



DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/
REGPUBSAFETYINST 1040.1
NOOB
9 NOV 2001

NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 1040.1

Subj: CAREER DEVELOPMENT BOARD (CDB)

Ref: (a) OPNAVINST 1040.11

Encl: (1) CDB Worksheet

1. Purpose. To establish Career Development Board (CDB) guidelines per reference (a) and provide all enlisted personnel the opportunity for optimal development of their professional skills, both military and technical, thereby enhancing unit readiness, individual upward mobility, job satisfaction, and ultimately the retention of better qualified personnel.

2. Cancellation. NAVPHIBASELCREEKINST 1040.2B

3. Background. The goal of today's Navy dictate an increased awareness of the needs and desires of the individual. These human goals are fully supportive of the Navy's continuing objective to attain increased readiness by providing effective career development of our Sailors. All too often, career personnel become frustrated by repeatedly failing, passing-but-not-advancing (PNA), or receiving non-selective status on Navy-wide examinations and selection boards. The CDB will objectively evaluate and examine the professional growth of enlisted personnel and ensure that they are given appropriate guidance and counseling. The CDB will identify, counsel, and recommend measures that will lead to professional improvement of enlisted personnel and greatly enhance their chances for advancement and retention.

4. Organization. The Command Career Development Board will be comprised of the following members:

- a. Command Master Chief.
- b. Command Career Counselor.
- c. Department/Storefront Leading Chief Petty Officers.
- d. Divisional/Storefront Leading Chief Petty Officers.
- e. Departmental/Divisional/Storefront Career Counselors.
- f. Other personnel as necessary.

5. Action. The Command CDB shall meet periodically. The board shall review the outcome of all Department/Storefront CDB's last meeting minutes and upcoming concerns of the Command CDB. Additionally, members of the respective department/storefront requesting entry into various Navy programs, change of rates, "A" School, or striking for a rating will come before the Command CDB. Department Heads/Storefront Managers shall establish a Department/Storefront CDB. Department/Storefront CDB membership shall include:

- a. Department/Storefront Leading Chief Petty Officer (Chairman).
- b. Department/Storefront Career Counselor.
- c. Divisional/Storefront Leading Chief Petty Officer.
- d. Divisional/Storefront Career Counselor.
- e. Other personnel as necessary.

6. Procedures. All enlisted personnel shall appear before the Department/Storefront CDB within three months of reporting onboard to review their current professional development and set goals utilizing the CDB Worksheet in enclosure (1). All non-designated personnel are to be seen within six weeks of reporting onboard and 12 months afterwards to provide guidelines on choosing a career path, advancement procedures, striker information, and course of action that will most benefit the member and the Navy. At a minimum, the Department/Storefront CDB shall review the items listed below on a monthly basis.

- a. Advancement.
- b. Commissioning Programs.
- c. Education programs, to include Academic Skills, General Educational Development Diploma, and High School completion.
- d. Striker designation.
- e. Assignment to Class "A" school.
- f. Rating change.

7. Review. In addition to the items listed above, it is recommended that the Department/Storefront CDB review the below listed requirements during the designated months.

- a. January - Review all personnel who fail the September Navy-wide examination and those who PNA the examination for the second time.

b. February - Review all First Class Petty Officers with time in rate who fail to complete requirements for Chief Petty Officer.

c. March - Review departmental/storefront manning to include PRDs, EAOS, and required schools/NECs occurring within the next six months.

d. April

(1) Review all personnel with time in rate that failed to complete advancement requirements for the March Navy-wide examination.

(2) Review First Class Petty Officers who fail the exam for CPO or are not selection board ineligible from the CPO exam.

e. May

(1) Review CPO/SCPOs who fail to select for advancement.

(2) Review personnel for CWO/LDO.

(3) Review candidates for the Seaman to Admiral (STA-21) program.

f. June

(1) Review all personnel who fail the March Navy-wide examination for the third time.

(2) Review departmental/storefront manning, focusing on PRDs and EAOSs occurring within the next six months.

g. July - Review personnel for the STA-21 (BOOST option) program.

h. August - Review personnel for the STA-21 (ECP, Naval Academy, and NROTC options) program.

i. September

(1) Review First Class Petty Officers who fail to select for advancement to CPO.

(2) Review department/storefront manning to include PRDs and EAOSs occurring within the next six months.

(3) Submit a list of all CPO/SCPO candidates eligible for advancement to the Command Career Counselor for ordering and obtaining microfiche records for review.

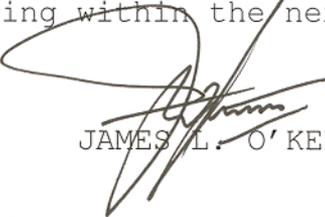
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j. October - Review all personnel with time in rate that fail to complete advancement requirements for the September Navy-wide exam.

k. November - Review all CPO/SCPO candidates for selection boards.

l. December - Review departmental/storefront manning to include PRDs and EAOSs occurring within the next six months.



JAMES L. O'KEEFE III

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

Lists IA and IB - Case B

Date: _____

CDB for Rank/Name: _____

W/C Ext: _____

<p><u>PURPOSE</u> (CIRCLE ONE)</p> <p>REPORTING</p> <p>ANNUAL</p> <p>ADVANCEMENT</p> <p>ADSD +18 MO</p> <p>1YR TO EAOS</p> <p>FLTRES</p> <p>OFF PROG</p> <p>STRIKER</p> <p>SPECIAL PROG</p> <p>CONVERSION</p> <p>PCS TRANSFER</p>	<p>EAOS _____</p> <p>PRD _____</p> <p>ADSD _____</p> <p>Reported _____</p> <p>Collateral Duties: _____ _____</p> <p>Collateral Duties: _____ _____</p>	<p>N/A <input type="radio"/></p> <p><u>INTENTIONS</u> (CIRCLE ONE)</p> <p>REENLIST / SRB</p> <p>STAR</p> <p>SCORE</p> <p>EXTEND</p> <p>SEPARATE / TAP</p> <p>FLTRES (DATE _____)</p>	<p>N/A <input type="radio"/></p> <p><u>ADVANCEMENT</u></p> <table border="0"> <tr> <td>Compl</td> <td></td> <td>Not Compl</td> </tr> <tr> <td><input type="radio"/></td> <td>MRPO _____</td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td>PARS _____</td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td>RTM _____</td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td>BMR _____</td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td>AMR _____</td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td>BIBS (DATE _____)</td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td>LTC _____</td> <td><input type="radio"/></td> </tr> </table> <p>Eligible for Mar _____ Sep _____ Exam _____ E-7/8/9 Board</p> <p>Why weren't you selected or advanced? _____ _____ _____</p>	Compl		Not Compl	<input type="radio"/>	MRPO _____	<input type="radio"/>	<input type="radio"/>	PARS _____	<input type="radio"/>	<input type="radio"/>	RTM _____	<input type="radio"/>	<input type="radio"/>	BMR _____	<input type="radio"/>	<input type="radio"/>	AMR _____	<input type="radio"/>	<input type="radio"/>	BIBS (DATE _____)	<input type="radio"/>	<input type="radio"/>	LTC _____	<input type="radio"/>																					
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CDB ICO:

CDB BOARD MEMBERS:

COMMENTS/RECOMMENDATIONS:

MENTOR ASSIGNED: _____

MEMBERS COMMENTS/FEEDBACK:

GOAL STATEMENT:

	DCCC	DLCPO	DEPT HD	CCC	CMC	XO	CO
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CO/XO COMMENTS: I APPROVE / DISAPPROVE THE RECOMMENDATIONS OF THE BOARD.

FOLLOW-UP DATE: _____ SPECIAL INTEREST ITEMS: _____