

CHAPTER 57



NAVY COUNSELOR (NC)

NAVPERS 18068-57G
CH-51

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
NAVY COUNSELOR (COUNSELOR) (NCC)



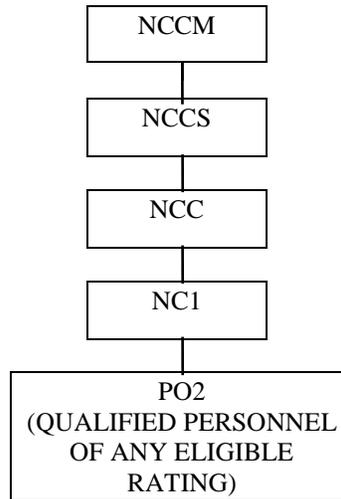
SCOPE OF RATING

Navy Counselors (Counselor) (NCC) assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted career development programs within their own command and/or subordinate commands, as applicable; coordinate and supervise counseling efforts; counsel individuals and their family members (as applicable) on the advantages of career opportunities in the Navy; and give command level presentations on career programs.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 57.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For NCC service rating entry requirements refer to MILPERSMAN articles 1306-618 and 1440-020.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

NEBC Job Title

Command Career Counselor

NEBC Job Code

001617

Job Family

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

COMMAND CAREER COUNSELOR

Short Title (10 Characters)

CCC

Pay Plan

Enlisted

Career Field

NCC

Other Relationships and Rules

Not applicable

Job Description

Command Career Counselors provide career information guidance and assistance to help Sailors explore and evaluate their education, training, interests, and capabilities; assist commands in organizing and implementing aggressive career information programs; coordinate with other command program coordinators in making sure career and personnel specific programs are being implemented in accordance with current Navy policies; assist Sailors in setting goals based on sound career decisions and identifying opportunities to develop their careers to the fullest potential; coordinate interviewing and counseling efforts; and provide additional career counseling for Sailors who are transitioning or retiring.

DoD Relationship

Group Title

Recruiting and Counseling

DoD Code

150100

O*NET Relationship

Occupation Title

Employment, Recruitment, and Placement Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

Skills

Judgment and Decision Making

Monitoring

Coordination

Management of Personnel Resources

Active Listening

Critical Thinking

Speaking

Complex Problem Solving

Learning Strategies

Quality Control Analysis

Abilities

Deductive Reasoning

Information Ordering

Auditory Attention

Written Expression

Written Comprehension

Oral Expression

Time Sharing

Mathematical Reasoning

Inductive Reasoning

Oral Comprehension

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade

Task Type

Task Statements

E6

CORE

Analyze career development data

E6

CORE

Analyze Career Development Program (CDP)

E6

NON-CORE

Analyze survey trend data

E6

CORE

Coordinate assist visits

E6

CORE

Establish Career Development Program (CDP) training plans

E6

CORE

Manage Career Development Program (CDP)

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade

Task Type

Task Statements

E6

CORE

Conduct Career Development Team (CDT) meetings

E6

CORE

Conduct career development training

E6

CORE

Coordinate Career Development Boards (CDB)

E6

CORE

Coordinate Career Development Team (CDT) meetings

E6

CORE

Determine Career Development Team (CDT) member eligibility

E6

CORE

Maintain counselor to client ratio

E6

CORE

Manage career development training teams

CAREER INFORMATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Assist Sailors in enlisted assignment process
E6	NON-CORE	Assist with special program screenings
E6	CORE	Conduct Career Development Boards (CDB)
E6	CORE	Conduct reporting interviews (check-in)
E7	NON-CORE	Conduct selection board seminars
E6	CORE	Coordinate Navy Reserve (NR) pre-separation briefings
E7	NON-CORE	Coordinate selection board seminars
E6	CORE	Counsel personnel on commissioning programs
E6	NON-CORE	Counsel personnel on enlisted advancement programs
E6	CORE	Counsel personnel on enlisted assignment eligibility
E6	CORE	Counsel personnel on Exchange of Duty (SWAPS) assignments
E6	CORE	Counsel personnel on Fleet Rating Identification Engine (RIDE) Perform to Serve (FR-PTS) program eligibility
E6	NON-CORE	Counsel personnel on government-sponsored life insurance programs (SGLI, VGLI, etc.)
E6	CORE	Counsel personnel on hardship and humanitarian assignments
E6	CORE	Counsel personnel on Navy Reserve (NR) affiliation
E6	CORE	Counsel personnel on rating conversion and school options
E6	CORE	Counsel personnel on reenlistment incentive programs
E6	CORE	Counsel personnel on retention eligibility
E6	CORE	Counsel personnel on retirement or Fleet Reserve (FR) eligibility
E6	CORE	Counsel personnel on Selective Reenlistment Bonus (SRB) eligibility
E6	CORE	Counsel personnel on service school eligibility
E6	CORE	Counsel personnel on special programs
E6	CORE	Counsel personnel on survivor annuities
E6	NON-CORE	Counsel personnel on the Sailor/Marine American Council on Education Registry Transcript (SMART)
E6	CORE	Counsel personnel on the Survivors Benefit Plan (SBP)
E6	CORE	Counsel Sailors on career information programs
E6	NON-CORE	Counsel spouses and family members on options, benefits, and entitlements
E6	CORE	Determine Selective Reenlistment Bonus (SRB) eligibility
E6	NON-CORE	Make education program referrals
E6	NON-CORE	Make local service agency referrals
E6	NON-CORE	Make veterans benefits referrals
E6	CORE	Perform pre-separation counseling
E6	CORE	Provide Individual Transition Plans (ITP) development assistance
E6	CORE	Provide pre-separation counseling checklist assistance

E6	NON-CORE	Review advancement examination profile sheets
E6	NON-CORE	Review enlisted bonuses
E6	NON-CORE	Review retainer or retirement pay calculations
E6	CORE	Verify enlisted assignment eligibility
E6	NON-CORE	Verify hardship and humanitarian assignment requests
E6	CORE	Verify personnel retention eligibility

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct career information briefs
E6	NON-CORE	Conduct career information pre-deployment briefs
E6	CORE	Conduct Enlisted Assignment System (EAS) briefs
E6	NON-CORE	Conduct officer program seminars
E6	CORE	Conduct reenlistment ceremonies
E6	CORE	Coordinate career development events with Planning Board for Training (PB4T) schedules
E6	CORE	Coordinate career fairs
E6	NON-CORE	Coordinate detailer visits
E6	NON-CORE	Coordinate Fleet Engagement Team (FET) visits
E6	NON-CORE	Coordinate Navy Recruiting Command (NRC) sponsored programs
E6	NON-CORE	Coordinate officer applicant testing
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Create career development reports, graphs, charts, spreadsheets, and other documents
E6	CORE	Develop promotional materials
E6	CORE	Disseminate Career Development Program (CDP) promotional material
E6	CORE	Draft command career development correspondence
E6	NON-CORE	Liaise with officer program coordinator
E6	CORE	Liaise with special ceremonies coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Develop and maintain career information training records
E6	CORE	Evaluate reenlistment eligibility
E6	CORE	Identify Armed Forces Classification Test (AFCT) retest candidates
E6	CORE	Maintain Transition Assistance Management Program (TAMP) files
E6	NON-CORE	Review command advancement eligibility
E6	NON-CORE	Review individual assignment applications
E6	NON-CORE	Review manpower documents
E6	CORE	Review reenlistment contracts
E6	CORE	Submit Enlisted Personnel Action Requests

E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve (FR) and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and retirement eligibility

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze reenlistment and attrition data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Development Program Reviews (CDPR)
E6	CORE	Conduct department Career Development Program Reviews (CPDR)
E6	CORE	Determine Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E6	CORE	Determine Career Development Team (CDT) training levels
E6	CORE	Determine client-to-counselor ratios
E6	CORE	Provide Career Development Program (CDP) feedback
E6	NON-CORE	Review Command Managed Equal Opportunity (CMEO) data
E6	NON-CORE	Verify command indoctrination programs
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

NEBC Job Title

Career Specialist

NEBC Job Code

001622

Job Family

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

CAREER SPECIALIST

Short Title (10 Characters)

CAR SPEC

Pay Plan

Enlisted

Career Field

NCC

Other Relationships and Rules

Not applicable

Job Description

Career Specialists develop, coordinate, and implement career information programs and policies within the Navy; oversee regional, battle group, and command training and development; establish rating and staffing requirements; collect and examine retention and attrition data and provide trend analysis; provide executive guidance in all aspects of interviewing and counseling efforts regarding career opportunities and professional development in the Navy; monitor compliance with changing laws and regulations; provide instructional leadership, monitor retention and attrition trends, interview and advise Sailors of Navy policies and requirements; and identify job skills and training opportunities which enhance skills and boost Sailors' satisfaction with their jobs.

DoD Relationship

Group Title

Recruiting and Counseling

DoD Code

150100

O*NET Relationship

Occupation Title

Employment, Recruitment, and Placement Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

Skills

Monitoring

Coordination

Judgment and Decision Making

Critical Thinking

Management of Personnel Resources

Writing

Complex Problem Solving

Learning Strategies

Quality Control Analysis

Time Management

Abilities

Deductive Reasoning

Information Ordering

Written Expression

Oral Expression

Time Sharing

Speech Clarity

Problem Sensitivity

Inductive Reasoning

Mathematical Reasoning

Speed of Closure

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade

Task Type

Task Statements

E6	CORE	Analyze career development data
E6	CORE	Analyze Career Development Program (CDP)
E6	NON-CORE	Analyze survey trend data
E7	CORE	Assist with subordinate command Career Development Program (CDP) implementations
E6	CORE	Coordinate assist visits
E7	CORE	Coordinate with Fleet or Force Career Counselors (CC) and outside organizations on career development policies
E7	CORE	Draft career development policies
E6	CORE	Establish Career Development Program (CDP) training plans
E7	CORE	Establish Fleet and Force fiscal year retention recognition policies
E6	CORE	Manage Career Development Program (CDP)
E7	CORE	Manage command retention recognition programs

CAREER DEVELOPMENT TEAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct Career Development Team (CDT) meetings
E6	CORE	Conduct career development training
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Maintain counselor to client ratio
E6	CORE	Manage career development training teams

CAREER INFORMATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Assist Sailors in enlisted assignment process
E6	NON-CORE	Assist with special program screenings
E7	NON-CORE	Conduct selection board seminars
E6	CORE	Counsel personnel on Fleet Rating Identification Engine (RIDE) Perform to Serve (FR-PTS) program eligibility
E6	NON-CORE	Make local service agency referrals

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct career information briefs
E6	NON-CORE	Conduct career information pre-deployment briefs
E6	CORE	Conduct Enlisted Assignment System (EAS) briefs
E6	NON-CORE	Conduct officer program seminars
E6	CORE	Coordinate career development events with Planning Board for Training (PB4T) schedules
E6	CORE	Coordinate career fairs
E6	NON-CORE	Coordinate detailer visits
E6	NON-CORE	Coordinate Fleet Engagement Team (FET) visits
E6	NON-CORE	Coordinate Navy Recruiting Command (NRC) sponsored programs
E6	NON-CORE	Coordinate officer applicant testing
E7	CORE	Coordinate reenlistment ceremonies
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Create career development reports, graphs, charts, spreadsheets, and other documents
E6	CORE	Develop promotional materials
E6	CORE	Disseminate Career Development Program (CDP) promotional material
E6	CORE	Draft command career development correspondence
E6	NON-CORE	Liaise with officer program coordinator
E6	CORE	Liaise with special ceremonies coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Compile reenlistment and attrition data

E7	CORE	Prepare attrition trend analysis reports
E6	NON-CORE	Review manpower documents

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Development Program Reviews (CDPR)
E6	CORE	Conduct department Career Development Program Reviews (CPDR)
E6	CORE	Determine Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E6	CORE	Determine Career Development Team (CDT) training levels
E6	CORE	Determine client-to-counselor ratios
E7	CORE	Prepare Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Provide Career Development Program (CDP) feedback
E6	NON-CORE	Verify command indoctrination programs
E6	NON-CORE	Verify command sponsor programs
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

NEBC Job Title

Chief Career Counselor

NEBC Job Code

003776

Job Family
Management

NOC
TBD

Short Title (30 Characters)
CHIEF CAREER COUNSELOR

Short Title (10 Characters)
CHCARCONSL

Pay Plan
Enlisted

Career Field
NCC

Other Relationships and Rules
Not Applicable

Job Description

Chief Career Counselors plan, develop, coordinate, and implement career information, programs and policies in the Navy; oversee regional, battle group, and command training and development; motivate and manage aggressive career information and training programs; establish rating and staffing requirements; provide oversight and management of retention and attrition management programs; provide review and analysis of Fleet and Force Career Development and Transition Assistance Management Programs; collect and examine retention and attrition data and provide trend analysis; review career information surveys and provide recommendations and feedback; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

DoD Relationship

Group Title DoD Code
Recruiting and Counseling 150100

O*NET Relationship

Occupation Title SOC Code Job Family
Training and Development 11-3042.00 Management
Managers

Skills

Monitoring
Coordination
Judgment and Decision Making
Critical Thinking
Management of Personnel Resources
Complex Problem Solving
Writing
Learning Strategies
Operations Analysis
Quality Control Analysis

Abilities

Deductive Reasoning
Information Ordering
Written Expression
Oral Expression
Time Sharing
Written Comprehension
Mathematical Reasoning
Problem Sensitivity
Speech Clarity
Inductive Reasoning

CAREER DEVELOPMENT PROGRAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data
E6	CORE	Analyze Career Development Program (CDP)
E6	NON-CORE	Analyze survey trend data
E8	CORE	Assist in Command Assessment Team (CAT) survey development
E7	CORE	Assist with subordinate command Career Development Program (CDP) implementations
E6	CORE	Coordinate assist visits
E7	CORE	Coordinate with Fleet or Force Career Counselors (CC) and outside organizations on career development policies
E6	CORE	Establish Career Development Program (CDP) training plans
E7	CORE	Establish Fleet and Force fiscal year retention recognition policies
E6	CORE	Manage Career Development Program (CDP)
E7	CORE	Manage command retention recognition programs

CAREER DEVELOPMENT TEAM MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct Career Development Team (CDT) meetings
E6	CORE	Conduct career development training

E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Maintain counselor to client ratio
E6	CORE	Manage career development training teams

CAREER INFORMATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Assist Sailors in enlisted assignment process
E6	NON-CORE	Assist with special program screenings
E7	NON-CORE	Conduct selection board seminars
E7	NON-CORE	Coordinate selection board seminars
E6	CORE	Counsel personnel on Fleet Rating Identification Engine (RIDE) Perform to Serve (FR-PTS) program eligibility
E6	NON-CORE	Make local service agency referrals

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct career information briefs
E6	NON-CORE	Conduct career information pre-deployment briefs
E6	CORE	Conduct Enlisted Assignment System (EAS) briefs
E6	NON-CORE	Conduct officer program seminars
E6	CORE	Coordinate career development events with Planning Board for Training (PB4T) schedules
E6	CORE	Coordinate career fairs
E6	NON-CORE	Coordinate detailer visits
E6	NON-CORE	Coordinate Fleet Engagement Team (FET) visits
E6	NON-CORE	Coordinate Navy Recruiting Command (NRC) sponsored programs
E6	NON-CORE	Coordinate officer applicant testing
E7	CORE	Coordinate reenlistment ceremonies
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Create career development reports, graphs, charts, spreadsheets, and other documents
E6	CORE	Develop promotional materials
E6	CORE	Disseminate Career Development Program (CDP) promotional material
E6	CORE	Draft command career development correspondence
E6	NON-CORE	Liaise with officer program coordinator
E6	CORE	Liaise with special ceremonies coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force attrition trend data
E6	CORE	Compile reenlistment and attrition data
E7	CORE	Prepare attrition trend analysis reports
E6	NON-CORE	Review manpower documents

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force Career Development Program (CDP)
E7	CORE	Analyze Fleet or Force career development statistical data
E7	NON-CORE	Analyze Fleet or Force Transition Assistance Management Programs (TAMP)
E7	CORE	Analyze Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Development Program Reviews (CDPR)
E7	CORE	Conduct Career Development Program Reviews (CDPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Determine Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E6	CORE	Determine Career Development Team (CDT) training levels
E6	CORE	Determine client-to-counselor ratios
E7	CORE	Prepare Fleet or Force Commander's Career Development Program (CDP) reports
E7	CORE	Prepare Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Provide Career Development Program (CDP) feedback
E7	CORE	Review Command Career Counselors (CCC) manning and billet alignment
E7	NON-CORE	Review Fleet or Force Command Equal Opportunity (CMEO) data
E6	NON-CORE	Verify command indoctrination programs
E6	NON-CORE	Verify command sponsor programs
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance