



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL STATION
PEARL HARBOR, HAWAII 96860-6000

NAVSTAPEARLINST 1040.2B
05

NAVSTA PEARL INSTRUCTION 1040.2B

Subj: CAREER INFORMATION PROGRAM

Ref: (a) Retention Team Manual (NAVPERS 15878H)
(b) CINCPACFLTINST 1040.1E

Encl: (1) Command Career Information Team Organization
(2) Command Career Information SOP

1. Purpose. To carry out an Information and Career Motivation Program in accordance with references (a) and (b).

2. Cancellation. NAVSTAPEARLINST 1040.2A. This is a complete revision and should be read in its entirety.

3. Discussion. The Navy's ability to meet its commitments in the future is directly related to the emphasis placed on retention today. With today's shrinking Navy, retention of high quality personnel is the only means by which future requirements for senior enlisted supervisory personnel can be met. Increased accessions can alleviate short-term manning deficiencies, but they, in themselves, cannot solve the long-term problem of maintaining adequate levels of senior supervisory personnel. A strong, positive effort in retention is the only way to solve this long-term requirement.

4. Objectives. The objectives of the Career Information Program are to:

a. Retain top quality personnel so that future Navy requirements for enlisted personnel can be met. Particular emphasis is placed on first and second term retention.

b. Keep assigned enlisted personnel and their families properly informed of Navy programs and benefits.

c. Provide career guidance, encourage military and professional development so that personnel can qualify for positions of greater responsibility by developing and using their talents.

5. Implementation. All officers, chief petty officers and petty officers shall be responsible for the fulfillment of the Command Career Information Program. The overall effectiveness of the program shall be the responsibility of the Command Career Counselor. However, both the guidance and retention rest on each member of the chain of command and shall be accomplished in accordance with references (a) and (b) and this instruction.

6. Command Career Information Team Organization. The Command Career Information Team shall be organized (see enclosure (1)) as follows:

a. Commanding Officer - Is the Senior Career Counselor and is ultimately responsible for the establishment of a formal Career Information Program using CIPM principles.

b. Executive Officer - In addition to ensuring policies of the Commanding Officer (relating to career information efforts) are published and enforced, monitors the CIPM system and takes appropriate action to provide an effective Command Career Information Team.

c. Command Career Counselor - Reports directly to the Commanding Officer and Executive Officer and serves as the command's principal advisor on policies and regulations related to Navy career planning matters; is the primary technical assistant supporting other members of the Command Career Information Team; and maintains awareness of revisions and innovation in retention programs through access to Navy directives, reference materials, experience and training.

d. Command Master Chief - Serves as a key member of the Command Career Information Team and participates with the Command Career Counselor in advising the CO/XO on the direction, execution and effectiveness of the Command Career Information Program.

e. Department Head/Division Officer - Oversees the Career Information Program as it pertains to the personnel of their department/division.

f. Departmental Career Counselor - Coordinates departmental career information efforts, and keep the Command Career Counselor and their Department Head informed of ongoing career information activities. Departmental Career Counselors shall utilize the checklists as contained in enclosure (2) to expedite personnel requests.

g. Divisional Career Counselor - Keeps the Division Officer and Department Career Counselor informed of division career information activities. Divisional Career Counselors shall utilize the checklists as contained in enclosure (2) to expedite personnel requests.

h. Services Orientated Departments/Divisions - Military Personnel, PSD, Public Affairs, Medical, Dental, etc., shall support the Command Career Information Team as required and shall provide personalized service which enhances the command's climate in support of retention.

7. Command Career Information Team Responsibilities

a. Commanding Officer

(1) Pursue a vigorous retention program utilizing the retention team concept described in reference (a).

(2) Serve as the Senior Career Counselor

(3) Ensure the Command Career Counselor is a graduate of the five-week Career Information and Counseling Course (A-500-0011 or A-500-0012).

(4) Afford appropriate ceremony and attention to reenlistments, advancements and other ceremonies and special occasions.

(5) Maintain an effective Personnel Entry System (i.e., Professional Development Board, Sponsor Programs, Indoctrination Division, CPO and PO Indoctrination, etc.) according to guidelines set forth in reference (a).

(6) Shall ensure all personnel who are separating, transferring to the Fleet Reserve or retiring shall attend a Transition Assistance Program (TAP) seminar, as desired. Members not

desiring to attend TAP must attend a mandatory Career Information Team (CARIT) brief, conducted by the Naval Reserve.

b. Executive Officer

- (1) Publish and enforce the policies of the Commanding Officer, relating to retention efforts.
- (2) Ensure all Department/Division Career Counselors and all officer O-1 through O-4 have received the two-day "Career Information and Training Course (CITC)."
- (3) Ensure Career Information Team meetings (department/division) are conducted on a monthly basis and a Command Career Information Team meeting is conducted at least quarterly.
- (4) Ensure the timely flow of all administrative items.
- (5) Provide adequate office space and facilities for the Command Career Counselor.
- (6) Ensure the Command Career Counselor has adequate computer support to include:
 - (a) Computer system capable of supporting the Job Advertising and Selection System (JASS).
 - (b) Modem, telephone line (DSN capable) and Internet communications support.
 - (c) Authorization letters for Command Career Counselor access to BUPERS Access and JASS.
- (7) Develop and maintain a CIPM training program to consist of:
 - (a) CITC. Ensure all personnel E5 through O4 (less department head) attend CITC within six months of reporting. Minimum acceptable command training level is 70%. A 100% training level for department/division career counselors is mandatory and must be maintained.
- (8) Establish and maintain an officer retention program as discussed in reference (a).
- (9) Ensure that all single parents and military couples with dependents are counseled and that required documentation is executed.
- (10) Ensure all officers and enlisted personnel complete the retention/separation questionnaire.
- (11) Promote upward mobility programs for all personnel, pursue retention of best qualified personnel and encourage conversion from overmanned to undermanned ratings.

c. Command Career Counselor

- (1) Represent the Commanding Officer as Career Information Program Manager and conduct a career information program in compliance with this instruction and the guidelines set forth in references (a) and (b).

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(2) Provide the Commanding Officer with a monthly written report of CIPM related activities. As a minimum this report shall include:

(a) 12 month EAOS/PRD/HYT list

(b) Status of E5/E6, E7/E9, CWO/O1/O4, and department/division career counselor Career Information and Training Course (CITC) levels.

(c) Status of completion of required interviews.

(d) Current retention statistics.

(e) Minutes of monthly Command Retention Team meeting.

(f) Professional Development Board (PDB) results (by pay grade).

(3) Conduct Career Information and Training Course (CITC) classes that will maintain minimum training levels of 100% for Command Retention Team and 70% for supervisors.

(4) Assist Department Heads and Division Officers in screening of department/division career counselors.

(5) Ensure all personnel separating, transferring to the Fleet Reserve or retiring receive proper counseling.

(a) Ensure that required DD 2648 forms (Pre-separation Counseling Checklist) are completed, service record entries are completed and copies maintained in command files for two years.

(b) Ensure that member is provided with an Individual Transition Plan.

(c) Coordinate TAP quotas for personnel who are separating or retiring.

(d) Coordinate with the Fleet Career Information Team (CARIT) to ensure all eligible officers and enlisted personnel attend the mandatory formal pre-separation briefing prior to separation. Personnel will normally receive this briefing during the TAP seminar.

(e) Ensure all officers and enlisted personnel complete the separation/retention questionnaires. Maintain copy in command file for two years. Route original forms to:

Commanding Officer
Navy Manpower Analysis Center, Code 20
5820 Navy Road, Building C-1
NAS Memphis
Millington TN 38504-5056

(f) Conduct a quarterly assessment of each department's Career Information Program. Emphasis should be placed on compliance with command retention directives and the dissemination of timely/accurate information during required interviews. Provide written feedback to chain-of-command.

e. Command Master Chief

- (1) Support command retention/personnel programs per references (a) and (b), emphasizing chain of command involvement under the CIPM concept.
- (2) Support the Command Career Counselor in the performance of duties (e.g., gaining support of the CPO community, being a visible retention asset, monitoring E7-E9 attendance at CITC, scheduling of E7-E8 personnel to appear at PDB, etc.).
- (3) Keep the Command Career Counselor informed of any matters or policies that may arise from special conferences and seminars which may effect retention.
- (4) Review reenlistment/separation questionnaires.
- (5) Chair, coordinate or monitor boards dealing with personnel issues (e.g., evaluation review, Professional Development Board/Career Review Board, Command Advancement Program, Sailor of the Month/Quarter/Year, Welfare and Recreation Committee, etc.).
- (6) Coordinate the instruction of the Petty Officer and Chief Petty Officer Indoctrination Courses.
- (7) Interview separating personnel to ensure everything has been done to retain highly qualified individuals and/or assist in the transition to civilian life.

f. Department Head

- (1) Oversees the retention program as it pertains to the personnel in their department.
- (2) Directs an advancement training program and provide for maximum examination participation for qualified personnel.
- (3) Ensures attendance of all departmental retention team members at retention team meetings/training.
- (4) Prior to making a recommendation of approval on any special request for a retention program, ensures eligibility criteria are met.
- (5) Attaches to all requests before forwarding for approval or disapproval the required proposed Commanding Officer's endorsement.

g. Division Officer

- (1) Oversees the retention program as it pertains to the personnel of their division.
- (2) Directs an advancement training program and provide for maximum examination participation of qualified personnel.
- (3) Ensures all divisional retention team members attend retention team meetings/training.
- (4) Ensures members making a request for a retention related program meet all eligibility criteria for the program before making a recommendation for approval.

b. Once selected, Department/Division Career Counselors will remain in the position for a minimum of one year. Any deviation of this requirement must be approved by the Executive Officer. Designated Department/Division Career Counselors must be properly relieved of their duties not later than six months prior to their detachment from this command. At no time will any Department/Division Career Counselor detach without a relief and proper turn over.

c. Department Career Counselors shall be a career first class petty officer or above, and the Division Career Counselor shall be a career second class petty officer or above. They should have broad experience in the Navy and should be on their second or subsequent term of enlistment.

(1) They should have clearly demonstrated excellence in counseling, judgment, initiative, flexibility, objectivity and leadership abilities.

(2) Have an excellent command of the English language. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on matters of both naval and general interest.

(3) Have a clear record, free from any conviction by court-martial, civil court (except for minor, non-repetitious traffic offenses), or NJP during the previous two years.

9. Reenlistment Ceremonies

a. The reenlistment ceremony will be conducted in accordance with the desires of the reenlistee, to include reenlisting officer, place, time and date of reenlistment and degree of PAO coverage. At no time will an individual be authorized to reenlist in civilian clothes. Ceremonies for noteworthy personal recognition normally are included during the command's award ceremony. Families of reenlistees and award recipients are encouraged to attend the ceremonies. As part of the reenlistment ceremony, the reenlistee will receive:

- (1) One 4-day liberty pass (to be used in conjunction with a weekend).
- (2) One 3-day liberty pass.
- (3) Pictures of the reenlistment ceremony.
- (4) Pictorial plaque.
- (5) MWR pass booklet.


G. B. COVINGTON

Distribution:
NAVSTAPEARLINST 5605.2F
List I, Case 3 (Department Heads, Special and Staff Assistants)

Stocked:
CO NAVSTA PEARL
Admin Office
Pearl Harbor, HI 96860-5102

**ENCORE REENLISTMENT
Check-off Sheet**

REQUIREMENT	YES	NO
Special Request Chit for in-rate reenlistment		
Special Request Chit including three CREO 1 rates for non-designated personnel		
Is member SRB eligible?		
Has member accumulated two PRT failures in the past four years? If so, is member in danger of failing a third PRT? Supply documentation. *		
For pregnant service member...did member meet reenlistment/PRT criteria prior to diagnosis of pregnancy? If not, supply documentation on PRTs.		
For LIMDU personnel...if member has been found fit for full duty, is he/she within PRT standards? Did member meet reenlistment/PRT criteria prior to LIMDU evaluation? Supply documentation.		
Has member ever taken an advancement exam? If so, give date and results.		
Is member recommended for advancement?		
If single parent/dual military couple, supply copy of current Dependent Care Certificate.		
Include copies of member's last three evaluations.		
Has member received an NJP, court-martial or civil conviction? If yes, give dates and copies of service record entry.		

* NOTE ON PRT FAILURES – A MEMBER WITH THREE PRT FAILURES IN A FOUR YEAR PERIOD CANNOT BE RECOMMENDED FOR RETENTION. A MEMBER WITH TWO PRT FAILURES BECAUSE OF BODY FAT PERCENTAGE CANNOT BE RECOMMENDED FOR ADVANCEMENT UNLESS THEY ARE MAKING SATISFACTORY PROGRESS TOWARDS GETTING INTO STANDARDS. A MEMBER WITH TWO PRT FAILURES BECAUSE OF FAILING THE SEMI-ANNUAL PRT CANNOT BE RECOMMENDED FOR ADVANCEMENT.

**SCORE REENLISTMENT
Check-off Sheet
MILPERSMAN 1060010**

REQUIREMENT	YES	NO
Special request chit requesting SCORE conversion to specific rating		
Is member a petty officer first, second, or third class, or in pay grade E3 who has met professional growth criteria for reenlistment as set forth in OPNAVINST 1160.5 series?		
Does member have at least 21 months active naval service and not more than 12 years total active service?		
Is member willing to reenlist for a minimum of four and a maximum of six years?		
Is member currently serving in a CREO Category 2 or 3 rating?		
Member meets minimum eligibility requirements for entrance into the appropriate Class "A" School as per TRANSMAN Chapter 7.		
Has member demonstrated potential for conversion (i.e., correspondence courses, OJT, etc.)?		
Has member been interviewed and recommended for conversion by the Professional Development Board?		
Does member meet physical readiness standards?		
Has member failed two PRTs within the past four years? If so, is member in danger of failing a third PRT?		
Member has no NJP, records of conviction by courts-martial or civil conviction (other than minor traffic violations) on the current enlistment or within 48 months preceding the date of the application.		
Member is within one year of EAOS as extended.		
If serving on an SRB enlistment, member is within 9 months of EAOS as extended.		
Be within nine months of completing minimum activity tour and DOD tour requirements.		
Serve 24 months in current rating.		
Be fit for full duty.		
Recommended by the Commanding Officer?		
Command Endorsement included?		

**STAR REENLISTMENT
Check-off Sheet
MILPERSMAN 1060010**

REQUIREMENT	YES	NO
Special request chit requesting STAR Reenlistment, include "A" or "C" School and Course Identification Number (CIN)		
Is member a petty officer second or third class in a first enlistment or designated E3, and be eligible in all respects for reenlistment per OPNAVINST 1160.5 series?		
Does member have at least 21 months but not more than six years active naval service and not more than eight years of active military service?		
Is member is willing to reenlist for a minimum of four and a maximum of six years?		
Does member meet the minimum test score requirements for entrance into the proper Class "A" school?		
Has member been interviewed and recommended for STAR Reenlistment by the Professional Development Board?		
Does member meet physical readiness standards?		
Has member failed two PRTs within the past four years? If so, is member in danger of failing a third PRT?		
Member has no record of conviction by courts-martial or NJP during the 18 months preceding the date of the application.		
Be fit for full duty.		
Recommended by the Commanding Officer?		

**SCHOOL INCENTIVE
Check-off Sheet
ENLTRANSMAN 8.03**

REQUIREMENT	YES	NO
Has member previously elected to obliserv or had PRD adjusted with the intent to separate at EAOS? (Note any disqualifying conditions, if the answer is yes, member not eligible).		
Does member possess a critical skill?		
Does member's PRD provide for immediate use of the desired skill?		
Is member in a higher pay grade than for which use of the desired skill is intended?		
Is member an above average performer? Include last three evaluations.		
Does member meet physical readiness standards?		
Is member in receipt of PCS orders?		
Include ASVAB Scores and three choices for school assignments.		
Be fit for full duty.		
Recommended by the Commanding Officer?		

**SHORE DUTY TERMINATION
Check-off Sheet
ENLTRANSMAN 3.17**

REQUIREMENT	YES	NO
Special Request Chit to terminate shore duty.		
Is member serving in a critical billet?		
Member is serving on type duty classified as Type 1.		
Member will have completed 24 months on board at time of transfer.		
Non-career member agrees to obligate for at least 24 months from date of reporting onboard new command.		
Does transferring command require a relief?		
Include member's last two evaluations.		
Does member meet physical readiness standards?		
Is member pending disciplinary actions for any reason?		
Include command endorsement for recommended approval.		
Has member contacted his/her detailer?		

**SPOUSE COLLOCATION
Check-off Sheet
ENLTRANSMAN 3.21**

REQUIREMENT	YES	NOo
Special Request Chit for spouse collocation.		
Duty preference form submitted.		
Members married at time of request? Copy of marriage certificate or supply date of marriage.		
Requesting member has completed one year on board command.		
Requesting member has sufficient obligated service remaining to complete a minimum activity tour.		
Does command require a relief? If so, will a gap be accepted, or is a contact relief required?		
Is sufficient time allotted for the 1306/7 to be received by BUPERS at least six months prior to transfer?		
Has spouse's information such as Name, Rate, SSN, and Duty Station been supplied? Include requesting member's number of dependents as well.		
Has member contacted his/her detailer?		
Include copies of member's last two evaluations.		

GUARD III REENLISTMENT REQUEST
Check-off Sheet
ENLTRANSMAN 7.3

REQUIREMENT	YES	NO
Special request chit for GUARD III Reenlistment.		
Is member in pay grade E4 through E9 with less than 25 years active military service, or a designated E3 who has passed an E4 exam and met all other criteria for reenlistment?		
Is member currently in receipt of PCS order? If so, member is not eligible for GUARD III.		
Is member being processed for, or have an effective Fleet Reserve transfer date? If so, member is not eligible for GUARD III.		
Is member within six months of EAOS as extended?		
Is member is willing to reenlist for a minimum of four years?		
Is member eligible for duty requested in accordance with sea/shore or CONUS/ OCONUS rotation pattern?		
Does member meet physical readiness standards?		
Has member failed two PRTs within the past four years? If so, is member in danger of failing a third PRT?		
Member has no record of conviction by courts-martial, NJP, or involvement with civil authorities within 18 months of EAOS.		
Be fit for full duty.		
Recommended by the Commanding Officer?		



HARP/OHARP/SEMINAR DUTY CHECKLIST
(OPNAVINST 1300.16)

The following has been completed for assignment to HARP (Hometown Area Recruiting Program), OHARP (Officer Hometown Area Recruiting Program), and SEMINAR (Senior Minority Assistance to Recruiting Program) ICO

HARP is a program that returns enlisted/officer personnel to their hometown for a 12-day period to assist local recruiters by relating their Navy experiences to their peers. Service members who participate in the program do so on permissive, no-cost TAD authorization and are assigned to the recruiting station nearest their hometown. Because inclusion of HARP in permanent change of station (PCS) orders would adversely affect accounting procedures, HARP may not be performed in conjunction with a PCS transfer. Personnel approved for HARP duty must be in a leave status during travel time to and from HARP duty.

The following information is required:

1. Name: _____
Last, First, MI
2. Rate: _____
3. SSN: _____
4. Age: _____
5. Race, Ethnic Group: _____
6. Hometown: _____
7. State: _____
8. Zip Code: _____
9. High School: _____
10. Primary Date: _____
11. Secondary Date: _____
12. COMMAND: NAVAL STATION PEARL HARBOR HI
13. UIC: _____
14. P. O. C: NCC (SW) E. D. STODDARD
15. COMMAND TELEPHONE NUMBER: 808-474-2269

DEPT CC _____/DATE _____

FLEET RESERVE/RETIREMENT*
Check-off Sheet

REQUIREMENT	PLANNED COMPLETION DATE	ACTUAL COMPLETION DATE
Fleet Reserve/Retirement date requested?		
If retirement (30 yrs), notify MILPERS to generate letter requesting retirement.		
Approved request chit?		
Terminal leave? #Days?		
30 days Permissive TDY?		
Is a relief required?		
Does member need a waiver of the DOD tour?		
Does the member require an over tour (< 6 mos) to meet fleet reserve eligibility date?		
Has member started retirement physical?		
Is member on LIMDU? If yes, cannot submit fleet reserve request until FFD.		
Does member desire Retirement Ceremony? ** POC:		
Is member married? Wife/husband full name?		
Does member desire a letter from the Governor of his home of record? HOR:		
Is member scheduled to attend the CCC's pre-separation/retirement brief?		

* Attach copy of Fleet Reserve/Retirement request chit and completed request form.

** Obtain Retirement Ceremony Instruction from CMC. POC will liaison with CCC for necessary certificates and letters.

**BOOST PROGRAM
Application Check-off Sheet**

REQUIREMENT	PLANNED COMPLETION DATE	ACTUAL COMPLETION DATE
Application letter		
Handwritten and signed statement presenting reasons for applying to BOOST		
Completed, signed and dated NAVCRUIT 1100/11 (Rev 5/90)		
Full length photo		
SAT or ACT		
Certified copies of academic transcripts from each secondary (High) school, tech school and college		
Certified copy of ENLSERVREC page containing ASVAB scores		
Certified copies of ALL ENLSERVREC pg. 4's		
Certified copies of ALL ENLSERVREC pg. 5's		
If single parent or dual military couple, current Dependent care plan on file		
Certified copies of last two evaluations		
Certified copies of OPNAV 6110/2 Risk Factor/Screening/PRT Results Sections A - F		
Statement of financial responsibility		
Proof of U.S. citizenship		
Award citations, letters of appreciation/commendation, etc.		
Completed Interviewer Appraisal Sheets NAVCRUIT 1100/13 (Rev 3/81)		
Commanding Officers endorsement		

NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAM*

Application Check-off Sheet

REQUIREMENT	PLANNED COMPLETION DATE	ACTUAL COMPLETION DATE
If single parent or dual military couple, current dependent care plan on file		
U. S. Citizen		
Age: Verify age requirements and submit waiver request if needed.		
High school grad or equivalent		
Be physically qualified.		
No courts martial conviction or civilian felony conviction. No record of disciplinary action, civilian or military, other than minor traffic offenses (fine <\$200), during the last three years.		
Achieve a qualifying score on the SAT/ACT.*		
Complete the Applicant questionnaire and submit NLT 1 December.*		
Commanding Officer's endorsement (COC generate)		
Certified copies of: last two <u>observed</u> evals, NAVPERS 1070/604 & 609 (pg 4 & 9)		
Copy of OPNAV 6110/2, PRT risk factor screening form with results of last two PRT's		
Statement of financial responsibility*		
Application and acceptance at an NROTC host university**		

* Complete application package and information must be obtained by the member from Honolulu Navy Recruiting "A" Station, 733 Bishop St. Suite 1102, 536-3039.

** Applicant's responsibility.

Completion of the NROTC package and obtaining required documents is the responsibility of the member. Assistance will be provided by the members COC and the CCC.

