



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 1040.1B
01C
1 6 JUN 2011

NAVCRUITDIST OHIO INSTRUCTION 1040.1B

Subj: CAREER DEVELOPMENT BOARD (CDB)

Ref: (a) NAVPERS 15878K, Career Counselor Handbook
(b) MILPERSMAN 15560D, Military Personnel Manual
(c) OPNAVINST 1160.5
(d) BUPERSINST 1430.16

Encl: (1) Individual Career Development Plan E4-E6, Appendix B,
Pages 3 and 4 of Retention Team Manual
(2) Individual Career Development Plan E7-E9, Appendix B,
Pages 5 and 6 of Retention Team Manual

1. Purpose. To provide procedures, assign responsibilities and maintain a Career Development Board (CDB), using as a minimum references (a) through (d). The CDB is responsible for the administrative review and counseling of all enlisted personnel to ensure they have the opportunity to attain requirements. The CDB will further act as a quality control screen for the professional development of enlisted personnel E4 through E9.

2. Cancellation. NAVCRUITDISTOHIOINST 1040.1A.

3. Discussion. To provide for a rewarding career, all Navy personnel must enhance their professional, technical and leadership skills to remain competitive for advancement and eligible for retention. The CDB pro-actively employs tools, which include the evaluation system, Navy training, incentive programs, the detailing process, off-duty education opportunities and commissioning programs. Although these resources are already available, few Sailors are thoroughly knowledgeable of how the various career opportunities interact. Most Sailors rely on their professional rating seniors and designated command retention representatives to ensure they are on track. The CDB will provide information and guidance concerning the various processes, programs and training the Navy has to offer to ensure career success. While it is necessary for those key personnel to provide guidance, the individual Sailor must ultimately take responsibility for his/her own career success. In commands where some of the traditional

career support systems are impacted by unique mission situations, such as recruiting, the importance of individual responsibility for career growth is critical.

4. Background

a. Advancement in the Navy is highly competitive. Career decisions should be made with full knowledge and understanding of policy changes, assignments and advancement trends, rating and program qualifications and career management guidelines. The CDB will assist personnel in upward mobility and promote job satisfaction, ultimately improving retention of qualified personnel. Unrealistic goals can turn an enthusiastic Sailor into an attrition statistic. Realistic career goals benefit both the individual and the Navy. We must do our collective best to assist in realizing each Sailor's full potential. Because no single person can have all the knowledge, experience and judgment required to provide optimum career guidance, a CDB composed of impartial command members will combine their varied talents and propose the best solution for each individual. The CDB will forward their recommendations to the Commanding Officer via the Department Head and Executive Officer.

b. Emphasis must be placed on assisting every individual, E4 through E9, in career planning through the matching of individual aspirations with program requirements.

5. Action

a. Commanding Officer. Ensure that the CDB is fully effective in providing each Sailor the best possible advice and guidance.

b. Executive Officer. Personally review each CDB report amplifying all proposed actions and provide support to strengthen the CDB recommendations.

c. Department Head

(1) Provide endorsement for personnel appearing before the CDB.

(2) Ensure active participation by Leading Chief Petty Officer (LCPO)/Work Center Supervisor (WCS).

(3) Track follow up action for CDB results/recommendation to ensure accomplishment.

d. Leading Chief Petty Officer (Department Head for Support personnel and Officer Recruiters).

(1) Ensure Sailors are provided an opportunity to appear before the CDB and that all requirements contained in this instruction are met.

(2) Accompany Sailors, when able, to appearances before the CDB.

(3) Follow up on board recommendations and required correspondence related to approved recommendations.

e. Command Master Chief

(1) Chair the CDB. Responsible for the efficient operation of the board and forwarding all CDB recommendations to the Executive Officer for final review.

(2) Ensure that the required members are present for each meeting of the board.

f. Command Career Counselor

(1) Ensure all pertinent advancement criteria and advancement statistics are available to the CDB using enclosures (1) through (3).

(2) Coordinate and schedule all personnel appearing before the CDB.

(3) Maintain a tickler system to ensure personnel are reviewed in the required timeframe.

(4) Discuss the provisions of this instruction with all newly reporting Sailors during the check in process.

(5) Accompany departmental Sailors to all appearances before the CDB.

6. CDB Composition

a. Chair: The CDB is chaired by the CMC.

b. Members:

(1) For enlisted production personnel: Command Career Counselor, LCPO, and WCS.

(2) For all others: Department Head and Command Career Counselor.

7. Requirements to appear before the CDB

a. E4 through E9 personnel will appear before the CDB at the following times:

(1) Four to six months after reporting aboard, for recruiters, this may be in conjunction with the Recruiter Development Boards.

(2) Annually while on board during their reporting date anniversary month.

(3) One year prior to transfer.

b. All personnel within 12 months of reaching High Year Tenure (HYT), and all personnel requesting HYT waivers.

c. Personnel desiring to apply for any of the following programs:

(1) Rating Conversion.

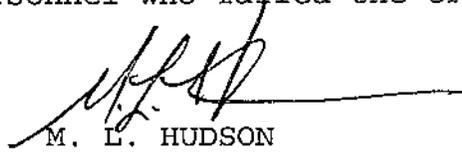
(2) Commissioning Program.

8. Annual Requirements

a. June/January. Review all personnel who failed the March and September advancement exam.

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b. April. Review all personnel who failed the CPO exam.



M. L. HUDSON

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RATE/NAME		INDIVIDUAL CAREER DEVELOPMENT PLAN E4-E6						DATE RPTD	ADSD	EAOS
CAREER DEVELOPMENT PLAN		REPORTING	6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	AS REQ'D	36 MTH	TRX/S EP
ADVANCEMENT/QUALIFICATIONS		E5/ E4/	E6/ E5/	E7/ E6/	Target date of completion: _____					
Window of Advancement		# of times exam taken _____ # of times passed/failed exam _____								
Date of Advancement		Target date of completion: _____								
Recommendations for Advancement		# of times taken E7 exam _____ /Board Eligible _____ /Nonselect: _____								
Examination Participation (E4/E5 Personnel)		CDB recommendations for selection: _____								
Selection Board (S/B) Results (E6 Personnel)		DC	3M	Watches	Start Date	Target Date	Completion Date			
Requirement/shipboard PQS		Completed: _____ Target date of completion: _____								
Warfare Qualifications includes MTS		Credits completed: _____								
Leadership Continuum		Personal Goal To Obtain: _____ Target date of completion: _____								
EDUCATIONAL OPPORTUNITIES		USMAP ENROLLED: YES NO								
Current Education Status (RTM)										
Current Education Status (PACE/Off Duty)										
High School Diploma/GED										
Degree Programs										
Other Courses Completed:										
FINANCIAL PLANNING										
Individual/Family Budgeting										
Checkbook/Investments/TSP										
PHYSICAL FITNESS REQUIREMENTS										
Physical Fitness Goals/Personal Health Assessment		Personal Goals Set: _____								
CAREER INTENTIONS										
Reenlistment Intentions										
Special Program Interest										
Career Path/Team Detailing		13 Month - 9 Month - 6 Month -								
Detailing Window Projected										
Family Relocation Assistance										
TRANSITION										
Reverse Sponsorship Program		Orders received:	Member notified:	Date SAA submitted:						Remarks:
Welcome Aboard Program		Package Rec'd:	Sponsor Assigned:	Sponsor's Name:						
Individual Transition Plan and DD 2648		18Mth	6Mth	Scheduled TAP dtd:						
Fleet Reserve (E5/E6 personnel)		HYT Dtd:	Completed:	Desire Ceremony:						
Physical Screening		Scheduled:								
Family Relocation Assistance										

Member's Short Term Goals: _____

Member's Long Term Goals: _____

BOARD RECOMMENDATION/COMMENTS:

RATE/NAME		INDIVIDUAL CAREER DEVELOPMENT PLAN E7-E9						DEP/DIV	DATE RPTD	ADSD	EAOS PRD
Command: _____											
CAREER DEVELOPMENT PLAN		REPORTING	6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	AS REQ'D	36 MTH	TRX/S EP	
ADVANCEMENT/QUALIFICATIONS											
Date of Advancement		E7/ E8/		E9/							
Window of Advancement											
Reporting Senior's PMA		Member's FITREP PMA:									
Last Microfiche Review		Date: _____ / _____ / _____ Target date of completion: _____									
Selection Board (S/B) Results		# of times S/B eligible/Nonselect: _____ / _____ ** CDB recommendations for selection:									
Requirement/shipboard PQS		DC		3M		Watches					
Warfare Qualifications includes MTS		Start Date		Target Date		Completion Date					
Leadership Continuum		Completed: _____ Target date of completion: _____									
EDUCATIONAL OPPORTUNITIES											
Off-Duty Education Status											
Current Education Status (MILITARY)											
Degree Programs											
Other Courses Completed:											
FINANCIAL PLANNING											
Investments/TSP											
PHYSICAL FITNESS REQUIREMENTS											
Physical Fitness Goals/Personal Health Assessment		Personal Goals Set: _____									
CAREER INTENTIONS											
Reenlistment Intentions											
Special Program Interest		Senior Enlisted Academy		CMC Program		LDO/CWO Program					
TEAM DETAILING/Detailing Window Projected		13 Month -		9 Month -		6 Month -					
TRANSITION											
Reverse Sponsorship Program		Orders received:		Member notified:		Date SAA submitted:					
Welcome Aboard Program		Package Rec'd:		Sponsor Assigned:		Sponsor's Name:					
Retirement Eligibility		Req submitted:		Approved F/R dtd:		Desire Ceremony:					
Individual Transition Plan and DD 2648		18Mth		6Mth		Scheduled TAP dtd:					
Physical Screening		Scheduled:		Completed:							
Family Relocation Assistance											

Member's Short Term Goals: _____

Member's Long Term Goals: _____

BOARD COMMENTS:

