



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1040.5E

CMC

30 Jul 13

NAVCRUITDIST PORTLAND INSTRUCTION 1040.5E

Subj: CAREER DEVELOPMENT BOARD (CDB) PROCESS

Ref: (a) NAVPERS 15878J, Career Counselor Handbook
(b) NAVPERS 15560D, MILPERSMAN
(c) BUPERSINST 1430.16F
(d) OPNAVINST 1040.11D
(e) OPNAVINST 1420.1E

Encl: (1) Career Development Board (CDB) Procedures
(2) Career Development Board (CDB) Info Sheet
(3) Career Development Recommendation Sheet
(4) Individual Career Development Plan (ICDP)

1. Purpose. To provide procedures and assign responsibilities for the command's Career Development Board (CDB) process. The CDB process encompasses the administrative review and counseling of all enlisted Sailors in order to maximize career potential and ensure they have the opportunity to attain positions of greater responsibility, consistent with Navy manning requirements. The CDB process will further act as a quality control for the professional development of all enlisted Sailors.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1040.5D.

3. Discussion. To provide for a rewarding career, all Sailors must enhance their professional, technical, and leadership skills to remain competitive for advancement and be eligible for retention. The CDB proactively employs tools which include the evaluation system, Navy training, incentive programs, the detailing process, voluntary education opportunities, and commissioning programs. Although these resources are already available, few Sailors are thoroughly knowledgeable of how the various career tools interact. Most Sailors rely on their in-rate seniors and designated command retention team representatives to ensure they are on track. The CDB provides information and guidance concerning the various processes, programs and training the Navy has to offer to facilitate

military career success. While it is necessary for those designated, key personnel to provide guidance, individual Sailors must ultimately take responsibility for the success of their own careers.

4. Background. Emphasis must be placed on assisting every enlisted Sailor in career planning by matching 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. Review each CDB report to remain apprised of personnel development and the CDB process.

b. Executive Officer. Ensure that an effective CDB program is in place and operates efficiently. Personally review each CDB report, endorsing all proposed actions and providing support to strengthen the CDB recommendations. Ensure actions required at the command level are completed in due course.

c. Department Heads

(1) Provide endorsement or input, as appropriate, for personnel appearing before the CDB.

(2) Ensure active participation by Leading Chief Petty Officers/Leading Petty Officers and Division Officers.

(3) Develop follow-up procedures to ensure CDB recommendations are accomplished.

d. Command Master Chief (CMC)

(1) Act as Chairperson of the CDB. Responsible for the overall coordination and efficient operation of the board. Upon completion of the board, forward all CDB recommendations to the Commanding Officer via the Executive Officer and Department Head.

(2) Ensure that the required membership is present for each meeting of the board, per paragraph 6.

e. Command Career Counselor (CCC)

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

(2) Coordinate with the Administrative Department in the submission/tracking of all 1306 personnel action requests.

(3) Maintain a tickler system to ensure personnel are reviewed at required intervals in accordance with the Career Counselor Handbook.

(4) Participate as a technical advisor to the CDB, providing service record information as well as information contained in appropriate directives.

(5) Maintain files of all CDB recommendation sheets.

(6) Ensure all CDBs are recorded in CIMS.

f. Leading Chief Petty Officers (LCPOs)

(1) Ensure that requirements to appear before the CDB are met as directed in this instruction.

(2) Provide professional support to enlisted Sailors who work within their divisions/departments.

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

(4) Act as board representative during CDB meetings when directed by CMC.

g. Leading Petty Officers (LPOs)

(1) Ensure station Sailors are provided an opportunity to appear before the CDB.

(2) Submit recommendations to the Command Career Counselor for consideration by the CDB.

(3) Discuss the provisions of this instruction with all newly reporting Sailors during the "reporting" interview, as required by reference (a).

(4) Attend all CDBs (in person or telephonically) with assigned station Sailors.

h. Pass Liaison Representative (PLR). Provide personnel records and information required for review by the CDB.

i. Educational Services Officer (ESO). Ensure all pertinent advancement criteria and advancement statistics are available to the CDB.

j. Divisional Career Counselors (DCC)

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

(2) Maintain a tickler system to ensure personnel are reviewed at required intervals in accordance with the Career Counselor Handbook.

(3) Participate as an advisor to the CDB and record CDB minutes to be recorded and submitted to CCC on enclosure 3.

(4) Maintain files of all CDB recommendation sheets.

(5) Ensure all Divisional CDBs are recorded in CIMS.

6. CDB Composition

a. Command CDB

(1) Chairperson. The CDB is chaired by the CMC. In his/her absence, the senior enlisted service member (excluding the CR/ACR) will act as chairperson.

(2) Members. At a minimum, the board shall be comprised of the following: Division Officer, Command Career Counselor, LCPO, and Division Career Counselor.

b. Department/Divisional CDEs

(1) Chairperson. The CDE is chaired by the DLCPO. In his/her absence, the senior enlisted service member in the division will act as chairperson.

(2) Members. At a minimum, the board shall be comprised of the following: Division Officer, Divisional Career Counselor and LPO.

7. Command CDB. Command-level CDB will be conducted for all Sailors within 30 days of reporting. Additionally, candidates will appear before the CDB for the following reasons/requests:

a. Recommended by Division CDB.

b. Non-select for E7/8/9. Selection board not eligible and examination failures.

c. Sailors who are 24 months prior to high year tenure (HYT) and those requesting HYT waivers.

d. Special programs, as required.

e. Commissioning program applications.

f. Not approved for in-rate reenlistment or conversion.

g. Transfer/separation as required.

h. Sailors may attend for other reasons and upon member's request.

8. Department/Division Career Development Board. Professional growth and goal setting is the key to enhanced career planning and motivation. Candidates will appear before the Department/Division CDB as follows:

a. Six-month (first-term Sailors only), 12-month, 24-month, 36-month, 48-month, and 60-month intervals.

b. Transfer/separation, as needed.

c. Special programs.

d. Career Navigator Program - Career Waypoints (C-way) denied quota (x3).

e. CMS/ID (13 months prior to PRD).

f. Advancement examination PNA (x3), standard score of 40 or below, or non-selection for E4/E5/E6.

g. Sailors may attend for other reasons and upon member's request.

9. Responsibilities. The CDB will provide each Sailor with advice, information and guidance concerning the candidate's future career options and best course of action to maximize goal attainment. The CDB will make its recommendations based on the candidate's qualifications and desires. The board is designed to provide expertise in complicated rating entry, advancement, and special program requirements issues not normally available at the supervisory level. The board will meet as required and scheduled by the Command Career Counselor with approval of the CMC. Each CDB member must be familiar with enclosure (2).

10. Candidates eligible/required to appear before the CDB

a. Personnel will be assigned to appear before the CDB by the Command Career Counselor, with approval of the CMC. Every reasonable effort will be made to conduct the CDB in person. Additionally, the member's immediate supervisor (LPO/LCPO) will be present at the recruiting station for the CDB. For personnel assigned to divisions 3, 4, 5, 6, CDBs may be held via conference call with the CMC and CCC if unable to conduct the board in person. Immediate supervisors will be responsible for obtaining enclosure (3) of this instruction and reviewing it with the member prior to the CDB. Although the list of questions on enclosure (3) may not be all-inclusive, it should provide the basis for a dialogue on all aspects of the member's career and professional development. This will ensure that the member is ready with any questions from the board and that the board length will not exceed 30 minutes.

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b. Additionally, Sailors who are not demonstrating professional growth will appear before the CDB to ensure the member has been afforded the maximum opportunity for in-rate training or other opportunities for professional development. The following list is provided as a guide and is not intended to be all-inclusive.

(1) Sailors E-3 to E-5 who do not promote to the next higher paygrade within three, eight or 12 years of their active duty service date (respectively), or who fail the advancement exam.

(2) First class petty officers not selected for Chief petty officer after being board eligible two consecutive years, and those not achieving a selection board eligible score or failing the E7 examination.

(3) Chief petty officers and senior chief petty officers who were not selected for the next higher pay grade and are within two years of HYT.

c. Any person identified who does not fall into the above categories but who needs career development counseling at the discretion of his/her chain of command should be scheduled for a CDB.

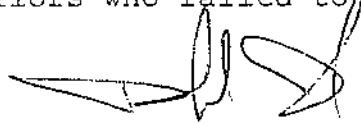
11. Recommended Annual Scheduling Requirements. In addition to the scheduling requirements set forth in paragraph 8, the following annual scheduling requirements should be adhered to:

a. June/January. Review all Sailors who either failed or received a PNA score for the third time on the E4 through E6 March or September examination cycles, and review personnel who advanced.

b. April. Review all Sailors who either failed the advancement exam or who were selection board ineligible from the CPO examination.

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c. August. Review Sailors who failed to select for CPO.

A handwritten signature in black ink, appearing to read 'T. D. Bode', is written over the text of the instruction.

T. D. BODE

Copy to:
NAVCUITDISTPORTLANDINST 5216.1U
Lists A, B, C, and D

Career Development Board (CDB) Procedures

1. After scheduling notification of a CDB, Divisional career counselors are to ensure enclosure (2) is complete and filled out three business days prior to CDB. Additional documents provided for specific CDBs are as follows:

- a. Reporting CDB. Last two evaluations, to include transfer evaluation.
- b. Advancement CDB. Last two profile sheets.
- c. Commissioning Program. Rough draft of package for submission.
- d. CMS/ID. LaDR for rate/rank.
- e. C-way. Last five evaluations and CDB information sheet.

2. After all preparations are complete and the candidate is before the board, the chairperson will introduce the board members and explain to the candidate the purpose of the CDB. Enclosure (4) will be utilized.

3. The chairperson should control the interview and allow each member of the board to ask questions of the candidate.

4. The command-level CDB should discuss the information listed below with each member, as applicable.

- a. Individual and command expectations.
- b. Initiate/review Individual Career Development Plan.
- c. Desire for further service and the application and assignment procedures.
- d. Career intentions at EAOS (extend/reenlist/separate).
- e. Rating conversion.
- f. Voluntary education programs.

- g. Career Navigator Program.
- h. OMPF review.
- i. Collateral duties.
- j. Short-term/long-term goals.
- k. Websites of interest. (LaDR, Navy Cool, NPC)
- l. Thrift Saving Plan (TSP).
- m. Commissioning programs.
- n. United Services Military Apprenticeship Program (USMAP).

5. The department level CDBs should discuss the following topics, as applicable:

- a. Introduction/purpose of the CDB.
- b. Individual and department expectations.
- c. Initiate/review Individual Career Development Plan.
- d. Websites of interest.
- e. PQS progress/in-rate training.
- f. Next assignment.
- g. Retirement/Fleet Reserve.
- h. Career Status Bonus (CSB).
- i. Thrift Saving Plan (TSP)
- j. Commissioning programs.
- k. United Services Military Apprenticeship Program (USMAP).

6. Interview personnel to determine:

- a. Is the individual on track with his/her naval career?

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b. Does the individual have a desire for a particular rate? (for non-designated Sailors)

c. Why does the individual feel they are not achieving professional growth?

d. Why is the individual requesting a rating conversion?

e. What is the individual's potential for commissioning programs?

f. What are the individual's professional and personal short-and long-term goals?

CDB INFORMATION SHEET

DATE: _____

RATE _____ NAME _____
STATION _____ DIVISION _____

REASON FOR CDB: _____

DATE REPORTED: _____ PRD: _____ EAOS: _____

WARFARE QUAL: YES ___ NO ___ ADV ELIGIBLE: YES NO

NAVAL LEADERSHIP CONTINUUM COMPLETED: N/A E5 E6 E7

NEXT ADVANCEMENT EXAM ELIGIBLE FOR: _____

- WHAT TYPE OF STUDY PREPARATIONS HAVE YOU DONE?

ENROLLED IN ACADEMIC COURSES (COLLEGE): YES NO N/A

-WHAT DEGREE PROGRAM? _____

- IF NOT, PROVIDE REASON: _____

- ARE YOU AWARE OF EXAM BENEFITS (POINTS) FOR A DEGREE? _____

-WHEN DID YOU BEGIN (MM/YR) _____

-HOW LONG BEFORE COMPLETION _____

-ENROLLED IN UNITED STATES APPRENTICESHIP PROGRAM (USMAP):

YES NO

-IF YES, WHEN DID YOU ENROLL. IF NO, PROVIDE REASON:

- ARE YOU FAMILIAR WITH NAVY CREDITIALING OPPORTUNITIES ON-LINE (NAVY COOL)? YES NO

- HAVE YOU ENROLLED IN ANY NKO COURSES WITHIN THE LAST 3-6 MONTHS?
YES NO

- IF YES, WHICH COURSE(S):

- LAST DATE YOU REVIEWED YOUR RECORD? _____

- HAVE YOU VERIFIED THAT YOUR EVALS HAVE DAY-FOR-DAY ACCOUNTABILITY? _____

COLLATERAL DUTIES: _____

CAREER INTENTIONS: REENLIST EXTEND SEPARATE
 UNDECIDED

-IF REENLISTING OR EXTENDING, WHEN IS THE DESIRED DATE? _____

- ARE YOU FAMILIAR WITH CAREER NAVIGATOR PROGRAM/C-WAY? YES
NO

- ARE YOU FAMILIAR WITH TIR (E7&ABOVE) WAIVER PROGRAM?
 YES NO

E7 ONLY- ARE YOU FAMILIAR WITH THE CONTINUATION BOARDS FOR E7-E9?
 YES NO

- ARE YOU FAMILIAR WITH SEA/SHORE FLOW? YES NO

SHORT-TERM GOAL(S). PLEASE BE DESCRIPTIVE (DETAILS):

HOW DO YOU PLAN ON OBTAINING THESE GOALS?

LONG TERM GOAL(S):

HOW DO YOU PLAN ON OBTAINING THESE GOALS?
WHAT TYPE OF DUTY PLATFORM WOULD YOU REQUEST UPON COMPLETION OF
RECRUITING DUTY?

DO YOU BELIEVE RECRUITING DUTY IS BENEFICIAL TO YOUR CAREER? EXPLAIN WHY OR WHY NOT?

ARE YOU IN YOUR 6-9 WINDOW TO NEGOTIATE FOR ORDERS? YES NO

HAVE YOU UPDATED YOUR DUTY PREFERENCE IN CMS-ID? YES NO

DLCPO/LCPO COMMENTS

EPO/DH COMMENTS

DATE CDB HELD: _____ EVAL/FITREP REVIEW COMPLETED _____ CMC INITIAL _____

BOARD/CMC RECOMMENDATIONS/COMMENTS:

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CAREER DEVELOPMENT BOARD (CDB) RECOMMENDATION SHEET

From:

To: Commanding Officer
Via: Executive Officer
Command Master Chief
Chief/Assistant Chief Recruiter
Command CCC

Subj: RESULTS OF THE CAREER DEVELOPMENT BOARD ICO
CML(SCW/SW/AW) I. M. SAILOR CONDUCTED ON 5/6/13:

-
1. Board Members:

 2. Board Comments/Recommendations:

Member Input: Strengths:
Weaknesses:

LCPO Input: Strengths:
Weaknesses:

3. Action Items

Complete by next evaluation cycle:

Signature

*CDB Profile Sheet attached for routing

Enclosure (3)

CAREER DEVELOPMENT BOARD PROFILE SHEET

1. **ADVANCEMENT/QUALIFICATIONS:**

Time in Rate (TIR) _____
Date of Rate _____
Positive endorsement for advancement _____
Warfare qualifications _____
PQS pursuing/completed _____
Recruiter Development Board completed/scheduled _____
Leadership Continuum completed/scheduled _____
Last digital service record review _____

2. **EDUCATIONAL OPPORTUNITIES:**

In-rate training completed and date (RTMs/MRPOs) _____

Education status _____
SMART transcript ordered/reviewed _____
Other courses completed _____

3. **FINANCIAL PLANNING:**

Individual/family budgeting _____
TSP _____
CSB _____
Other investments _____

4. **PHYSICAL FITNESS REQUIRMENTS/GOALS** _____

5. **CAREER INTENTIONS:**

Reenlistment _____
C-way _____
Special Programs interest _____
Location interest _____
Career path/team detailing notes _____
Projected rotation date _____
Family relocation assistance _____

6. **TRANSITION:**

Individual transition plan _____
TAP class Scheduled _____ yes/no Date:
Physical screening _____
Family relocation assistance _____
Pre-separation checklist completed _____ yes/no Date: