



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

IN REPLY REFER TO:

NAVBASESANDIEGOINST 1040.3C
CCC
NOV 16 2011

NAVBASE SAN DIEGO INSTRUCTION 1040.3C

Subj: CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

Ref: (a) Career Counselor Handbook (NAVPERS 15878J)
(b) OPNAVINST 1040.11B

Encl: (1) Departmental Career Counselor Designation Letter
(2) Monthly Career Counseling Report
(3) Reenlistment Ceremony Interview Sheet
(4) Perform to Serve Application

1. Purpose. To provide policy and amplify the administration and management guidelines promulgated by references (a) and (b), for implementing an effective career information and CDP onboard Naval Base San Diego (NBSD).

2. Cancellation. NAVBASESANDIEGOINST 1040.3B. This instruction is a complete revision and should be reviewed in its entirety.

3. Discussion. The CDP delineated in this instruction will improve the ability of NBSD Sailors to achieve their professional goals and encourage them to remain on active duty beyond their current enlistment. Active involvement by the entire chain of command, from the top down, is key to a successful CDP. Our goal is to provide guidance and tools to each Sailor to allow them to meet the objectives of the Navy. The Command Master Chief/Command Career Counselor (CMC/CCC) team is the focal point for enlisted career development initiatives within the command and ensures all Sailors have every opportunity to excel.

4. Responsibilities and Action. NBSD'S Career Development Team (CDT) will function within the guidelines of references (a) and (b). The following responsibilities are directed:

a. The CCC is administratively assigned to the Administrative Department; however, reports to the Commanding Officer (CO) and the CMC, and is responsible for all matters related to the CDP and its policies. The CCC will also serve as a special assistant to the CO on programs, policies, and regulations related to Navy career planning matters. As stipulated in references (a) and (b), the CCC is responsible for:

(1) Serving as the CDT manager.

(2) Maintaining the "master" reference library of retention related publications for use by CDT members.

(3) Liaising with Commander Navy Installations Command Force Retention Office, Commander Navy Region Southwest Career Counselor and Navy Personnel Command detailers/offices.

(4) Maintaining the Career Information Management System (CIMS) database and providing access and training to Departmental Career Counselors to allow them to monitor and update completion of required Career Development Board (CDB) interviews and personnel data.

b. The CMC shall:

(1) Support the Command Career Development/Personnel programs, per reference (a), emphasizing chain of command involvement under the Career Information Management (CIM) concept.

(2) Support the CCC in the performance of his/her duties, i.e., gaining support of the Chief Petty Officer (CPO) community, and being a visible CDT asset, etc.

(3) Attend Career Development Training course, as required by reference (a).

(4) Chair or serve as member on boards dealing with personnel issues, i.e., evaluation review/ranking, CDB, Sailor of the Month/Quarter/Year, etc.

(5) Ensure all newly reporting Sailors to NBSD receive a reporting CDB within 30 days. Forward a written report to the CO discussing actions and recommendations. Ensure active participation by Department LCPO at the CDB.

(6) Randomly interview separating personnel to ensure everything has been done to retain qualified individuals and/or assist in the transition to civilian life.

c. Department Heads are accountable to the CO for ensuring full implementation of this directive within their departments.

NOV 16 2011

Department Heads shall:

(1) Ensure all Departmental Career Counselors complete the CDT course required by references (a) and (b).

(2) Nominate a Departmental Career Counselor (E-6/E-5) as outlined in enclosure (1) and ensure his/her designation in writing. Identify a relief for the Department Career Counselor at least six months prior to the member's Projected Rotation Date, to ensure the relief receives proper training/turnover.

d. Departmental Career Counselors shall:

(1) Manage the Departmental CDP and conduct CDBs as required by references (a) and (b).

(2) Maintain and update the CIMS database.

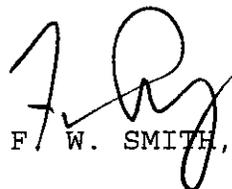
(3) Ensure completion of all required CDBs, and forward actions and results to the chain of command for endorsement/decision.

(4) Ensure all department personnel have an individual CDP completed.

(5) Submit Transition Assistance Program (TAP) class request to the CCC for personnel who are transitioning within 12 months from their Expiration of Active Obligated Service (EAOS) and 24 months from Fleet Reserve/Retirement date, to ensure member receives proper pre-separation counseling/benefits.

(6) Submit Perform to Serve applications for all first term Sailors who are within 15 months of their EAOS or PRD.

5. Implementation/Review Responsibility. The CO, as the command's Senior Career Counselor, shall ensure implementation of this instruction. The Senior Career Counselor will serve as the Career Information Program Manager and is responsible for continual review of the Career Information Program and update of this instruction as required.


F. W. SMITH, JR.

Distribution:

Electronic only, via CNIC web-site

<https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/>

DEPARTMENTAL CAREER COUNSELOR DESIGNATION LETTER

From: Commanding Officer, Naval Base San Diego
To:

Subj: APPOINTMENT AS DEPARTMENTAL CAREER COUNSELOR

Ref: (a) NAVBASESDIEGOINST 1040.3B
(b) NAVPERS 15878J, Career Counselor Handbook

1. Per reference (a), you are appointed as _____
Departmental Career Counselor. In the performance of your
duties, you will work directly for the Department Head and will
be guided by the provisions of references (a) and (b).

2. Your duties and responsibilities as Departmental Career
Counselor include, but are not limited to:

(a) Acting as primary advisor to the Department Head on all
matters relating to the career development of departmental
personnel.

(b) Scheduling, coordinating, and attending reenlistment/
retirement ceremonies.

(c) Processing retention-related requests, ensuring program
requirements are met.

3. As Departmental Career Counselor, you are additionally
responsible to the Career Information Office for the following:

(a) Maintaining a 15-month Planned Rotation Dates/End of
Active Obligated Service projection listing for departmental
personnel.

(b) Attending the Career Development Training course.

(c) Forwarding results of all Career Development Board
interview results to the Commanding Officer for final
review/approval.

F. W. SMITH, JR

Enclosure (1)

NAVBASESANDIEGOINST 1040.3C
NOV 16 2011

MONTHLY CAREER COUNSELING REPORT

Date:

From: Command Career Counselor
To: Commanding Officer
Via: (1) Executive Officer
(2) Command Master Chief

Subj: MONTHLY CAREER INFORMATION REPORT FOR MARCH 2006

Ref: (a) NAVBASESANDIEGOINST 1040.3B
(b) NAVPERS 15878J
(c) OPNAVINST 1040.11B

Encl: (1) 15 Month EAOS list
(2) 15 Month PRD list

1. Per references (a) through (c), the following is provided:

a. Reenlistments conducted this month:

<u>Rate</u>	<u>Name</u>	<u>Ceremony Date</u>	<u>Zone</u>	<u># yrs</u>
-------------	-------------	----------------------	-------------	--------------

b. Future Reenlistments:

<u>Rate</u>	<u>Name</u>	<u>Ceremony Date</u>	<u>Zone</u>	<u># yrs</u>
-------------	-------------	----------------------	-------------	--------------

c. The following personnel separated:

<u>Rate</u>	<u>Name</u>	<u>Date</u>	<u>Zone</u>	<u>Type of Separation</u>
-------------	-------------	-------------	-------------	---------------------------

d. Fleet Reserve/Retirement:

<u>Rate</u>	<u>Name</u>	<u>FLT RES/RET Date</u>	<u>Status</u>
-------------	-------------	-------------------------	---------------

e. Personnel Actions Request (1306/7):

<u>Rate</u>	<u>Name</u>	<u>Reason for Request</u>	<u>Status</u>
-------------	-------------	---------------------------	---------------

Enclosure (2)

NAVBASESANDIEGOINST 1040.3C
NOV 16 2011

Subj: MONTHLY CAREER INFORMATION REPORT FOR MARCH 2006

2. Perform to Serve (PTS):

a. Applications were submitted this month:

<u>Rate</u>	<u>Name</u>	<u>EAOS</u>	<u>PRD</u>
-------------	-------------	-------------	------------

b. The following personnel have been approved for in-rate reenlistment:

<u>Rate</u>	<u>Name</u>	<u>EAOS</u>	<u>PRD</u>
-------------	-------------	-------------	------------

c. The following personnel have been tentatively approved for conversion to the following rating (separate approval message will be sent by Naval Message):

<u>Rate</u>	<u>Name</u>	<u>Conversion Rate</u>
-------------	-------------	------------------------

d. The following personnel have submitted PTS applications, and have yet to be selected for in-rate reenlistment, rate conversion, or separation:

<u>Rate</u>	<u>Name</u>	<u>EAOS</u>	<u>PRD</u>
-------------	-------------	-------------	------------

e. The following personnel were recommended for separation:

<u>Rate</u>	<u>Name</u>	<u>EAOS</u>	<u>PRD</u>
-------------	-------------	-------------	------------

f. The following personnel will have their PTS application review when they're within 12 months of EAOS/PRD:

<u>Rate</u>	<u>Name</u>	<u>EAOS</u>	<u>PRD</u>
-------------	-------------	-------------	------------

Very respectfully,

K. W. BRIDGES
NCC(SW/AW), USN

RE-ENLISTMENT CEREMONY INTERVIEW SHEET

NOV 16 2011

** NAVPERS 1336/3 (SPECIAL REQUEST CHIT) NOT REQUIRED WITH THIS FORM! ** (PRINT LEGIBLY) DATE PREPARED:

Form with fields: LAST NAME, FIRST, MI, RATE (DESIG), SSN (last four), DEPT, DIV, GENDER, PHONE, BRANCH, REEN DATE, TIME, # YEARS REEN, UNIFORM, ETHNIC GROUP, REENLISTING OFFICER (LAST NAME, FIRST MI, RANK, TITLE, BRANCH), LOCATION (reviewed per MPM 1160-020), INCENTIVE(S) with checkboxes for BENEFITS OF RATE, SCORE, GUARD 2000, STAR, SPLIT TOUR, SRB AWARD, SCHOOL AS A REENLISTMENT INCENTIVE, PTS CONVERSION, OTHER.

Form with fields: SRB ELIG: YES/NO, RATE/NEC, SRB AWARD LEVEL: 0.0, SRB ZONE, Date SRB PRE-CERT submitted, SRB Amount (estimated), Does member have an OTT/Alternative OBLISERV approval?, Does member have a "HARD" copy of orders in hand?

Form with fields: PTS required: YES/NO, PTS ZONE: ZONE A, PTS approved? YES/NO, DATE PTS APPROVED, If YES, is member reenlisting: IN RATE, PTS CONVERT (RATE), PG-13 completed? YES/NO, Does member need a Conditional Reenlistment?, High Year Tenure (HYT) waiver?, Does member have Conditional/HYT Waiver approval?

Form with fields: ADSD, EAOS, EXTENSION (operative/executable): -48 months max- 0 Months / 0 Months, SEAOs, PRD

Form with fields: MARRIED: YES/NO, WILL SPOUSE BE ATTENDING CEREMONY: YES/NO/N/A, CERTIFICATES (FULL NAME, RELATIONSHIP), SELLING BACK LEAVE: YES/NO, # DAYS, LV BALANCE, HOME OF RECORD: (City, State)

Form with fields: LEGAL MATTERS PENDING: YES/NO, Legal Officer: (Init/Date), PFA COORDINATOR: PASS / FAIL (most recent PFA), YES/NO (# of PFA failures in 4 years: 0/1/2/3/more), PFA Coordinator: (Init/Date)

Form with fields: HOMOSEXUAL CONDUCT TRAINING PERFORMED AS DIRECTED IN NAVADMIN(S) 291/99 AND 094/00?, DATE COMPLETED: (Init/Date), MEMBER COMPLETED ARGUS ONLINE QUESTIONNAIRE: (https://www.npc.navy.mil/CareerInfo/StayNavyTools/CareerTools/), DATE COMPLETED: (printed completion)

I CERTIFY THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I WILL INFORM MY DIVISION/DEPARTMENT CAREER COUNSELOR IMMEDIATELY IF THERE ARE ANY CHANGES.

Form with fields: PHOTO DESIRED: YES/NO, HOMETOWN NEWS RELEASE: YES/NO, SIGNATURE/DATE:

MEDICAL/DENTAL DEPARTMENT PERSONNEL USE ONLY (COMPLETE THIS PORTION FIRST BEFORE ROUTING)
MEDICAL SCREENING: SNM () IS () IS NOT ELIGIBLE FOR REENLISTMENT (SIGNATURE AND DATE)
DENTAL SCREENING: SNM () IS () IS NOT ELIGIBLE FOR REENLISTMENT (SIGNATURE AND DATE)

DIVISION/DEPARTMENT CAREER COUNSELOR USE ONLY (Verified per applicable MPM, INSTRUCTIONS and NAVADMINS)
SNM () IS () IS NOT ELIGIBLE FOR REENLISTMENT REASON IF NOT ELIGIBLE: (SIGNATURE AND DATE)

* PERSONNEL REPRESENTATIVE VERIFIED EVALS/SERVICE RECORD IAW MPM 1160-030: (Init/Date)
CCC VERIFIED SERVICE MEMBER IS ELIGIBLE FOR REENLISTMENT: (Init/Date)
YES/NO LPO, YES/NO CPO, YES/NO DIVO, YES/NO OTHER (as applicable), YES/NO DH, YES/NO ADMIN, YES/NO CMC, YES/NO XO, YES/NO CO (as applicable) ** To Be Routed Past XO Only If Recommending Disapproval**

* ALL REENLISTMENT REQUESTS MUST BE SCHEDULED 30 DAYS PRIOR TO DESIRED REENLISTMENT DATE. (REV 5-09)

**PERFORM TO SERVE (PTS)
INTERVIEW & APPLICATION REQUEST**

PRIVACY ACT STATEMENT

THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301, DEPARTMENTAL REGULATIONS. THE PRINCIPAL PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN DESIRE FOR REENLISTMENT. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING YOUR REQUEST FOR PERFORM TO SERVE (PTS). COMPLETION OF THIS FORM IS VOLUNTARY, HOWEVER FAILURE TO PROVIDE THE REQUESTED INFORMATION MAY IMPACT YOUR APPROVAL.

I understand PTS quota is only good for the occasion that it was applied for (i.e. PRD/EAOS/SEAOS). Example: Once a change is made to SEAOS or PRD code will be removed and I would have to re-apply at next opportunity provided I meet PTS eligibility requirements.
SIGNATURE OF APPLICANT: _____ DATE: _____

LAST NAME: _____ FIRST NAME: _____ SSN: _____ RATE: _____
DEPT/DIV: _____ PHONE: _____ FOR DATES USE (YY MM DD)
HARD EAOS: _____ ASD: _____ PEBD: _____ PRD: _____
EAOS AS EXTENDED/SOFT EAOS: _____
APPLICATION REASON: _____ SPECIAL CIRCUMSTANCE: _____

DATA FOR PTS INPUT

1. IS MBR RECOMMENDED FOR RETENTION? Y / N (CURRENT EVALUATION)
2. IS MBR RECOMMENDED FOR ADVANCEMENT? Y / N
3. DOES MBR DESIRE TO REENLIST?..... Y / N (IF NO ANSWER QUESTION #4)
4. DOES MBR DESIRE TO APPLY FOR SELRES QUOTA Y / N
5. DID MBR PNA (PASS NOT ADVANCE) LAST ADVANCEMENT EXAM? Y / N
6. IS MBR REENLISTING UNDER THE STAR PROGRAM? (MILPERSMAN 1160-100) Y / N
7. IS MBR REQUIRED TO REENLIST GREATER THAN 12 MONTHS PRIOR TO EAOS TO MEET OBLISERV REQUIREMENTS? Y / N
8. IS MBR WILLING TO CONVERT IF IN RATE QUOTA IS UNAVAILABLE? Y / N (WILL BE REVIEWED "IN RATE" PRIOR TO CONVERSION OPTION REQUESTED).
9. DOES THE MEMBER DESIRE RATE CONVERSION ONLY? Y / N
10. WHAT ARE THE MBR'S THREE ACTIVE/PTS RATING CHOICES? (1) _____ (2) _____ (3) _____
11. WHAT ARE THE MBR'S THREE SELRES RATING CHOICES? (1) _____ (2) _____ (3) _____

CONVERSION RATINGS MUST BE A CREO GROUP 1 OR 2. MBR MUST BE QUALIFIED IN FLEETRIDE TO ENSURE RATING ENTRY ELIGIBILITY IS MET. THERE MUST BE A QUOTA AVAILBLE FOR THE ACTIVE/PTS OR SELRES RATING REQUESTED.

PTS APPLICATION DETAILS

SECURITY CLEARANCE LEVEL: _____ DATE: _____
HAS BEEN ON GSA/IA: Y OR N
DATE OF LAST NJP: _____
MOST RECENT PFA RESULTS AND DATE: _____ DATE: _____
NUMBER OF PFA FAILURES IN LAST 4 YEARS: 0 / 1 / 2 / 3 / 4
PROMOTION RECOMMENDATIONS:

1. NOB / SP / PG / P / MP/ EP DATE: _____
2. NOB / SP / PG / P / MP/ EP DATE: _____
3. NOB / SP / PG / P / MP/ EP DATE: _____
4. NOB / SP / PG / P / MP/ EP DATE: _____
5. NOB / SP / PG / P / MP/ EP DATE: _____

