



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAS PENSACOLA  
190 RADFORD BLVD  
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO  
NASPNCLAINST 1220.1H  
Code OOR00  
8 MAY 1995

NASPNCLA INSTRUCTION 1220.1H

Subj: PROFESSIONAL DEVELOPMENT BOARD

Ref: (a) NASPNCLAINST 1040.2  
(b) BUPERSINST 1430.16  
(c) MILPERSMAN Article 2230220  
(d) Current Rating Entry for General Apprentices (REGA) and Career Reenlistment Objective (CREO) Notice

Encl: (1) Professional Development Board (PDB) Work Sheet  
(2) Professional Development Board Pre-Interview Questionnaire  
(3) On-The-Job (OJT) Record Form  
(4) Record Review Check-Off Sheet  
(5) Performance Review Check-Off Sheet  
(6) ENCORE Change of Rate Check-Off Sheet

1. Purpose. To provide professional guidance to E-1 through E-9 enlisted personnel per reference (a). To provide an opportunity for non-designated personnel to strike for a desired rate per references (b) and (c). To encourage career designated personnel to apply for special programs. To discuss performance/career opportunities for NJP-Captain's Mast recipients. To discuss future preparations for personnel that have failed their military rating advancement exams, or were not chosen by any special boards. To provide a plan of action for those personnel whose ENCORE request is to change rating, and for an individual to request a records review.

2. Cancellation. NASPNCLAINST 1220.1G

3. Professional Development Board (PDB) Requirements

a. Striker selection PDB: To ensure the Sailor is qualified for the desired rating per references (b) and (c).

(1) The individual must be in paygrade E-3 or below and not a designated striker.

(2) The PDB worksheet, enclosure (1), will be prepared by the individual's chain-of-command.

(3) The individual must complete the following:

- (a) PDB Pre-interview Questionnaire (enclosure (2)).
- (b) Professional courses in desired rating.
- (c) Military Requirements for P03.



(d) Personnel Advancement Requirements (PARS) for desired rating.

(e) A total of 6 months in parent division.

(4) The striker must have demonstrated a marked aptitude and possess the educational background necessary to be successful in the desired rating; i.e., possess the necessary education in mathematics to excel in an electronics rating, etc.

(5) The striker must be eligible for the desired rating per references (c) and (d).

(6) The applicant should have a record of reliability. A single Captain's Mast within the past 12 months is disqualifying. Overall evaluation marks of 3.6 and above are required for an applicant to be considered by the PDB.

(7) The key to a favorable endorsement by the PDB is that the applicant must have demonstrated a sincere interest and strong motivation for the desired rating. This is best demonstrated by working on-the-job training (OJT) in the desired rating. The OJT must be done on the striker's own free time. A minimum of 50 hours of documented OJT is required; 70 to 100 hours is recommended. The purpose of OJT is to afford the individual the time to ensure they are interested in the rating of choice and for the supervisor to make a qualified assessment of aptitude. Enclosure (3) is to be used to record all on-the-job training.

(8) Once the above requirements have been met, the applicant must submit a special request chit through his chain-of-command to appear before the PDB.

b. Special Enlisted Programs PDB; i.e., LDO, Warrant Officer, EOD, etc.  
To ensure the individual meets all requirements for the desired program:

(1) The individual must meet all requirements set forth in the appropriate instructions for the program desired.

(2) The individual must attend a Record Review Board. The member must request their own microfiche prior to attending the board. Each PDB member will review the individual's service record and microfiche prior to the scheduled PDB using enclosures (4) and (5).

(3) The individual must not have had Captain's Mast within the last 12 months.

(4) The individual must be physically fit in accordance with the designated instructions.

(5) A special request chit must be submitted through the chain-of-command prior to appearing before the PDB.



(6) The individual should have the CO's recommendation for the specific program they desire in their previous evaluation(s).

c. NJP-CO's Mast Recipients PDB. To discuss performance and future career opportunities. All personnel that have received punishment at CO's NJP will attend within 3 months of NJP.

d. Failed Rating Advancement Exam/Not Chosen by Special Board. To discuss future preparations:

(1) The individual failed the last exam.

(2) Not selected for special programs.

e. Change of Rate via ENCORE Program PDB. To provide a plan of action for the individual to meet all requirements for the new rate:

(1) The individual must be approved by BUPERS to change rate.

(2) The individual will complete the ENCORE Change of Rate Check-Off List (enclosure (6)).

f. Individually Requested Records of Review PDB. To ensure an individual's record is completed. Enclosure (4) will be filled out by the individual if they request a record review (the member must request their own microfiche prior to attending the board). Each PDB member will review the individual's service record and microfiche using enclosure (4).

#### 4. Professional Development Board and Procedures

a. The PDB is comprised of the CMC, Command Career Counselor, Departmental Leading Chief Petty Officers, and other personnel as determined necessary.

b. When the PDB convenes, the applicant will appear before the board to be interviewed. Servicemember's Work Center Supervisor/Division Leading Chief Petty Officer should appear before the board with them. Additionally, for a striker selection PDB, the supervisor(s) who observed the OJT will also appear before the board. After the applicant and his/her supervisor(s) have been interviewed, the board will deliberate on the results of the interviews. The PDB's recommendations will be forwarded to the Commanding Officer for final approval.

c. Any applicant who believes he/she was not given equitable endorsement by the board may request redress through the chain-of-command to the Commanding Officer.

5. PDB Data Base. The Command Career Counselor will maintain a database of all individuals requesting to appear before the PDB.



6. PDB Selection Process. Two weeks prior to a PDB, the CCC will make a recommendation to the CMC who will appear before the board (4 to 8 individuals). Once approved, the CMC will submit the names to be listed in the Plan of the Day. The Division will then check out the service records of all the individuals who are scheduled to appear before the board, ensuring all of the PDB members review the service records and all completed enclosures from this instruction prior to the scheduled board.

7. Responsibilities

a. Command Master Chief. The CMC is responsible for ensuring the Professional Development Board meets bimonthly, reviewing no more than eight individual "requests." Each interview should last no longer than 15 minutes.

b. Command Career Counselor. The CCC is responsible for ensuring all requirements of this instruction are carried out and for reviewing/updating this instruction on an annual basis.

c. Professional Development Board Members. The PDB members are responsible for carrying out all requirements listed in this instruction applicable to PDB members.

d. Departmental Chain-of-Commands. The departmental chain-of-command (Department Head, Division Officer, LCPO, and LPO) is responsible for carrying out all requirements of this instruction applying to their departmental personnel scheduled to appear before the board.



TIMOTHY THOMSON

Distribution:

B

(NASPNCLAINST 5216.1Q)

Stocked:

Commanding Officer

NAS Pensacola

190 Radford Blvd

Pensacola, FL 32508-5217



Professional Development Board Work Sheet

This form is to be filled out by the individual's chain-of-command and turned into the Command Career Counselor's Office with the striker's special request chit. It will be used by the Striker Selection Board.

Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
SSN: \_\_\_\_\_ Division: \_\_\_\_\_  
Rate Choices: \_\_\_\_\_ Division \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
ADSD: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ ONBRD Date: \_\_\_\_\_

1. Interviewed by: Departmental Career Counselor \_\_\_\_\_

Division Officer \_\_\_\_\_ Command Career Counselor \_\_\_\_\_

2. Pay Grade \_\_\_\_\_ If an E-2, are courses for E-3 completed? \_\_\_\_\_

3. Total months on board NAS Pensacola \_\_\_\_\_

4. Professional courses for desired rating completed? \_\_\_\_\_

5. Departmental PQS completed? \_\_\_\_\_ Date \_\_\_\_\_

6. Completed a minimum of 70 hours OJT? \_\_\_\_\_ Number \_\_\_\_\_

7. How long have you supervised this individual?

- \_\_\_\_\_ (1) Less than one month
- \_\_\_\_\_ (2) 1-3 Months
- \_\_\_\_\_ (3) 4-6 Months
- \_\_\_\_\_ (4) 7-12 Months
- \_\_\_\_\_ (5) More than one year

8. ASVAB score(s) (See ENLTRANSMAN for required scores)

Required \_\_\_\_\_ Actual \_\_\_\_\_

9. Color Perception                      Normal                      Defective

10. Hearing                                      Normal                      Defective

11. Has member attended JET?

Reviewed by: Division Officer \_\_\_\_\_  
Command Career Counselor \_\_\_\_\_



12. Which of the following best describes this individual on disciplinary matters?

- \_\_\_\_\_ (1) No disciplinary problems. It has not been necessary to warn or give reprimands.
- \_\_\_\_\_ (2) Minor difficulties with individual. Disciplinary action has been considered but none has yet been taken.
- \_\_\_\_\_ (3) Warned and/or reprimanded 1-3 times in the past 3 months.
- \_\_\_\_\_ (4) Warned and/or reprimanded 4-8 times in the past 3 months.
- \_\_\_\_\_ (5) Over 8 reprimands in the past 3 months.
- \_\_\_\_\_ (6) Captain's Mast and/or Court-Martial in the past 3 months.

13. Do you feel this individual is at the required level to perform well in the desired rating? \_\_\_\_\_

14. Comparing this person with all other individuals of the same rate and pay grade, whom you have supervised, how do they rate in overall performance?

- \_\_\_\_\_ (1) Top 20 percent \_\_\_\_\_ Second lowest 20 percent
- \_\_\_\_\_ (2) Second highest 20 percent \_\_\_\_\_ Lowest 20 percent
- \_\_\_\_\_ (3) Middle 20 percent

15. Is this individual motivated to advance? \_\_\_\_\_

16. On the basis of overall performance to date and the trend of their performance, what would you recommend concerning their reenlistment/ advancement? (Consider only suitability; not whether they desire to reenlist.)

- \_\_\_\_\_ (1) Would highly recommend for reenlistment/advancement.
- \_\_\_\_\_ (2) Would recommend.
- \_\_\_\_\_ (3) Although material, would probably recommend.
- \_\_\_\_\_ (4) Would not recommend.

17. If you were completing NAVPERS 1616 (evaluation on this individual), what marks and comments would they receive? (Circle appropriate number).

Military Knowledge/Performance (BLK 27)

N.O. 4.0 3.8 3.6 3.4 3.2

Initiative (BLK 29)

N.O. 4.0 3.8 3.6 3.4 3.2



Reliability (BLK 30)

N.O. 4.0 3.8 3.6 3.4 3.2

Military Bearing (BLK 31)

N.O. 4.0 3.8 3.6 3.4 3.2

Personal Behavior (BLK 32)

N.O. 4.0 3.8 3.6 3.4 3.2

Human Relations including Equal Opportunity (BLK 32)

N.O. 4.0 3.8 3.6 3.4 3.2

Speaking Ability (BLK 34)

N.O. 4.0 3.8 3.6 3.4 3.2

Writing Ability (BLK 35)

N.O. 4.0 3.8 3.6 3.4 3.2

18. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by \_\_\_\_\_  
LCPO/LPO

Reviewed:

Department Head \_\_\_\_\_

Division Officer \_\_\_\_\_

Command Career Counselor \_\_\_\_\_

19. Division Officer: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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20. Department Head: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PROFESSIONAL DEVELOPMENT BOARD  
PRE-INTERVIEW QUESTIONNAIRE  
(FOR STRIKER SELECTION)

NAME \_\_\_\_\_ RATE \_\_\_\_\_ DIVISION \_\_\_\_\_

This questionnaire is designated to help you and the PDB compile relevant information that will assist in making a well-founded choice of which Navy rating you should strike. It is, therefore, important that you consider your answers carefully and honestly, and answer each as thoroughly as possible.

1. Did you take technical/shop courses in high school or Vo-Tech School?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (Check one)

List all courses taken: \_\_\_\_\_  
\_\_\_\_\_

2. Did you have a part time/full time job before coming into the Navy?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (List all jobs)

- a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. \_\_\_\_\_

3. Which of the following types of courses did you enjoy most in high school or college? (Rank in order of preference by entering "1" for the most enjoyable through "8" for the least enjoyable.)

- |                          |                                     |
|--------------------------|-------------------------------------|
| a. Mathematics _____     | e. Social Studies (Hist/Govt) _____ |
| b. English/Grammer _____ | f. Physics _____                    |
| c. Typing/Business _____ | g. Shop/Vocational Education _____  |
| d. Biology _____         | h. Foreign Language _____           |

4. Which of the following hobbies did you or do you have? (Indicate by placing an "X" in the blank)

- |                         |                                       |
|-------------------------|---------------------------------------|
| a. Model Building _____ | g. Motorcycle _____                   |
| b. Astronomy _____      | h. Electronics _____                  |
| c. Auto Repair _____    | i. Arts and Crafts _____              |
| d. Clock Repair _____   | j. Electrical Appliance Repair _____  |
| e. Gardening _____      | k. Reading Books/Novels _____         |
| f. None _____           | l. Collecting (coin/stamp/etc.) _____ |



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If you have had a hobby that is not listed on the previous page, what is/was it? \_\_\_\_\_

5. If you were able to obtain the training and be hired for any one of the following jobs, which would you prefer to have if each paid the same weekly salary? (Indicate with an "X")

- a. Accountant \_\_\_\_\_
- b. Warehouse Clerk \_\_\_\_\_
- c. Longshoreman \_\_\_\_\_
- d. Bank Teller \_\_\_\_\_
- e. School Teacher \_\_\_\_\_
- f. Auto Mechanic \_\_\_\_\_
- g. Heavy Equip. Op. \_\_\_\_\_
- h. Business \_\_\_\_\_
- i. TV Repairman \_\_\_\_\_
- j. Lawyer \_\_\_\_\_
- k. Farmer/Rancher \_\_\_\_\_
- l. Charter Boat Operator \_\_\_\_\_
- m. Big Game Repairman \_\_\_\_\_
- n. Salesman \_\_\_\_\_
- o. Other \_\_\_\_\_

6. List the following conditions in degree of irritation. Rank from most irritating to least irritating numerically "1" through "7."

- a. A crowded room \_\_\_\_\_
- b. Noisy places \_\_\_\_\_
- c. Cold places \_\_\_\_\_
- d. High places \_\_\_\_\_
- e. Getting greasy or dirty \_\_\_\_\_
- f. Hot places \_\_\_\_\_
- g. Dark places \_\_\_\_\_

7. Which of the following sports or games do you prefer to participate in? (Indicate in order of preference "1" for the most preferred through "14" for the least preferred.)

- a. Football \_\_\_\_\_
- b. Basketball \_\_\_\_\_
- c. Tennis \_\_\_\_\_
- d. Horseback riding \_\_\_\_\_
- e. Soccer \_\_\_\_\_
- f. Table Tennis \_\_\_\_\_
- g. Pool \_\_\_\_\_
- h. Chess \_\_\_\_\_
- i. Baseball/Softball \_\_\_\_\_
- j. Bowling \_\_\_\_\_
- k. Hockey \_\_\_\_\_
- l. Golf/Miniature Golf \_\_\_\_\_
- m. Weight Lifting \_\_\_\_\_
- n. Track & Field \_\_\_\_\_



8. Can you type? Yes \_\_\_\_\_ No \_\_\_\_\_  
Words per minute: \_\_\_\_\_

9. Which type area do you prefer to work in?

a. Inside area \_\_\_\_\_ Inside but different areas \_\_\_\_\_

b. Outside areas \_\_\_\_\_ Variety inside/outside areas \_\_\_\_\_

c. Inside in one area \_\_\_\_\_

10. As you are in a situation where no matter what you choose to do, you will receive the same pay as anyone else in your paygrade, at what rating do you choose to work for the rest of your naval career? \_\_\_\_\_



ON-THE-JOB-TRAINING RECORD

DATE: \_\_\_\_\_ TIME WORKED: \_\_\_\_\_ SIGNATURE OF SUPERVISOR: \_\_\_\_\_

DESCRIPTION OF TRAINING: \_\_\_\_\_

---

ON-THE-JOB-TRAINING RECORD

DATE: \_\_\_\_\_ TIME WORKED: \_\_\_\_\_ SIGNATURE OF SUPERVISOR: \_\_\_\_\_

DESCRIPTION OF TRAINING: \_\_\_\_\_

---

ON-THE-JOB-TRAINING RECORD

DATE: \_\_\_\_\_ TIME WORKED: \_\_\_\_\_ SIGNATURE OF SUPERVISOR: \_\_\_\_\_

DESCRIPTION OF TRAINING: \_\_\_\_\_

---

ON-THE-JOB-TRAINING RECORD

DATE: \_\_\_\_\_ TIME WORKED: \_\_\_\_\_ SIGNATURE OF SUPERVISOR: \_\_\_\_\_

DESCRIPTION OF TRAINING: \_\_\_\_\_

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RECORD REVIEW CHECK-OFF SHEET

- \_\_\_\_\_ 1. Page 4 is present and updated?
- \_\_\_\_\_ 2. Page 5 completed and updated?
- \_\_\_\_\_ 3. Page 9 completed and updated?
- \_\_\_\_\_ 4. All evaluations present?
- \_\_\_\_\_ 5. Any page 13's or special qualifications available?
- \_\_\_\_\_ 6. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



From: \_\_\_\_\_ (Individual)  
To: LCPO/CPO \_\_\_\_\_  
Div. Off. \_\_\_\_\_  
Dept. Hd. \_\_\_\_\_

Encl: (1) Enlisted Summary Review

PERFORMANCE REVIEW CHECK-OFF SHEET

Section A: (General Information)

Name: \_\_\_\_\_ Present Date: \_\_\_\_\_  
SSN: \_\_\_\_\_ Division Assigned: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ No. of Dependent Children: \_\_\_\_\_  
Present Duties: \_\_\_\_\_  
\_\_\_\_\_

Date reported to this command: \_\_\_\_\_

Section B: (Qualification Information)

1. ADSD: \_\_\_\_\_ PRD: \_\_\_\_\_ EAOS: \_\_\_\_\_
2. Extensions: \_\_\_\_\_ SDCD: \_\_\_\_\_ SHDCD: \_\_\_\_\_
3. Broken Service: Yes \_\_\_\_\_ No \_\_\_\_\_
4. NEC's assigned: PRI \_\_\_\_\_ SEC \_\_\_\_\_
5. Sea/Shore Rotation: Sea \_\_\_\_\_ Months  
Shore \_\_\_\_\_ Months

6. Last three evaluations:

Date from and to	All Marks
(1) _____	_____
(2) _____	_____
(3) _____	_____

7. NJP Actions last 3 years: (List Details/Results)

\_\_\_\_\_  
\_\_\_\_\_



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8. Security Clearance: \_\_\_\_\_

9. Citizenship: \_\_\_\_\_

Section C: (Advancement)

1. Date of last promotion: \_\_\_\_\_

2. Date eligible for next promotion: \_\_\_\_\_

3. Are requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Assistance needed: \_\_\_\_\_

Section D: (Military Correspondence Courses completed)

<u>Course Name/Number</u>	<u>Date Completed</u>	<u>Final Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: If courses completed over 4 years ago, recommend the individual retake courses.

Section E: (Military Schools completed)

<u>Name of School/Location</u>	<u>Date Completed</u>	<u>Final Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section J: (Qualification Scores)

BTB

ASVAB

1. Individual Scores

Individual Scores

GCT: \_\_\_\_\_

GI: \_\_\_\_\_ GS: \_\_\_\_\_

ARI: \_\_\_\_\_

NO: \_\_\_\_\_ SI: \_\_\_\_\_

MECH: \_\_\_\_\_

AD: \_\_\_\_\_ AI: \_\_\_\_\_



CLER: \_\_\_\_\_ WK: \_\_\_\_\_  
SHOP: \_\_\_\_\_ AR: \_\_\_\_\_  
ETST: \_\_\_\_\_ SP: \_\_\_\_\_  
MK: \_\_\_\_\_  
EI: \_\_\_\_\_  
MC: \_\_\_\_\_  
GS: \_\_\_\_\_

**NOTE:** Use ENLTRANSMAN Chapter 7 for Formal Training Qualifications

2. Rating qualified (by scores) for lateral conversion:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Of ratings listed in paragraph 2, which ones are available within the command:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



ENCORE CHANGE OF RATE CHECK-OFF SHEET

This section looks at where the individual stands compared to where he/she wants/needs to go. (To be filled out by the Divisions LCPO/LPO/DIV. 0.)

1. Requirements/Needs?

a. Professional correspondence courses

	<u>Course</u>	<u>Date Commenced</u>	<u>Completion Date</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

b. Military Requirement Courses

	<u>Course</u>	<u>Date Commenced</u>	<u>Completion Date</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

c. PARS Required

	<u>Course</u>	<u>Date Commenced</u>	<u>Completion Date</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____



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d. PQS Required

<u>Course</u>	<u>Date Commenced</u>	<u>Completion Date</u>
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

e. Formal Navy Schools Required

- (1) "A" School: \_\_\_\_\_
- (2) "C" School: \_\_\_\_\_
- (3) Other: \_\_\_\_\_

2. Status review by PDB scheduled for: \_\_\_\_\_  
(Approximately 90 days from Current PDB)  
(Monitored by Division Career Counselor)

3. PDB Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PDB Chairman

Copy to:  
PDB Chairman  
Division Officer

\_\_\_\_\_  
(Individual)

