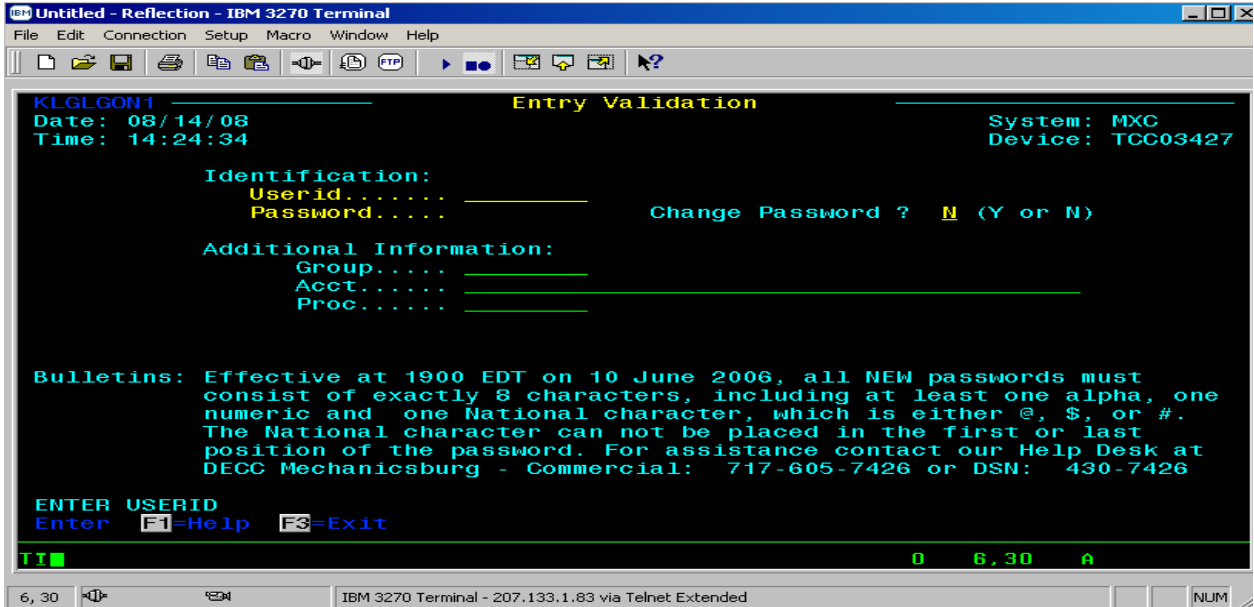


11. System will then connect to the Mainframe.
12. Type TC at Logon: and hit *enter*.

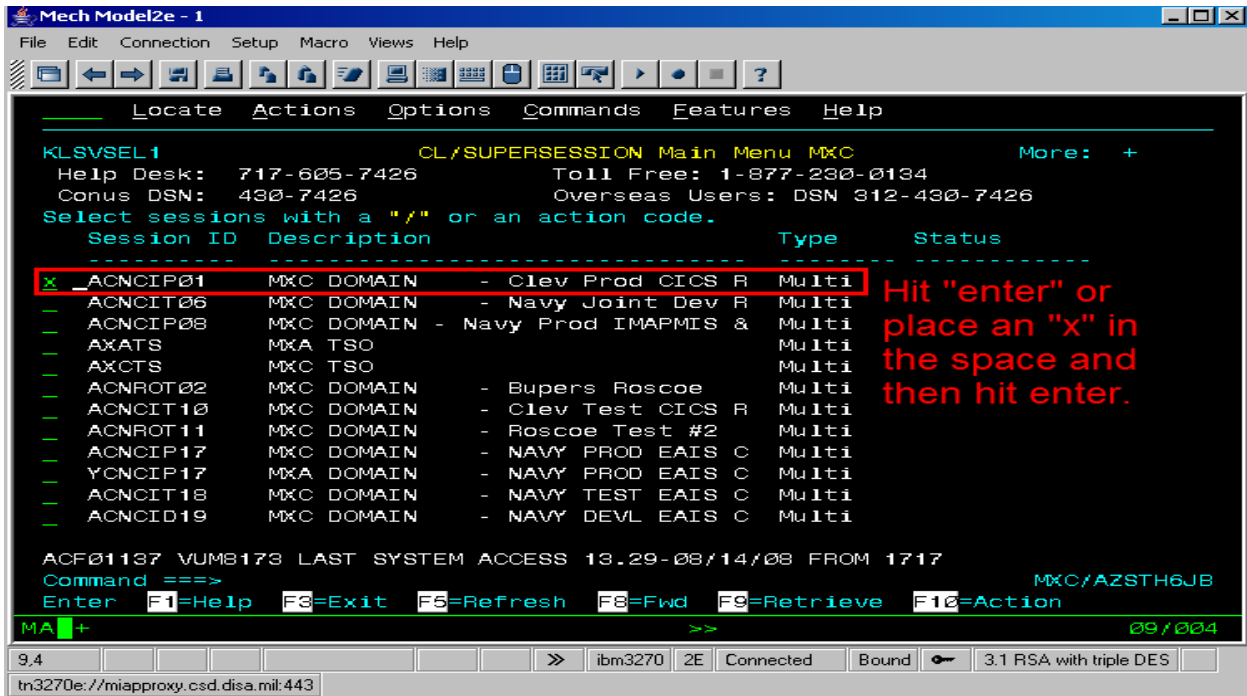


13. Hit "enter" past the consent and warning screen.

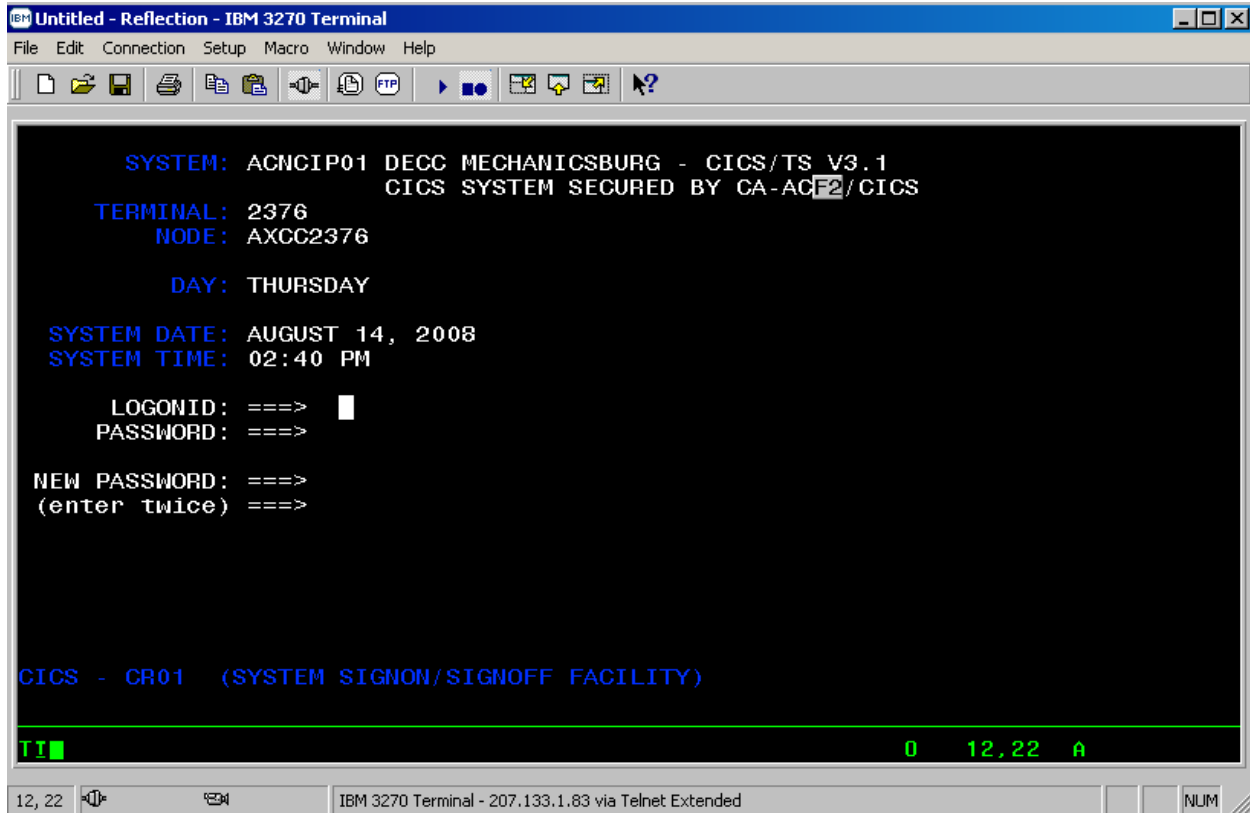
14. Enter login ID and password. Reset your password (if applicable).



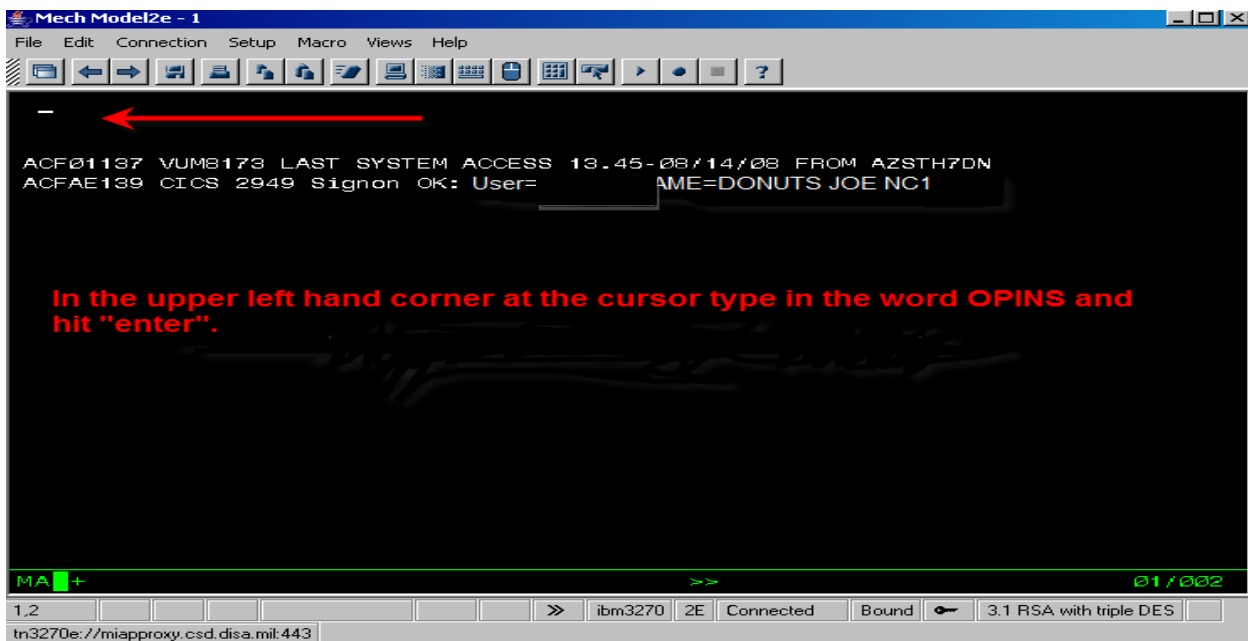
15. You are now at the CL/Super session main menu. Hit "enter" or place an "x" in the space at to the left and hit enter.



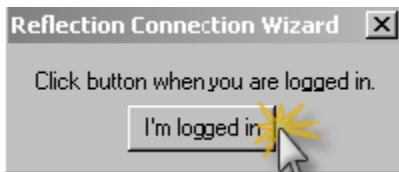
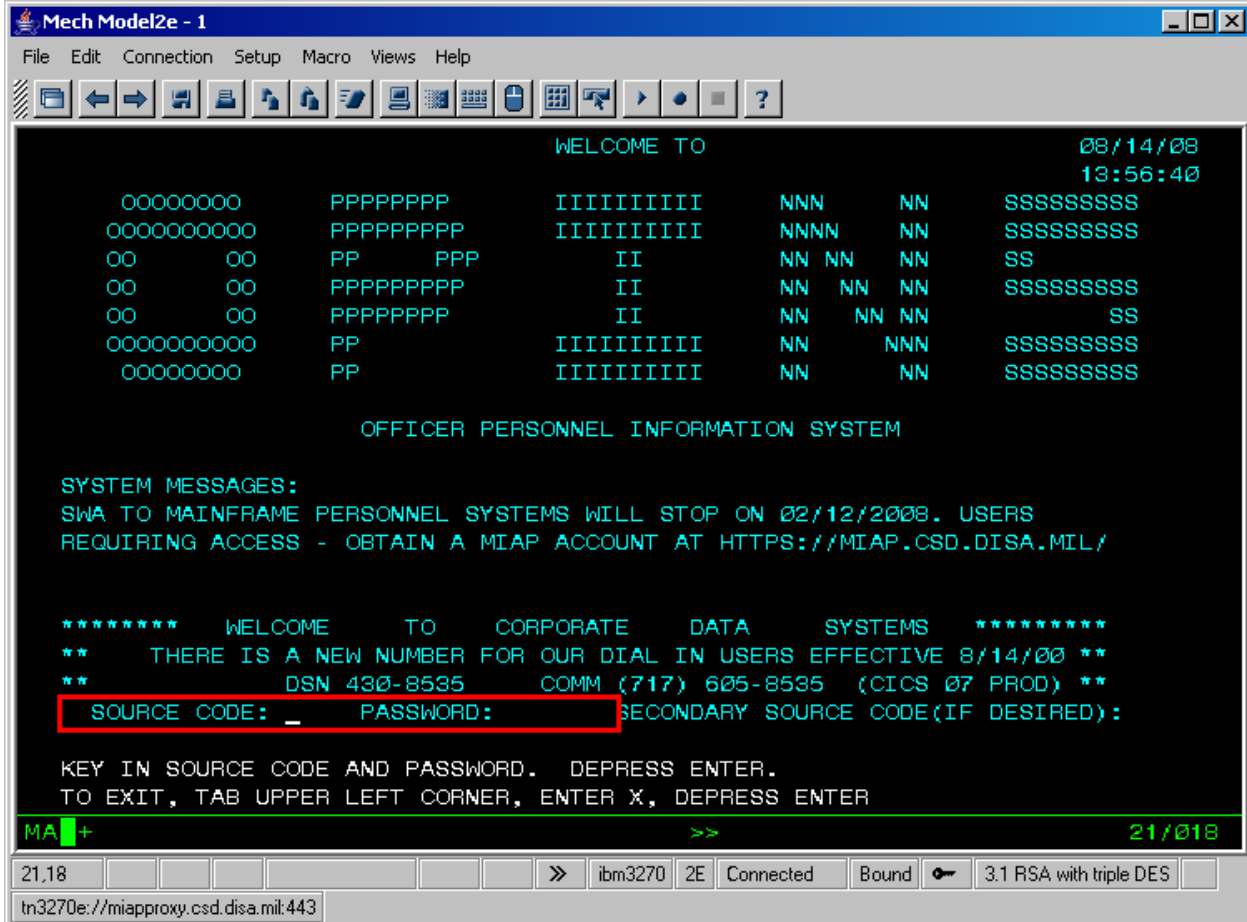
16. Login using your User ID and the password established at line 14. Reset your password (if applicable).



17. Type "OPINS" then hit "enter".

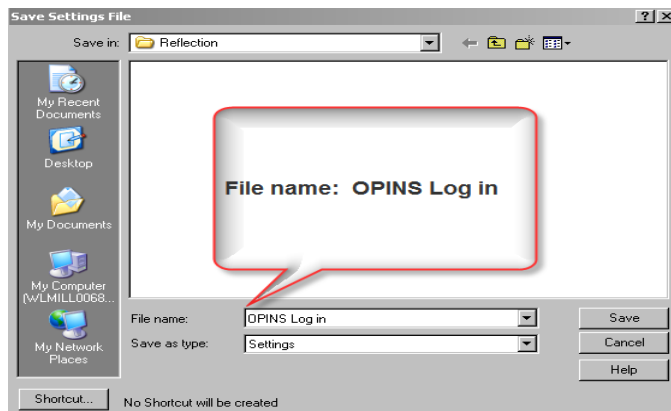


18. Enter Source Code: **CC** and Password: **CARE** and then hit "enter". You are now in OPINS.



- Once you are logged in you should see a "pop up screen" on your desktop from the Reflection Connection Wizard. Follow the prompts and to save the log in.

- To access OPINS view WRQ Reflections see the next page.



D.9.5. Accessing OPINS via WRQ Reflections Software

1. To access OPINS you will need to go to the reflections folder and create a "shortcut" and save it to your desktop.

a. Go to WRQ Reflections under Start > Programs > WRQ Reflection and select Host Mainframe.

b. Choose "cancel".

c. On the menu bar navigate to file > open and then right click on "OPINS Log in" to create a shortcut.

d. Right click and then copy the shortcut and then paste it on your desktop.

e. Click on the shortcut on your desktop to access OPINS.

D.9.6. Passwords and Technical Issues

1. OPINS password reset please contact: NSIPS at 1-877-589-5991, select option 4 or e-mail [sscnola base ops@navy.mil](mailto:sscnola_base_ops@navy.mil).

2. Technical issues please contact Mechanicsburg Help Desk at 800-443-2448 (717) 605-7426/DSN 430 or e-mail mec@mech.disa.mil.

NAVPERS 15878K
20 Apr 09

APPENDIX E

NAVY CAREER TOOL SUITE

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APPENDIX E

NAVY CAREER TOOLS DEFINED

The Navy Career Tool suite is designed to achieve the long-range vision of an easy to use, integrated and responsive family of career management, training, and education systems that help Sailors invest in and direct their own careers, education, and professional development. Today, individual Navy Career Tools include:

1. Career Management System/Interactive Detailing (CMS/ID)
2. Navy Knowledge Online (NKO)
3. Navy eLearning (NeL)
4. Navy Credentialing Opportunities Online (Navy COOL)
5. Navy Training Management and Planning System (NTMPS)
6. Fleet Training Management and Planning System (FLTMPS)
7. NTMPS Afloat (NAFL)
8. Electronic Training Jacket (ETJ)

E.1. New Relationships Deliver Capability Supporting Sailor Development and Fleet Readiness. Career development tools and resources delivered to the Fleet are now supported by a new relationship designed to ensure Sailor development and fleet readiness. This new relationship balances Sailor development with fleet requirements (articulated by the type commanders) and technical capability (provided by the program manager).

E.1.1. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education (DCNO (MPT&E) (N1))). In support of DCNO (MPT&E) (N1) Vision 2016, the Office of the Chief of Naval Operations (OPNAV), Program Office (N120) strives to develop tools, technology and information systems that are easy to use, clearly defined and responsive to Sailor career development. OPNAV (N120), through the OPNAV, Fleet Introduction Team (N12), also plans and executes operational tests (OPTESTs) of Navy

Career Tools, in coordination with the Program Manager (PMW-240), Naval Sea Systems Command (NAVSEA)/Distance Support (DS), and appropriate type commanders (COMSURFOR, COMAIRFOR and COMSUBFOR).

E.1.2. Program Directors. The Program Manager (PMW-240) and NAVSEA/DS develops and delivers Navy Career Tools and supporting systems to the fleet. They also deliver routine technical and functional upgrades approximately every 6 months.

E.1.3. The Fleet. Operational tests (OPTTEST) are performed by Navy commands and provide fleet-perspective feedback from Sailors using Navy Career Tools in the operational environment. Feedback is used to develop or refine system requirements and ensures that Sailors are able to use career tools when, where and how intended.

IMPORTANT: In terms of the information presented in this publication, regular updates to the Navy Career Tool suite make it impossible to include sufficient detail to ensure command career counselors (CCCs) are subject matter experts of the individual applications. However, current information is available on Navy Knowledge Online (NKO). Go to NKO > Career Management > Navy Career Tools, for training and user aids designed for assistance.

E.2. Sailors Access Career Tools in Two Environments. Today, Sailors access Navy Career Tools in two environments:

1. Internet. Sailors may access the Navy Career Tool suite located on the Internet, whether from shore-based commands or from ships at sea.

a. Described as the "connected environment" (Internet required).

b. Accessed via the NKO portal at <https://wwwa.nko.navy.mil>.

c. Common Access Card (CAC) required by some applications, such as CMS/ID and Electronic Training Jacket (ETJ).

2. Navy Information Application Product Suite (NIAPS) server. Depending on geographic location, Internet is not always available.

In this situation, Sailors at sea may access the afloat version of the Navy Career Tool suite via the DS portal located on the shipboard Navy Information Application Product Suite (NIAPS) server.

a. Described as the "disconnected environment" (no internet required).

b. Accessed several ways:

(1) Via a DS desktop icon.

(2) Via a NKO at Sea desktop icon.

(3) Via a hyperlink from the ship's intranet homepage.

(4) Via the URL <http://ddg88usv01/default.aspx> (change hull number to match each ship).

c. Installed on most ships and some submarines.

E.3. Understanding the Disconnected Environment

1. The shipboard NIAPS server contains Navy Career Tools - such as Navy eLearning and the ETJ - designed to perform in the disconnected environment (without internet access). In other words, NIAPS allows users to use the various applications without having to endure the long download times and timeouts commonly experienced when using the Internet while at sea.

2. Because applications installed on NIAPS are disconnected from the internet, application data must be "refreshed" periodically. This data refresh occurs through a process called "replication." Replication is a transfer of information between servers located on shore and servers installed aboard ships. During the replication process, which normally occurs several times per day, the NIAPS server aboard the ship exchanges compressed data with DS servers located ashore, either by satellite or from a pier connection. These smaller data files contain only information that has changed since the last time the servers connected. A two-way data exchange enables afloat Sailors to see fresh information from shore, and keeps shore-based systems up-to-date with information from the ship. Overall, the replication process requires significantly less

bandwidth than when Sailors access the internet directly, resulting in a more positive and successful experience for users at sea.

TIP: Afloat CCCs should encourage Sailors to use career tools provided on the NIAPS server, rather than allow them to struggle with the inherent limitations and frustrations of trying to access the internet while underway.

E.4. Find Current Information Regarding Navy Career Tools on Navy Knowledge Online (NKO). The first source for information about individual Navy Career Tools is NKO on the internet. Go to NKO > Career Management > Navy Career Tools.

TIP: Sailors can access the Navy Career Tools page directly from the NKO home page. Under the Career Management heading, click Navy Career Tools.

E.5. Applications Within the Navy Career Tool Suite. The Navy Career Tool suite delivers resources that support Sailor's career.

E.6. Navy Knowledge Online (NKO). NKO is the web portal linking Sailors to the principal career management tools that support professional and personal development. NKO seeks to organize numerous online resources into functional areas that help support and develop successful Navy careers. The five primary areas, as indicated by the five headings on the NKO home page, are Career Management, Personal Development, Leadership, Learning, and Reference.

TIP: Additional career resources are located using the Organizations & Communities dropdown menu, and include homepages for every Navy rating. Navy career information supporting Sailor professional development is available throughout NKO. CCCs should direct Sailors to these resources:

1. Career Management: Personnel Qualification Standards (PQS), Opportunities to Excel, Commissioning and Special Programs, Volunteerism and Community Service, Sailor and Family Support, Transition Information.

2. Personal Development: Fitness and Nutrition programs, Newsletters and Bulletins, "My Personal Health" and "Culture of

Fitness," Savings and Investment information, Federal and State Tax information, Financial Management courses.

3. Leadership: Leadership courses, Mentoring Guide, Instructor training.

4. Learning: Navy eLearning, Rating and Degree Roadmaps, CLEP and DANTES Study Guides, Joint Language University.

5. Reference: Tools for College Success, Tools for Military Career Success, plus Digital Ebooks, Audio Books, Music, and Video.

While NKO can be overwhelming and desirable information difficult to find, there is much to be gained from patience and persistence. Encourage Sailors to use the resources identified above and share their own discoveries with peers and junior Sailors.

RECOMMENDED ACTION: Whenever possible, submit recommendations for improvement. Channels are provided within NKO, but CCCs should submit their valuable feedback to ISIC and TYCOM counselors, as well. NKO is located on the Internet at <https://www.nko.navy.mil/>.

E.7. NKO at Sea. An afloat version of NKO installed on the shipboard NIAPS server. NKO at Sea should not be confused with the internet version of NKO, as it contains few pages and limited content. In fact, the primary function of NKO at Sea is to authenticate users and provide access to afloat versions of the Navy Career Tools resident on the NIAPS server.

INFORMATION POINT: User profile data is not synchronized between NKO (accessed via internet) and NKO at Sea (accessed via the NIAPS server). Although NKO user profile data was pre-loaded on some ships and submarines when NIAPS was first installed, data has not been updated since then, which means that a Sailor's NKO user name and password is not replicated from shore-to-ship, or ship-to-shore, or from ship-to-ship. As a result, afloat Sailors must perform one of the two following steps:

1. Sailors who joined the Navy prior to 15 November 2006 must click "I forgot my Password" to establish a NKO at Sea account. This step must be repeated when moving from ship to ship.

2. Sailors who joined the Navy after 15 November 2006 must click, "Register as new user" to establish an NKO at Sea account. This step must be repeated when moving from ship to ship.

E.7.1. Important Notes Regarding the NKO at Sea Portal

1. An afloat version of Career Management System/Interactive Detailing (CMS/ID) is being installed on some ships with NIAPS version 2.0 (or above) and may not be available on certain ships. If CMS/ID is not installed on the NIAPS server, using the provided hyperlink will result in an error.

2. The 5 Vector Model (5VM) has been taken offline. Clicking the 5VM hyperlink on NKO at Sea will result in an error.

NOTE: The 5VM hyperlink is removed on NIAPS version 2.0 and above.

3. Links to resources and Web sites provided by Navy Credentialing Opportunities Online (Navy COOL) (or via Navy COOL to Go) will reach out to the internet, if the Sailor's user profile provides access from the ship's Local Area Network (LAN). If the Sailor does not have access to the internet via the LAN, clicking on the provided hyperlinks will result in an error.

E.8. Career Management System/Interactive Detailing (CMS/ID).

Designed and used by Active Duty, Full Time Support, and Selected Reserve Sailors. Previously known as JASS, and then JCMS, CMS/ID enables enlisted Sailors and submarine junior officers to research possible future jobs, enables CCCs (and enlisted detailers) to submit job applications on behalf of Sailors, and enables commands to review and comment on incoming Sailor applications. Working with CCCs and command leadership, Sailors use CMS/ID to identify available career opportunities supporting professional and personal development, and then develop goals and plans to meet career objectives.

1. Command leadership will continue to provide career counseling, mentorship and training opportunities supporting Sailor careers and professional growth.

2. CCCs will continue to provide career information and support on behalf of Sailors and the command. CMS/ID supports Sailor expectation management by displaying information used by detailers during the selection process.

3. Personnel Detail and Sailor History pages provide Sailors the opportunity to view personal data influencing detailing decisions, such as PTS status, security clearance eligibility, marital status and number of dependents, NECs, language ability, etc. Sailors and commands should work together to update or correct personnel data.

RECOMMENDED ACTION. CCCs should encourage Sailors to review their Personnel Detail and Sailor History pages to verify that the information displayed is current and accurate.

1. Incomplete or inaccurate data (such as PTS status, security clearance eligibility, number of dependents, citizenship, etc.) may prevent Sailors from receiving their desired job.

2. Incomplete or inaccurate data (such as PRIMS, EVALS/FITREPS, etc.) may cause commands to determine a Sailor's incoming job application is not desirable and result in negative comments to the detailers. How Sailors update their personnel information depends on the specific data and the data's source. In many cases, the same databases reporting to the Electronic Training Jacket (ETJ) also report to CMS/ID. Encourage Sailors to use the ETJ hyperlink "Problems with your data?" to identify the proper database and methods for updating or correcting personnel information.

ALERTS. CMS/ID will alert Sailors at specific career points, prompting actions to support career management and planning:

1. Alerts notify users of actions necessary to support the detailing process.

2. Alerts also provide a timeline (or countdown) to the negotiation window.

RECOMMENDED ACTION: CCCs should encourage Sailors to update their User Profile with current e-mail address to ensure Alerts are delivered straight to their in-box.

ELIGIBILITY GATES. CMS/ID Eligibility Gates, aligned to Navy policies and rules, ensure Sailors apply only to those positions for which they qualify. Gates prevent applications from being made. In the case of inaccurate data, a detailee can override any Gate and apply the Sailor for a position.

ELIGIBILITY FLAGS. CMS/ID presents Eligibility Flags when a Sailor's distribution profile contains data that may make them ineligible for a position. Flags do not prevent applications from being made, however.

TIP: QuickStarts for Sailors (Active Duty and Reserve), CCCs, and command representatives help users rapidly engage CMS/ID. (See NKO > Career Management > Navy Career Tools for current versions.)

RECOMMENDED ACTION: Using CMS/ID, CCCs are encouraged to meet with individual Sailors, view available jobs, and discuss the Sailor's career options and goals. Discussion should focus on determining which jobs the Sailor is qualified for, which jobs the Sailor wants to qualify for (and how the command can help the Sailor become qualified), and which jobs are a best match for the Sailor's career path.

COMMAND RANKING AND COMMENTS

1. CMS/ID provides command leadership with input to the selection process. Using the COMMAND Role, designated command representatives may view, rank and comment on incoming Sailor applications. This input helps detailers identify applicants who best fit the unit's requirements and mission.
2. Commands weigh mission requirements, training requirements, and manning requirements against the applicant's career history of training, qualifications, performance marks, and so forth.
3. Commands determine whether the applicant is a good match for the job and submit a rating of best to least desirable. Comments also can comment on applications, providing amplifying information, and include details such as a request that the desired Sailor receive additional training en route. CMS/ID is located on the internet at <https://www.cmsid.navy.mil/>. CMS/ID also may be launched from NKO and, eventually, via NKO at Sea.

E.9. Navy eLearning (NeL)

1. Delivers thousands of courses designed to enhance Sailor professional and personal growth. The eLearning catalog contains approximately 8,000 courses in the connected environment (via internet) and approximately 4,000 in the disconnected environment (via NIAPS).

2. In the internet environment, the NeL homepage links to mandatory training (e.g., GMT, Information Awareness, etc.), thus providing Sailors a listing and direct access to courses they are required to complete. On the NIAPS server, the NeL homepage provides lists of courses available (or not available) on the ship or submarine.

TIP: When underway, completing eLearning courses via the NIAPS server is preferable, as it eliminates the timeouts and lost connections encountered when attempting to complete courses via the internet.

IMPORTANT: NeL bookmarks are not synchronized between connected and disconnected environments. Therefore, if you begin a course in the connected environment (internet), you must complete the course in the connected environment. If you begin a course in the disconnected environment (NIAPS), you must complete the course in the disconnected environment. Navy eLearning is launched from NKO and NKO at Sea.

E.10. Navy Credentialing Opportunities Online (COOL)

1. Supports Sailor career development by defining civilian credentials that best map to a Sailor's rating and training, and then outlining the path, work, and experience required to achieve them. Navy COOL catalogs and defines comprehensive information on occupational credentials - including certifications, qualifications, licenses, apprenticeships, and growth opportunities - correlating with every Navy rating, job, and occupation.

2. Many Sailors hold Navy qualifications and are performing tasks for which equivalent civilian credentials exist. A good example is the Navy's Information Systems Technician (IT) rating. Many ITs have been trained to perform computer system administration functions. These functions mirror those

performed by civilians with commercial licenses. Navy COOL allows Sailors to obtain the same civilian credentials by providing the following information:

- a. "How to" instructions for pursuing credentials.
- b. Links to credentialing organizations.
- c. Cross-references to programs that may help Sailors pay for credentialing fees, such as the Navy's Credentials Program Office, Tuition Assistance, Montgomery GI Bill, and the Defense Activity for Non-Traditional Education Support (DANTES).
- d. Links to the United Services Military Apprenticeship Program (USMAP).
- e. Links to college information.

INFORMATION POINT: The Navy will fund Credentialing Examination fees for some ratings. On 6 September 2007, the Chief of Naval Personnel authorized the use of appropriated funds to pay for civilian license and certification exams, re-certifications, and maintenance fees for Navy and Navy Reserve Sailors. On the Navy COOL Web site, a resource icon identifies a credential that has been approved for Navy funding via a pre-paid voucher. Sailors must meet Navy and credentialing agency eligibility qualifications prior to submitting a Navy-funded credentialing examination voucher request. The voucher covers the cost of the examination, re-certification, or maintenance fee.

RECOMMENDED ACTION: CCCs should encourage Sailors to explore Navy COOL to:

1. Obtain background information about civilian licensure and certification.
2. Identify licenses and certifications relevant to Navy ratings, jobs, and occupations.
3. Learn how to fill gaps between Navy training and experience and civilian credentialing requirements.
4. Learn about resources available to Sailors that can help them gain civilian job credentials.

5. Navy COOL is located on the Internet at <https://www.cool.navy.mil/>. Navy COOL also is available from NKO and NKO At Sea.

E.11. Navy Training Management and Planning System (NTMPS)

1. Combines multiple personnel, manpower and training information databases into a single, integrated Data Warehouse/Operational Data Store (DW/ODS) for all levels of training management and planning.

2. NTMPS is an umbrella program that consists of a suite of applications. Among others, the NTMPS suite includes the following:

- a. NTMPS (DW/ODS)
- b. Fleet Training Management and Planning System (FLTMPS)
- c. NTMPS Afloat (NAFL) Datamart (UIC-specific datamart downloaded and installed on the afloat NIAPS server)
- d. Electronic Training Jacket (ETJ)
- e. There are currently over forty source databases integrated into the NTMPS DW/ODS. Source databases familiar to CCCs include:

- (1) American Counsel on Education (ACE)
- (2) Navy Enlisted Personnel System (NES)
- (3) Electronic Service Record (ESR)
- (4) Navy eLearning (NeL) transcripts
- (5) Navy College Management Information System (NCMIS)
- (6) Navy Department Awards Web System (NDAWS)
- (7) Navy Enlisted Advancement System (NEAS)
- (8) Navy Enlisted Classification (NEC) codes

(9) Non Resident Training Course (NRTC) completion data

(10) Officer Personnel Information System (OPINS)

(11) Relational Administrative Data Management (RADM)
for shipboard personnel

(12) United Services Military Apprenticeship Program
(USMAP)

NOTE: The NTMPS Client Server application was terminated on 30 November 2007. Similar functionality is now provided by FLTMPs.

E.12. Navy Training Management and Planning System (NTMPS)
Afloat (NAFL)

1. Applications installed on the NIAPS server are kept up-to-date via data transfer (inbound and outbound) between ship and shore. Personnel data is provided by the NTMPS Afloat (NAFL) Datamart, which contains information used by CMS/ID, Navy eLearning, and the ETJ. It is very important for CCCs to understand the following:

2. The NAFL Datamart is UIC-specific and contains personnel data only for crewmembers permanently attached to the command. The Datamart will include data for the primary UIC, plus all additional UICs associated with the command. For example, all UICs comprising the Air Wing attached to a CVN are included in the NAFL Datamart that is replicated to the carrier's NIAPS.

3. The personnel data provided for secondary UICs, such as the Air Wing, is reflected in those Sailors' onboard Navy eLearning Transcript and ETJ.

4. However, Sailors assigned to secondary UICs can NOT use CMS/ID in its current version (NIAPS 2.0), as the application requires additional personnel data not provided by the NAFL Datamart.

5. Temporary Additional Duty (TEMADD) personnel (including those assigned to various detachments) do not have information in the NAFL Datamart and, therefore, will NOT be able to view their Navy eLearning Transcripts or ETJ via NIAPS. The Datamart is extracted from NTMPS once per week. As a result, personnel

data displayed by the various Navy Career Tools on NIAPS may not be as current as data displayed ashore. Users can determine the currency of their NAFL Datamart by referring to its "Build Date" (see "Recommended Action" below.) The build date is when the data was "frozen in time" and packaged for delivery to the ship.

IMPORTANT: It is possible that the time delay between the Datamart's build date and the date the file is replicated to the ship will affect performance of CMS/ID Gates and Flags in the NIAPS environment. In circumstances where a Sailor's personnel information has recently changed (EFM status, security clearance, citizenship, number of dependents, etc.), career counselors should communicate directly with detailers on behalf of the Sailor.

RECOMMENDED ACTION: Afloat CCCs should monitor the NAFL Datamart Build Date, found near the bottom of the NIAPS Navy eLearning home page. Periodicity should be within approximately 10 days. If the date is out of periodicity, work with the NIAPS System Administrator to have the current NAFL Datamart downloaded to the NIAPS server.

NOTE: CCCs assigned to afloat units with CMS/ID installed will find detailed information in the "CMS/ID on NIAPS User Guide." The current version of the User Guide may be downloaded from the internet at NKO > Career Management > Navy Career Tools.Electronic Training Jacket (ETJ). The ETJ provides Sailors a view of career information documented in Navy personnel databases, such as training and education accomplishments (including eLearning, NECs and college courses), qualifications and certifications, career history, advancement status, awards, etc. Accurate and current personal data ensures Sailors are given credit for the hard work they have accomplished. Additionally, accurate and up-to-date information ensures Sailors are properly represented to detailers when applying for jobs, being considered for Individual Augmentation, being considered for advancement, or for selection to special programs.

RECOMMENDED ACTION: CCCs should encourage Sailors to review their ETJ regularly and submit corrections when necessary. Direct Sailors to the ETJ's "Problems with your data?" hyperlink to correct or update data displayed. This link provides information on where personnel data is documented and how to go

about getting it updated or corrected. In other words, Sailors can identify the authoritative database responsible for accepting and documenting Navy career data. The ETJ is launched from NKO and NKO at Sea.

E.13. Fleet Training Management and Planning System (FLTMPS). An internet-based system that allows approved users the ability to access many of the training, manpower and personnel reports that were previously available in the NTMPS. FLTMPS collects and integrates information from more than forty authoritative databases, including the current status of manpower and training readiness, activity training requirements and deficiencies, class convening dates, available quotas, projected personnel gains and losses, and more. For access to FLTMPS, submit an online application at: https://ntmpswb.ntmps.navy.mil/online_app. FLTMPS is located on the internet at <https://ntmpswb.ntmps.navy.mil/fltmpls>.

E.14. Support for Navy Career Tool Users

E.14.1. Global Distance Support Center (GDSC). Provides help and technical support for Sailors using Navy Career Tools. The GDSC is available 24 hours a day, 7 days a week, 365 days a year. A few examples of when a Support Request should be sent to the GDSC include occasions when Sailors are:

1. Unable to establish an NKO at Sea account.
2. Unable to launch a Navy eLearning course.
3. Unable to view the ETJ.
4. There are five methods to request help.

a. By the Online Assist Request form via the Anchor Desk: (<http://www.anchordesk.navy.mil/fleetsupport/request.nsf/request?OpenForm>).

b. By the Afloat Support Request form, via the DS portal on the NIAPS server.

c. By e-mail: help@anchordesk.navy.mil or help@anchordesk.navy.smil.mil.

d. By Phone: call 1-877-4-1-TOUCH or 1-877-418-6824; outside Continental United States call DSN 510-4-2-TOUCH (510-428-6824).

e. By Naval Message: PLAD: ANCHOR DESK NORFOLK VA.

RECOMMENDED ACTION: CCCs should report all issues, and encourage Sailors to report all issues encountered when using any Navy Career Tool. It is very important to document issues, both for correction and tracking, and for future changes that may eliminate common problems.

E.14.2. Information and Training Resources

1. CCCs perform a vital role supporting the career management and development of Sailors. As the "subject matter expert" for enlisted Navy careers, counselors must develop and maintain an extensive knowledge base that includes a range of manpower, personnel, training and education programs and policies.

2. In order to access and utilize Navy Career Tools, counselors must gain a thorough understanding of the benefits and capabilities provided by each application, and then communicate that knowledge to command and crew. Furthermore, counselors assigned to ships must understand how Navy Career Tools perform in the NIAPS environment, as compared to the internet. While this may appear overwhelming, a variety of resources are available to facilitate this effort.

E.14.2.1. Tutorials

1. Navy Career Tool tutorials for each application are designed to support users in their various roles. For example, individual tutorials for CMS/ID are targeted to the enlisted Sailor (Active Duty or Reserve), CCC, and command representative. Furthermore, unlike a conventional eLearning course, the tutorials allow Sailors to enter and exit at any place and time. For example, a Sailor may complete the section on CMS/ID one day, switch to the ETJ on another, and then come back to CMS/ID on a third.

2. Tutorials are located in both the connected (internet) and disconnected (NIAPS) environments:

a. Internet: From the NKO homepage, click "Career Management > Navy Career Tools" and locate "Navy Career Tools - Tutorials." The internet version will always be the most current available.

b. NIAPS server: Depending on NIAPS version installed, may be found in the Information Center, or on the Navy Career Tools page. The NIAPS versions may be older than that available on the internet.

E. 14.2.2. User Aids Help Sailors Engage Navy Career Tools. A variety of aids introduce Sailors to the Navy Career Tool suite. Examples of aids available to Sailors include QuickStarts, Essential guides, POD notes, and more. Current copies of Navy Career Tool user aids may be downloaded from NKO (internet). Go to NKO > Career Management > Navy Career Tools > Navy Career Tools - User Aids.

TIP: CCCs are encouraged to print and post in common areas or use as handouts during command indoctrination, CDBs, and individual Sailor counseling. Afloat CCCs are encouraged to download and post on the ship's LAN or intranet for access by all hands.

E.14.2.3. Feedback. For more information or to provide feedback regarding Navy Career Tools, please contact: help@anchordesk.navy.mil or help@anchordesk.navy.smil.mil

APPENDIX F

FLEET RATING IDENTIFICATION ENGINE (FleetRIDE)

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F.1. Fleet Rating Identification Engine (RIDE)

1. The Single Navy Classification System, Rating Identification Engine (RIDE), is a custom Web service derived from the FleetRIDE system to provide Sailor and recruit rating qualification based upon a detailed examination of the mental, medical, and legal and moral entry requirements to each Navy program/rating. While this in itself has great value, it sits upon an underlying framework based upon psychological and operations research models that provide statistically relevant predictors of the Sailor's success in a new rating. This provides a classifier, career counselor, or Sailor an easily interpreted list of qualified jobs with ranked recommendations as to the Sailor's "fit" into their new career.

2. Fleet career counselors should use FleetRIDE to screen for rating eligibility, counsel and guide first-term rated Sailors to new career opportunities and rating conversions for Perform-To-Serve (PTS) and undesignated Sailors to qualify and apply for Navy-Wide Advancement Exams and A-School requests. FleetRIDE provides the best match of a Fleet Sailors' qualifications and aptitude to meet Navy rating entry requirements for rating assignment and conversions.

F.2. The Career Counselor Role in FleetRIDE. Associated job functions and tasks enable CCCs and department CCs to enter, edit, qualify, and rank Sailor data to CREO jobs and REGA openings. Counselors can "Qualify" the Sailor to view eligibility for any and all ratings, which maximizes the likelihood of training success by matching an individual's specific cognitive abilities (measured by ASVAB) to the specific technical training requirements of a job.

Role	Assigned Function
Command Career Counselor	Edits, qualifies, and ranks Sailor data to CREO jobs
	Submits PTS applications and reviews their status
	Defines departments within responsible UIC(s)
	Creates departmental career counselor accounts
	Assigns departmental career counselors to UIC/ Department pairings
Dept Career Counselor	Assists CCCs to enter, edit, qualify, and rank Sailor data to CREO jobs

F.3. Internet Version of FleetRIDE

1. CCCs using the internet version of FleetRIDE have access to the following full functionality:

a. Login to FleetRIDE.

b. Use the Sailor Browser. The Sailor Browser is the portal to Sailor data. From the Sailor Browser, counselors view and edit sailor details, view and add Counselor notes and locate a Sailor.

c. Qualify a Sailor.

(1) Counselors can use the Qualify option from the Sailor Detail page to access a list of Qualified Jobs (eligible ratings) for the specified sailor.

(2) The Qualified Jobs window provides filter, sort, and print capabilities. Additionally, counselors can obtain and review job cards, additional job requirements, CREO information, and conversion information.

2. Counselors can also use the Career Exploration Module (CEM) to show a Sailor why they are not qualified for a desired rating and guide the Sailor to meet the requirements, if possible.

F.4. Interface With Perform to Serve (PTS). Counselors can now submit a PTS Conversion or In-Rate Application directly from FleetRIDE. In addition, the PTS Application Browser shows the status of all PTS applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who have been approved to reapply. Counselors can edit applications submitted through FleetRIDE directly from this browser and build and print status reports for individual applications as well as for the entire command.

F.5. FleetRIDE and the Navy Information/Application Product Suite (NIAPS). The NIAPS version 2.0 allows FleetRIDE to be used by CCCs in a disconnected mode, not reliant on the internet, but with limited functionality.

RECOMMENDED ACTION: CCCs should conduct a mandatory FleetRIDE screen for every CDB, starting with Sailors reporting onboard. CCCs are encouraged to use FleetRIDE to screen rated Sailors, discuss conversion opportunities, and submit PTS applications directly from FleetRIDE. CCCs should also screen undesignated Sailors, discuss rating entry opportunities, and guide them to apply for A-School or to take Navy-Wide Advancements Exams, as recommended by FleetRIDE and Sailor interest.

To request access to FleetRIDE call: (901) 874-2970/DSN 882
To access the FleetRIDE Web site go to
<https://fleetride.sscno.nmci.navy.mil>

F.6. Job Opportunities in the Navy (JOIN)

1. FleetRIDE gives Sailors (E6 and below only) job opportunities based on the eligibility, aptitude fit, and the needs of the Navy (CREO). The JOIN piece adds the Sailor's interest in Navy jobs. So, what does this mean? It allows CCCs to guide that Sailor in a direction that may provide the best opportunities for advancement (CREO 1 ratings), the best FIT to successfully complete training (RIDE RANK), and now CCCs have a tool that allows this combination to add the Sailors interest (RIDE/JOIN RANK). In summary, CCCs know what the Sailor's opportunities are, and know what the Sailor is interested in doing. This should allow CCCs to optimize the counseling sessions.

2. Once the Sailor has completed the JOIN survey, they are directed to report to their CCC for the results. The survey results are automatically fed into FleetRIDE. JOIN SURVEY URL: <https://join.sscno.nmci.navy.mil/>.

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APPENDIX G

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP)

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APPENDIX G

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP)

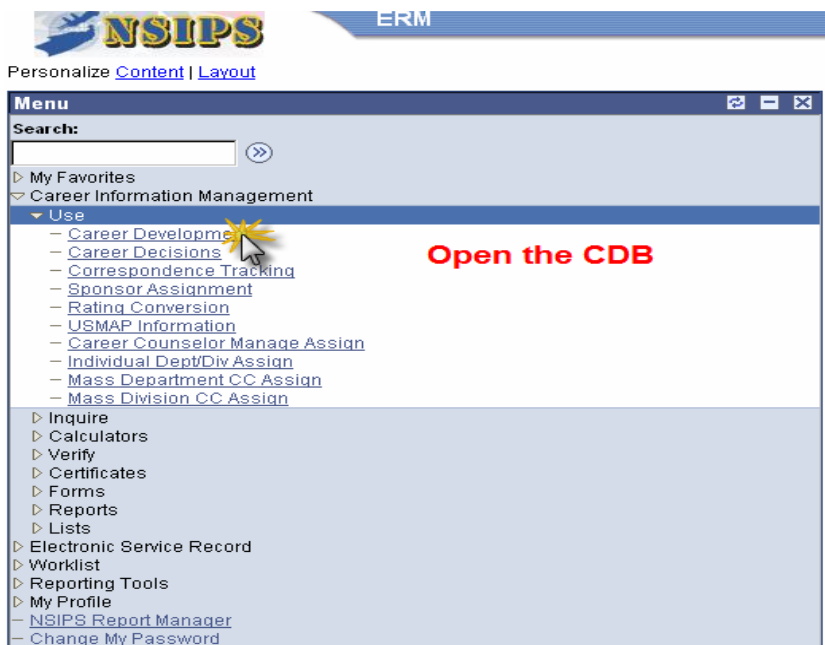
The ICDP is a part of the Career Information Management System (CIMS). It is the standard template used to conduct and document Career Development Boards (CDBs). The form displays the data from the Navy Standard Integrated Personnel System (NSIPS) which is fed directly from the Enlisted Master File (EMF). The ICDP also contains:

1. Demographic data (EAOS/PRD/TIR/Education Level/PFA/etc.).
2. Current CDB data.
3. Goals and comments from the CDB (manual input).
4. Command leadership comments after verification of the CDB (manual input).
5. Comments from the previous two CDB's (if completed).

G.1. Printing a Pre-populated ICDP. Pre-printing the ICDP prior to conducting a CDB is a time saver. The information displayed is directly from NSIPS which is fed directly from the EMF.

G.1.1. Opening the CDB to Print the ICDP

To print a blank ICDP you will need to do the following:



1. Open a Career Development Board (CDB) on the Sailor.
2. Enter the SSN and then click ok to open the CDB.
3. Save the CDB in a "Pending" status
4. Print the ICDP.

Enter the SSN and click search.

NSIPS

Menu

Search: []

- My Favorites
- Career Information Management
 - Use
 - Career Development
 - Career Decisions
 - Correspondence Tracking
 - Sponsor Assignment
 - Rating Conversion
 - USMAP Information
 - Career Counselor Manage Assign
 - Individual Dept/Div Assign
 - Mass Department CC Assign
 - Mass Division CC Assign
 - Inquire
 - Calculators
 - Verify
 - Certificates
 - Forms
 - Reports
 - Lists
 - Electronic Service Record
 - Worklist
 - Reporting Tools
 - My Profile
 - NSIPS Report Manager
 - Change My Password

Career Development
Enter any information you have and click Search.

Find an Existing Value

EmpID: [begins with] []

Name: [begins with] []

UIC: [begins with] []

Search Clear Basic Search Save Search Criteria

EmpIID is "SSN" throuhout CIMS
Name search is always in CAPS
Enter the UIC (you can only access UIC's that were on your original CIMS access request)

Once you open the CDB fill in the appropriate data.

NSIPS

Menu

Search: []

- My Favorites
- Career Information Management
 - Use
 - Career Development
 - Career Decisions
 - Correspondence Tracking
 - Sponsor Assignment
 - Rating Conversion
 - USMAP Information
 - Career Counselor Manage Assign
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 - Verify
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 - Reports
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 - Electronic Service Record
 - Worklist
 - Reporting Tools
 - My Profile
 - NSIPS Report Manager
 - Change My Password

Career Development CDB Data

Name: PUNZALAN,MANUEL CARLO L Rank/Rate: **DK3** Current DSC: 100

ADSD: 07/25/2004 PRD: 12/31/2010 EAOS: 05/24/2009 Soft EAOS: 05/24/2010

CREO/ECMO: 2 PEBD: 07/25/2004 DIEMS: 07/25/2004 DIERF:

Career Development Comments Find | View All First 1 of 1 Last

1 CDB Type: [Z] Reporting

2 CDB Interview Date: [12/31/2006]

3 CDB Interview Rank/Rate: [] Report Date: 12/31/2006 DEPT: DIV:

4 Status [Pending] [Completed]

Save Return to Search Previous tab Next tab

Click on the "magnifying" glass to search for rates.

Career Development | CDB Data

- CDB Type: "Z" is the default for all reporting CDBs.
- CDB interview date can be equal to the report date but less than the 6 month date.
- CDB Interview Rank/Rate is the Sailors current rate or prospective rate if frocked or converting.
- Leave the status block in "Pending" until the actual CDB has been completed.

Once the header data is filled in this will give you access to the ICDP data fields.

1. Once you populate the CDB header information the ICDP data blocks will be available.
2. Click on the green triangles to expand the sections.
3. You can populate as much as the data now and then click the "save" button and then proceed to print out the ICDP. Once you save the record the ICDP data field will be "grayed out". To change the data you will have to re-open the CDB and modify as necessary.

G.1.2. Steps to Printing the ICDP

Navigate back to the CIMS menu and then click on "Forms" and then ICDP (E1-E9). Click on "Add a New Value" and then name your form ICDP. ***No spaces are allowed in naming forms or certificates.**

1. Run Control ID is used to name Forms and Certificates. You only need to name your Form and Certificate once. After that it's stored in "Find and Existing Value" for future use.
2. Click on Add a New Value.
3. Name the Form.
4. Click "Add" to save.

After the form is named this screen appears. Type in the SSN and hit enter.

ICDP FORM E1E9

Run Control ID: icdp [Report Manager](#)

Select Emplid for ICDP Form

Emplid:

UIC	CDB Type	CDB Interview Date	CDB Interview Rank Rate	Grade
1				

1. SSN goes here. Click on the magnifying glass or hit "enter"

Place a check in the box and then print form.

ICDP FORM E1E9

Run Control ID: icdp [Report Manager](#)

Select Emplid for ICDP Form

UNZALAN,MANUEL CARLO L

Select	UIC	CDB Type	CDB Interview Date	CDB Interview Rank Rate	Grade	Print Form
<input checked="" type="checkbox"/>	09600	Reporting	12/31/2006	PS3	E04	<input type="button" value="Print Form"/>
<input type="checkbox"/>	09600	6 Month	06/30/2007	PS3	E04	<input type="button" value="Print Form"/>

1. Put a check in the box and the click on "Print Form".

The next screen appears after you click "Print Form".

Report List [Server List](#)

Reports Filter

View Reports: Process Type: 1

Status: Last: Days

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
NCIMC008	CIMSCCC1	601298	Indiv Career Development E-6	08/19/2008 4:14:05PM	Acrobat (*.pdf)	Posted	Details	<input type="button" value="View"/>

1. Click "refresh" until you see the yellow View box.

Click to open The ICDP form.

Report Detail

Report

Report ID: 2750513 Process Instance: 601298 [Message Log](#)

Name: NCIMC008 Process Type: Crystal

Run Status: Success **Click the file with the ".PDF" extension.**

Indiv Career Development E-6

Distribution Details

Distribution Node: NEDB Expiration Date:

Name	File Size (bytes)	Datetime Created
CRW_NCIMC008_601298.log	0	08/19/2008 4:14:40.000000PM CDT
NCIMC008_601298.PDF	62,860	08/19/2008 4:14:40.000000PM CDT
pssqltrace.trc	484	08/19/2008 4:14:40.000000PM CDT

Distribute To

Distribution ID Type	Distribution ID
User	CIMSCCC1

COMMAND NAME

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP) FOR E1 - E3

DEPT:	DIV:	Report Date:	ADSD:	EAOS:	PRD:	
ADVANCEMENT / EDUCATION / QUALIFICATIONS						
Advancement Timeline	E2:	E3:	E4:	Recommended for Retention:		
Date Advanced	E2:	E3:		Recommended for Next Paygrade:		
Advancement Requirements	BMR Estimated Completion:			MILREQ Estimated Completion:		
	BMR Actual Completion:			MILREQ Actual Completion:		
Rate Training Manuals						
Education	Level:				USMAP Enrolled:	
Command PQS	DC:		Level:		3M:	
	Watches:					
Warfare Qualification Status	Designator:		Start Date:		Estimated Completion:	
NAVY KNOWLEDGE ONLINE						
NKO Portal	Registration:	Tutorial:	Learning Center:			
Navy E Learning/NETg						
Finance	MyPay Login:	TSP:	Remarks:			
Health & Wellness	Remarks:					
5 Vector Model (5VM)	Orientation:	Sea Warrior Tutorial:	Career Progress:			
PHYSICAL FITNESS PROGRAM						
PRT Data	1.	-	-	5.	-	-
	2.	-	-	6.	-	-
	3.	-	-	7.	-	-
	4.	-	-	8.	-	-
	Personal Goals Set:					

CAREER MANAGEMENT			
Professional Growth Policies			
Perform To Serve (PTS) Policy	Fleet RIDE Qual Date:	PTS Last Reviewed:	Status:
JASS Career Management System (JCMS)	Duty Preference Update:	Personal Information Update:	Application Submitted:
PCS Orders	Orders Received:	Welcome Aboard Package / Message Received:	ARGUS Date:
TRANSITION			
DD 2648 & Individual Transition Plan (ITP)	Date Signed:	ITP Requested:	Scheduled TAP Date:
Reserve Affiliation	USNR Recruiter Contacted:		
Family Relocation Assistance			
Personal Property			
<p><u>Notes from the CDB held on</u></p> <p>Short Term Goals:</p> <p>Long Term Goals:</p> <p>Board Comments:</p> <p>COMMENTS:</p> <p><u>Notes from the CDB held on</u></p> <p>Short Term Goals:</p> <p>Long Term Goals:</p> <p>Board Comments:</p> <p>COMMENTS:</p>			

COMMAND NAME

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP) FOR E4 - E6

DEPT:	DIV:	Report Date:	ADSD:	EAOS:	PRD:	
ADVANCEMENT / EDUCATION / QUALIFICATIONS						
Advancement Timeline	E4:	E5:	E6: (Board Package Submitted:)	Service Record / CD Reviewed:		
Leadership Training Continuum	E4:	E5:	E6:			
Date Advanced	E4:	E5:	E6:	Recommended: Next Paygrade:	Retention:	
Examination Participation	# of Times Taken:		# of Times PNA:	# of Times Failed:	# of Times Board Eligible:	
Education	Level:				USMAP Enrolled:	
Command PQS	DC: Level:		3M: Level:			
	Watches:					
Warfare Qualification Status	Designator:		Start Date:	Estimated Completion:		
NAVY KNOWLEDGE ONLINE						
NKO Portal	Registration:	Tutorial:	Learning Center:			
Navy E Learning/NETg						
Finance	MyPay Login:	TSP:	Remarks:			
Health & Wellness	Remarks:					
5 Vector Model (5VM)	Orientation:	Sea Warrior Tutorial:	Career Progress:			
PHYSICAL FITNESS PROGRAM						
PRT Data	1.	-	-	5.	-	-
	2.	-	-	6.	-	-
	3.	-	-	7.	-	-
	4.	-	-	8.	-	-
Personal Goals Set:						

CAREER MANAGEMENT			
Reenlistment Intentions			
Perform To Serve (PTS) Policy	Fleet RIDE Qual Date:	PTS Last Reviewed:	Status:
Special Program Interests			
JASS Career Management System (JCMS)	Duty Preference Update:	Personal Information Update:	Application Submitted:
PCS Orders	Orders Received:	Welcome Aboard Package / Message Received:	ARGUS Date:
TRANSITION			
DD 2648 & Individual Transition Plan (ITP)	Date Signed:	ITP Requested:	Scheduled TAP Date:
Reserve Affiliation	USNR Recruiter Contacted:		
Family Relocation Assistance			
Personal Property			
Fleet Reserve	Application Submitted:	Fleet Reserve Date:	
<p><u>Notes from the CDB held on</u></p> <p>Short Term Goals:</p> <p>Long Term Goals:</p> <p>Board Comments:</p> <p>COMMENTS::</p>			
<p><u>Notes from the CDB held on</u></p> <p>Short Term Goals:</p> <p>Long Term Goals:</p> <p>Board Comments:</p> <p>COMMENTS::</p>			

COMMAND NAME

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP) FOR E7 - E9

DEPT:	DIV:	Report Date:	ADSD:	EAOS:	PRD:	
ADVANCEMENT / EDUCATION / QUALIFICATIONS						
Advancement Timeline	E8:	E9:	Recommended for Retention:			
Leadership Training Continuum	E7:		Recommended for Next Paygrade:			
Date Advanced	E7:	E8:	E9:			
Selection Boards	Service Record / CD Reviewed:		Package Submitted:	Remarks:		
Education	Level:				USMAP Enrolled:	
	Degree Working Toward:				Date Started:	
Command PQS	DC:		Level:	3M:	Level:	
	Watches:					
Warfare Qualification Status	Designator:		Start Date:	Estimated Completion:		
NAVY KNOWLEDGE ONLINE						
NKO Portal	Registration:		Learning Center:			
Navy E Learning/NETg						
Finance	TSP:	Investments:				
Health & Wellness	Remarks:					
5 Vector Model (5VM)	Career Progress:					
PHYSICAL FITNESS PROGRAM						
PRT Data	1.	-	-	5.	-	-
	2.	-	-	6.	-	-
	3.	-	-	7.	-	-
	4.	-	-	8.	-	-
	Personal Goals Set:					

CAREER MANAGEMENT			
Reenlistment Intentions			
Special Programs	SEA:	LDO:	CWO: CMC:
JASS Career Management System (JCMS)	Duty Preference Update:	Personal Information Update:	Application Submitted:
PCS Orders	Orders Received:	Welcome Aboard Package / Message Received:	ARGUS Date:
TRANSITION			
DD 2648 & Individual Transition Plan (ITP)	Date Signed:	ITP Requested:	Scheduled TAP Date:
Family Relocation Assistance			
Personal Property			
Fleet Reserve / Retirement	Application Submitted:	Fleet Reserve / Retirement Date:	
<p><u>Notes from the CDB held on</u></p> <p>Short Term Goals:</p> <p>Long Term Goals:</p> <p>Board Comments:</p> <p>COMMENTS::</p> <p><u>Notes from the CDB held on</u></p> <p>Short Term Goals:</p> <p>Long Term Goals:</p> <p>Board Comments:</p> <p>COMMENTS::</p>			