



**COMMAND CAREER COUNSELOR**

# Career Information Program Reviews

A comprehensive guide to Active Component  
command CIPR standards





# References



## Instructions cited throughout this Guide:

- [NAVPERS 1040/2](#) – Career Information Program Review
- [OPNAVINST 1040.11\(Series\)](#) – Navy Enlisted Retention And Career Development Program
- [NAVPERS 15878\(Series\)](#) – Career Counselor Handbook
- [OPNAVINST 1900.2\(Series\)](#) – Transition Assistance Program
- [SECNAV-M 5210.1](#) – Records Management Program



# Line Item Scoring Update

The CIPR scoring standards have been revised to incorporate tiered levels of effectiveness for each line item:



## Effective

All standards are met and in compliance with governing program instruction(s)



## Partially Effective

Standards are mostly met, but with minor discrepancies in compliance, consistency, or timeliness



## Ineffective

Standards are not met nor in compliance with governing program, or Critical Career Development Program Pillars were not met.



## Not Applicable

Does not apply to the command's demographics, capabilities, or platform

Critical Career Development Program Pillars are denoted by  icons throughout this presentation

# Overall Program Scoring

Your Career Information Program will be appraised overall in terms of its compliance level, rather than a quantifiable score.



## Compliant

10+ Pillars are met AND  
30-34 Standard Line Items are  
graded as “Effective” or N/A



## Partially Compliant

9 Pillars must be met AND  
27-29 Standard Line Items  
must be graded as “Effective”  
or N/A








## Not Compliant


8 or less Pillars are met  
AND/OR less than 27  
Standard Line Items are  
graded as “Effective” or N/A

Critical Career Development Program Pillars are denoted by  icons throughout this presentation

# Overall Program Scoring

Your Career Information Program will be appraised overall in terms of its compliance level, rather than a quantifiable score.

Section A	Section B	Section D	Section E	Section F
<b>CDP MANAGEMENT</b>	<b>CDT</b>	<b>CDBs</b>	<b>PACT</b>	<b>CWAY-REEN</b>
A1 Triad Communication	B1 Quarterly Meetings	D1 CMC CDB Chair	E1 PACT Qualifications	F1 CWAY Submissions
A2 CCC Office Space	B2d Trained CC Ratio	D2 CDBs submitted in CIMS	E1a PACT Submissions	F2 CWAY Reviews
A3 ISIC/Region Training	B3 Dept CC Designation	D3 Career Decisions	E2a 6-Month PACT CDBs	F3 CWAY Notes
 A4 Monthly Reports	B4 Monthly CCC Training	 D4a Reporting CDBs	E2b 12-Month PACT CDBs	F4 CWAY Page 13s
A5a BOL ACCESS	B5 Annual Dept Review	D4b CWAY CDBs	E2c 18-Month PACT CDBs	<b>1 Pillar + 3 Standard Line Items</b>
A5b OMPF Access	<b>2 Pillars + 3 Standard Line Items</b>	D4c Separation CDBs	E3 PACT 24-Month Report	
A5c Overseas Screening updated		D4d 24-Month CDBs	E3a 24-Month Documentation	
 A5d CWAY Access	<b>Section C</b>	D4e 48-Month CDBs	<b>2 Pillars + 5 Standard Line Items</b>	<b>Section G</b>
 A5e CIMS Access	<b>CDT TRAINING</b>	D4f 60-Month CDBs		<b>TAP</b>
A5f CIMS Afloat (shipboard only)	C1 CDTC	<b>1 Pillar + 8 Standard Line Items</b>		G1 VOW Compliance
A5g NRMS Access	C2 FTSW			G2 DD-2648 Completion
A5h MNA Access/POC info update	<b>2 Standard Line Items</b>			G3 CTO/Command designation
 A5i DoDTAP for Mgr & CCCs				<b>1 Pillar + 2 Standard Line Items</b>
A5j FLTMPs Access				
<b>4 Pillars + 10 Standard Line Items</b>				

 Critical CDP Pillar Line Items

All CCCs are required to complete a self-assessment utilizing NAVPERS 1040/2 and report all findings to the Triad within 90 days after reporting onboard. Line items properly identified as deficiencies **within the first 90 days** can be graded as "Effective" if the deficiencies were corrected and compliance was fully maintained after all current CCCs reported onboard (unless otherwise noted in a line item's scoring criteria).

**Compliant:** At least 10 Pillars are met AND 30-34 Standard Line Items are graded as "Effective" or N/A  
**Partially Compliant:** At least 9 Pillars are met AND 27-29 Standard Line Items are graded as "Effective" or N/A  
**Not Compliant:** 8 or less Pillars are met AND/OR less than 26 Standard Line Items are graded as "Effective" or N/A



# CIPR Components

Click to browse the CIPR by section



## CIPR Preparation

Notification and  
Self-Assessment



## Section A

Career Development  
Program Management



## Section B

Career Development  
Team (CDT)



## Section C

CDT Training



## Section D

Career Development  
Boards (CDBs)



## Section E

Professional Apprenticeship  
Career Track (PACT)



## Section F

Career Waypoints  
Reenlistment (C-WAY REEN)



## Section G

Transition Assistance  
Program (TAP)



## POA&M

Plan of Action & Milestones



# CIPR Preparation

## Notification & Self-Assessment



### CIPR Notification Process

Commands must be evaluated every fiscal year using the [NAVPERS 1040/2 Career Information Program Review](#) form. CIPRs will not be conducted during the first quarter of the fiscal year.

As a CCC, your role is to:

- Communicate with your Triad to determine an inspection date that works best with the command's schedule
- Coordinate availability with your ISIC/TYCOM to confirm an inspection date
- Schedule an in-brief and debrief for your triad
- Complete a self-assessment and forward a copy to your inspector at least 14 days prior to scheduled CIPR date

ISICs/TYCOMs will forward recommended CIPR schedules each Fiscal Year to subordinate commands. Once an inspection date is confirmed, the command will receive a program review notification from the inspecting ISIC/TYCOM.



### Preliminary Self-Assessment

Prior to an external review, commands must conduct a self-assessment utilizing NAVPERS 1040/2, and provide the completed, digitally signed inspection form to the assessor at least 14 calendar days prior to the inspection date.

Be sure to communicate your findings and results with your Triad prior to forwarding the self-assessment to the assessor.



# Section A

## Career Development Program



### #1: Reporting & Communication with Triad

Do you communicate well with your Triad? Do they adequately support the CDP? Are you able to report directly to your CMC for CDP-related matters? It is important to address and correct barriers that inhibit any of these actions.

#### Scoring Criteria

Effective or Ineffective only (No Partially Effective scoring option)

\*\*If an Admin Officer or Admin LCPO is included in the chain of command, this line item may still be considered effective if reporting and communication are not negatively impacted as a result.



### #2: CCC Working Environment

Will be evident by observation of your workspace. Do you have a private space with phone & internet access? If it is not private, do you have easy access to use a private space whenever needed for private counseling?

\*\* The CCC does not necessarily need to have their own office as long as they have access to a private counseling space, but the CCC must have their own dedicated computer with internet access.

#### Scoring Criteria

Effective: CCC's workspace is IAW above

Ineffective: No dedicated computer/phone line or no access to a space for private counseling

(No Partially Effective scoring option)





# Section A

## Career Development Program (cont'd)



### #3: Monthly Region/ISIC/TYCOM Training Attendance

If you are in port, you must attend training, which will be verified by training muster sheets. If you cannot attend, you are responsible for notifying the Region/ISIC/TYCOM training lead in advance stating the reason.

Best practice: Maintain your own copies of training muster sheets and any absence notification emails.

#### Scoring Criteria

Effective: Attended at least 8 trainings within the last 12 months; missed training opportunities were communicated to TYCOM

Partially Effective: Attended 5-7 trainings within the last 12 months; missed training opportunities were not communicated to TYCOM

Ineffective: Attended 4 or fewer trainings in the last 12 months; missed training opportunities were not communicated to TYCOM (exemptions: deployment, IA, etc.)

N/A: CCC onboard less than 90 days

**Note 1:** If training is conducted by TYCOM vice the ISIC, this will suffice as effective. Regional CCC training settings may include various commands and will also suffice, regardless of assigned TYCOM or ISIC.

**Note 2:** If ISIC CC cancels or does not conduct monthly training, this will not impact grading for CCCs. Ensure a memorandum for the record is available during the review.

**Note 3:** Exceptions can be made for missing attendance sheets prior to the current CCC's arrival if the discrepancies were identified as missing/inadequate in the current CCC's signed and routed reporting self-assessment. CCC will receive an effective score if they attend all training after reporting onboard



# Section A

## Career Development Program (cont'd)



### #4: Monthly Reports

Have copies of ALL monthly reports for the previous 12 months per [SECNAV-M 5210.1](#). Monthly reports must contain, at minimum, all required information and enclosures per [OPNAVINST 1040.11\(series\)](#) (page 15, paragraph 7), including, but not limited to, CDB minutes, 8-12 year BRS & CP report, PRD/SEAOS misalignments, and CDT meeting/training summaries. There also must be proof of triad review (e.g., initials/signatures on reports or signed routing sheets).

Missing monthly reports or omitting required information/enclosures will negatively impact the scoring of this line item. Exceptions can be made for monthly reports due prior to the current CCC's arrival ONLY if the discrepancies were identified in the current CCC's signed and routed self-assessment within 90 days of reporting. If missing/inadequate reports were identified in the self-assessment, the ISIC will grade beginning from the current CCC's report date.

Best practice: Communicate early with your ISIC/TYCOM if you have concerns about monthly report content/retains.

#### Scoring Criteria

Effective: Monthly report contains all required information/enclosures, and 12 months of retains are on file

Ineffective: Missing one or more monthly report retains or missing any required information/enclosures

(No partially effective scoring option)



**Critical Pillar**: Missing any monthly report retains or any required information/enclosures will impact overall CIPR compliance.



# Section A

## Career Development Program (cont'd)



### #5a-5j: System Accesses

Ensure you have all accesses listed. You will be required to prove your active accesses to the listed systems. Be prepared to demonstrate basic working knowledge of these systems as well, including pulling basic personnel reports and showing an up-to-date MyNavy Assignment Command Information page. For commands with multiple CCCs, all CCCs must have the required accesses.

Note for #5c: Overseas screening tool will be assessed on whether the command representative (e.g. CPPA, Personnel Officer) is utilizing to track overseas assignments

**Note for #5f:** CIMS Afloat is not optional for shipboard CCCs—it is required.

**Note for #5h:** If CCC has Activity Manning Manager access, View Only access is not required. View Only is the minimum.

Best Practice: Log in to all systems regularly to keep your accounts active! Set calendar reminders to help keep yourself on track

#### Scoring Criteria

Effective: All CCCs have access to specified system and can demonstrate basic working knowledge of system

Partially Effective: CCC onboard less than 30 days and SAAR forms are in progress/routing

Ineffective: CCC does not have access to specified system or cannot demonstrate basic working knowledge of system







**Critical Pillar:** Not having access to CIMS, CWAY, or DMDC (blocks 5d, 5e, and 5i) or inability to demonstrate functional knowledge of each system will impact overall CIPR compliance.





# Section A

## Career Development Program Section Scoring

Section A	
CDP MANAGEMENT	
A1	Triad Communication
A2	CCC Office Space
A3	ISIC/Region Training
	A4 Monthly Reports
A5a	BOL ACCESS
A5b	OMPF Access
A5c	Overseas Screening updated
	A5d CWAY Access
	A5e CIMS Access
A5f	CIMS Afloat (shipboard only)
A5g	NRMS Access
A5h	MNA Access/POC info update
	A5i DoDTAP for Mgr & CCCs
A5j	FLTMPS Access
4 Pillars + 10 Standard Line Items	



Critical CDP Pillar Line Items



# Section B

## Career Development Team



### #1: Quarterly Meetings

Have copies of your quarterly briefs available with corresponding attendance data (muster sheet/list of attendees, calendar invitations, meeting minutes) to confirm contents of quarterly meeting and presence of required CDT members per [OPNAVINST 1040.11\(series\)](#) (page 10, paragraph 5a).

Missing quarterly briefs will negatively impact the scoring of this line item. Exceptions can be made for quarterly briefs due prior to the current CCC's arrival ONLY if the discrepancies were identified in the current CCC's signed and routed self-assessment within 90 days of reporting. If missing/inadequate briefs were properly identified in the self-assessment, the ISIC will grade beginning from the current CCC's report date.

Best Practice: Schedule your quarterly meetings via your command's training schedule at least two months ahead of time. Attend PB4T or your command's leadership/planning meetings to inform required attendees and explain the importance of the quarterly meetings.

#### Scoring Criteria

Effective: Quarterly meeting covers all items required, attendees are annotated, and all retains are on file for the previous four quarters

Partially Effective: Quarterly meetings are conducted, however one quarter is missing, or minor discrepancies are noted in content or retains

Ineffective: Missing two or more quarterly meetings/retains, or major discrepancies are noted in required content



# Section B

## Career Development Team (cont'd)



### #2a-2d: Trained/Assigned Dept & Div CCs

**Enlisted Personnel Onboard (2a)** will be determined by the current command alpha roster or COB via MNA.

**Trained (2b):** Dept/Div CCs who have completed the Career Development Training Course (CDTC), per CDTC documentation in CIMS (Career Info Management > Use > Career Info Training).

**Assigned (2c):** Dept/Div CCs are appropriately assigned as CCs in CIMS (Career Info Management > Lists > Unit Tracking; CC Roster)

\*\*If they aren't designated/trained, they shouldn't be assigned CC-level access to your Sailors' info in CIMS.

**Client-to-trained counselor ratio (2d):** Only trained CCs count in this ratio, which must not exceed 30:1.

Best Practice: Ensure your Dept/Div Designations, CIMS CC Assignments and CIMS CDTC documentation all match one another!

#### Scoring Criteria

Effective: Fully compliant IAW above

Partially Effective: If the counselor just reported within the last 90 days, line item B2d can be graded partially effective, but only if CDTC is scheduled, as evidenced by POW/POD or command training schedule, and the remainder of the CDT is at least 70% trained

Ineffective: Client-to-Counselor ratio over 30:1, or Dept/Div CC accesses are not correctly assigned in CIMS



**Critical Pillar:** Client-to-trained counselor ratio more than 30:1 will impact overall CIPR compliance.





# Section B

## Career Development Team (cont'd)



### #3: Designated Dept & Div CCs

Dept/Div CCs must have designation letters or must be annotated in the command collateral duty list as CCs. No one who is untrained should be designated as a CC. Sailors should only have CIMS access to the divisions/departments they are specifically designated to manage.

Best Practice: Route your new designation letters or submit revision inputs for the command collateral duty list immediately following completion of CDTC. For commands with 30 or less Enlisted personnel assigned, CCCs should appoint at least one CDT member as an Assistant CCC to cover for leave and travel.

#### Scoring Criteria

Effective: Fully compliant IAW above

Partially Effective: If the Dept/Div Counselor just turned over within the last 90 days, this line item can be graded partially effective, but only if designation letters or updated command collateral duty list is routing

Ineffective: Non-designated Dept/Div CCs have CIMS CC access or CCs are missing designation letters



**Critical Pillar:** Dept/Div CC designation discrepancies will impact overall CIPR compliance.



# Section B

## Career Development Team (cont'd)



### #4: Monthly Training

Complete monthly training with your Dept/Div CCs IAW [OPNAVINST 1040.11\(series\)](#) (page 14, paragraph 8n(5)). Keep copies of your monthly training minutes and musters for 12 months.

If you run into a problem where you cannot hold formal monthly training as scheduled for operational or other unplanned issues, get creative! Training can be broken down into smaller groups, or you can conduct it through alternate mediums if you encounter an unexpected challenge. Ensure you still have Sailors sign a muster sheet to acknowledge attendance or receipt of training.

Best practice: If you consistently submit the monthly training minutes as part of your monthly report, this line item is practically a freebie (it's ok to keep the monthly training minutes with your monthly reports).

#### Scoring Criteria

Effective: Training and retains in compliance for previous 12 months

Partially Effective: Training conducted but missing 1-3 training minutes, agendas, or muster sheets

Ineffective: No training conducted and/or missing 4 or more months of training or retains



# Section B

## Career Development Team (cont'd)



### #5: Annual Dept/Div CDP Reviews

Department-level CIPRs must be conducted at least once each FY with your Dept CCs using NAVPERS 1040/2 per [OPNAVINST 1040.11\(series\)](#) (page 16, paragraph 9). Keep copies of all CIPR forms to show reviews are completed at least once per FY for all departments. If CIPR occurs early in the FY, the CCC must show schedule of upcoming department CIPRs.

Best practice: It's beneficial to also conduct Division-level CIPRs, especially for large divisions where a Division CC is required (30 sailors or more) or divisions where you note or suspect concerns. For large commands (like Carriers) where divisions are normally comprised of 30+ Sailors, it's best to incorporate division reviews with the Division in the Spotlight (DITS) schedule. However, department-level CIPRs are always required, even if division-level CIPRs are conducted.

#### Scoring Criteria

Effective: Reviews conducted or scheduled and documented for all departments for the fiscal year

Partially effective: 70-99% conducted/scheduled or 70-99% of retains on file

Ineffective: Less than 70% conducted or scheduled or less than 70% of retains on file





# Section B

## Career Development Team Section Scoring

Section B	
CDT	
B1	Quarterly Meetings
B2d	Trained CC Ratio
B3	Dept CC Designation
B4	Monthly CCC Training
B5	Annual Dept Review
2 Pillars + 3 Standard Line Items	



Critical CDP Pillar Line Items



# Section C

## Career Development Team Training



### #1: Career Development Training Course (CDTC)

CDTC completion must be 100% for all Dept/Div CCs.

Completion is evidenced by documentation in CIMS. Muster sheets are acceptable if no connectivity is available.

To identify Sailors who have completed CDTC and/or document CDTC completion, check in CIMS:

- Career Info Management > Use > Career Info Training

Best Practice: Requiring all CCs to complete CDTC training during the current tour will help to ensure each CDT member has the most up-to-date information.

#### Scoring Criteria

Effective: 100% completion for all Dept/Div CCs

Partially Effective: If the counselor just reported in the last 90 days, this line item will be graded partially effective only if CDTC is scheduled, as evidenced by POW/POD or command training schedule, and the remainder of the CDT is at least 70% trained

Ineffective: Less than 100% completion



# Section C

## Career Development Team Training (cont'd)



### #2: First-Term Success Workshop (FTSW)

First-Term Success Workshop completion must be 100% for all first-term Sailors in paygrades E1–E4 onboard longer than 6 months, IAW [OPNAVINST 1040.11\(series\)](#) (page 16, paragraph 8).

Completion is evidenced by documentation in CIMS. Muster sheets are acceptable if no connectivity is available.

To identify Sailors who require FTSW, check in CIMS:

- Career Info Management > Lists > Personnel Information > CDTC/FTSW (click on FTSW)
- Sort the list by Report Date. Sailors onboard greater than 6 months without a completion date are considered delinquent.

Best Practice: Incorporate FTSW as part of the command indoctrination schedule and make it part of your check-in process.

#### Scoring Criteria

Effective: 100% FTSW completion for all required Sailors

Partially Effective: If the CCC reported within the last 90 days, this item will be graded partially effective only if CCC shows scheduled FTSW (evident by POW/POD or command training schedule) for delinquent members onboard greater than 6 months

Ineffective: Sailors onboard more than 180 days without proof of completion of FTSW



# Section C

## Career Development Team Training Section Scoring

Section C	
CDT TRAINING	
C1	CDTC
C2	FTSW
2 Standard Line Items	





# Section D

## Career Development Boards



### #1: CMC Chairs Command-level CDBs

Your CMC/COB/SEL must chair all command-level CDBs (Reporting/CWAY/Separations) IAW [OPNAVINST 1040.11\(series\)](#) (page 13, paragraph m(3)). If any other Chief chairs these CDBs in your CMC's absence, ensure they are designated to do so by your CMC.

Best practice: Ask your CMC to draft a designation letter authorizing Department LCPOs (and/or other Chiefs, as desired) to chair command-level CDBs. Ensure the designees receive clear guidance on the CMC's CDB standards and expectations. Another best practice is for Designated chairs to obtain CIMS LCPO access in CIMS.

Be sure to list the board members by name, not just by title (e.g., "YNC James (LCPO)" or similar). Only writing titles makes it difficult to confirm the actual board members/chairperson when reviewing the notes later.

#### Scoring Criteria

Effective: IAW above for FYTD CDBs

Partially Effective: Command-level CDB Chairs for FYTD are Chiefs or above, but Chairs were not designated by CMC

Ineffective: Command-level CDBs for FYTD were not chaired by Chief or above



# Section D

## Career Development Boards (cont'd)



### #2: CDBs are being submitted and verified in CIMS

Career counselors are responsible for documenting CDB members, [minutes](#) and recommendations, and CCCs are required to verify CDB data in CIMS ([Career Counselor Handbook](#), page 47). Ensure CDB notes are detailed, professional, and address the Sailor's goals, career intentions, concerns, and any other required topics before clicking "verify" and committing them to the Sailor's permanent record—verified CDBs cannot be revised. Although some topics and comments might be similar, if the CCC verifies CDB notes that are not tailored to the member's goals and concerns, this block will be marked "Ineffective."

The [Career Counselor Handbook](#) (page 49) lists topics required to be discussed for each CDB type. Credit will not be given for any ICDP that does not address the required, applicable topics listed therein. For example, Reporting CDBs and Biennial CDBs both require goals to be discussed, and therefore, the Sailor's goals should be addressed in the documented CDB notes. Career Waypoints CDBs must discuss the C-WAY timeline, as well as the Sailor's career intentions, incentives, and options.

**Best Practice:** Remember the purpose of a CDB every time you conduct/document one, and ensure you are giving your Sailors due time and attention in developing beneficial **INDIVIDUAL** Career Development Plans. CDBs are not a check-in-the-box requirement. Do not forsake valuable career development opportunities for your Sailors due to personal time constraints.

#### **Scoring Criteria**

**Effective:** CDB notes that cover required topics and address Sailors' goals and concerns are verified in CIMS for FYTD

**Ineffective:** FYTD CDB verbiage is copied and pasted or is not tailored to the Sailor; ICDP or CDB notes not utilized  
(No Partially Effective scoring option)



# Section D

## Career Development Boards (cont'd)



### #3: Career Decisions

Keep Career Decisions updated in CIMS for all Sailors who are in or entering their EAOS Loss window within 15 months. You can update career decisions as far as 24 months out, but at a minimum, any loss within 15 months should have a Career Decision annotated in the system.

To identify Sailors who require Career Decisions, check in CIMS:

- Career Info Management > Lists > Losses (click All and Process Request)
- Sort by SEAOS. Ensure Career Decisions are entered for all Sailors with a SEAOS within the next 15 months.

Best practice: Use the CIMS EAOS Loss tracker as your EAOS roller in your monthly report. Any Career Decisions you've entered will populate in the spreadsheet automatically under the "Career Decision Plan" column. You'll be covering two line items with one document.

Note: Once you know a Sailor's career decision, it's ok to fill the blanks with tentative dates/data until you get substantial information (e.g., if a Sailor wants to reenlist, but has not decided on a date or Reenlisting Officer, update their Career Decision to reflect their intent to reenlist, put in a tentative date that meets their reenlistment deadline, and enter TBD for the Officer data until you receive additional info or their reenlistment request form).

#### Scoring Criteria

Effective: 100% entered in CIMS for all Sailors within 15 months of SEAOS

Partially Effective: 80-99% entered in CIMS for all Sailors within 15 months of SEAOS

Ineffective: CIMS not being utilized for career decisions, or less than 80% entered in CIMS



# Section D

## Career Development Boards (cont'd)



### #4a-4f: CDB Completion

CDBs must be at **100% completion** for the fiscal year for each applicable CDB type. CDBs are not considered completed until they are entered and verified in CIMS!

*Calculated via CIMS Web: # CDBs verified ÷ [# CDBs Past Due + # CDBs verified] = Completion %*

Ensure required special circumstance CDBs are being conducted IAW [OPNAVINST 1040.11\(series\)](#) (page 15, paragraph 8.n(6)), to include CDBs for advancement (failures, board non-selects, 3x PNA), PFA Failures, BRS/CP, and SEAOS/PRD misalignments. You can cover these topics during the Sailor's regular periodic CDB if the CDB can be completed in a timely manner. Select relevant additional "CDB Types" in the CIMS CDB Data menu whenever special circumstance CDBs topics apply.

Best Practice: Project out at least two months forward when tracking CDBs to stay ahead of your deadlines. You don't have to wait until the month your CDBs are due to conduct them.

#### Scoring Criteria

Effective: 100% completion for FYTD

Partially Effective: 80-99% completion for FYTD

Ineffective: Less than 80% complete for FYTD




**Critical Pillar**: Reporting CDBs (4a) are a Critical Pillar line item. Missing even one reporting CDB will impact overall CIPR compliance.





# Section D

## Career Development Boards Section Scoring

Section D	
CDBs	
D1	CMC CDB Chair
D2	CDBs submitted in CIMS
D3	Career Decisions
 D4a	Reporting CDBs
D4b	CWAY CDBs
D4c	Separation CDBs
D4d	24-Month CDBs
D4e	48-Month CDBs
D4f	60-Month CDBs
1 Pillar + 8 Standard Line Items	



Critical CDP Pillar Line Item



# Section E

## Professional Apprenticeship Career Track (PACT)



### #1: PACT Qualifications

All PACT Sailors onboard must be qualified in CWAY. Calculation: [# Qualified] ÷ [# Onboard] (Should = 100%!)

Check the CWAY “Apprentice Report” under the Reports Menu. If the number of onboard PACT Sailors is greater than the number of Qualified PACT Sailors, then there are unqualified PACT Sailors onboard.

Click the hyperlinked number under the “Onboard” column to open your Apprentice Activity Detail Report. Anyone with an “N” in the Qualified column needs to be qualified via the Sailor Browser.

Best Practice: Verify your PACT Sailors’ data and qualify them in CWAY at check-in.

#### Scoring Criteria

Effective: 100% qualified

Partially Effective: 80-99% qualified

Ineffective: Less than 80% qualified



**Critical Pillar:** PACT Qualification is a Critical Pillar line item. Missing even one PACT qualification will impact overall CIPR compliance.



# Section E

## Professional Apprenticeship Career Track (cont'd)



### #1a: PACT Marketplace Submissions

- Open the PACT Marketplace Record Browser (Sailors > PACT Marketplace > PACT Marketplace Record Browser)
- Under “Process Cycle” select all past cycles for the Fiscal Year.
- Under “Status” select “Requires Action”
- Click the Refresh button.

If there are any Sailors who were left as “Requires Action” for a past cycle, this item will be marked ineffective.

Best Practice: Use the 6-month CDB as an opportunity to discuss your PACT Sailors’ career intentions, and have them indicate their desire to continue participation in the PACT program. Schedule their follow-up 12-month CDB prior to their PACT submission deadline to verify any changes, and update CWAY accordingly, as necessary.

#### Scoring Criteria

Effective: 100% submission on time each cycle for the FY

Partially Effective: This line item will be graded partially effective if “Requires Action” status occurred prior to all current CCCs reporting onboard

Ineffective: Any Sailors left as “Requires Action” for any cycle in the past FY



**Critical Pillar:** Missing even one PACT Marketplace submission will impact overall CIPR compliance.



# Section E

## Professional Apprenticeship Career Track (cont'd)



### #2a-2c: PACT CDBs

Same content standards in [line item D2](#) apply, and the same CDB calculation method in [line item D4](#) applies. Ensure CDBs are 100% complete and all CDB notes are adequate. Credit will not be given for CDBs with notes that do not address your Sailors' career intentions. CDBs should be tailored to the Sailor. Although some topics and comments might be similar, if the minutes are not tailored to the member's goals this block will be marked Ineffective.

\*Note: ONLY the 18-month PACT CDB can be waived as "not required" IAW [Career Counselor Handbook](#) (page 50, Table 5-2) for PACT Sailors approved for rating designation. 12-month PACT CDBs should always be conducted. If your PACT Sailor is designated before the 12-month mark, use the 12-month CDB as an opportunity to familiarize the Sailor with their new rating information.

Best Practice: The initial PACT CDB is the ideal time to review Sailor data and verify ASVAB scores meet requirements for Sailors desired rating(s). Help Sailors plan ahead (e.g., citizenship, ASVAB retesting, security clearance issues, etc.)

#### Scoring Criteria

Effective: 100% completion for FYTD

Partially effective: 80-99% completion for FYTD

Ineffective: Less than 80% completion for FYTD





# Section E

## Professional Apprenticeship Career Track (cont'd)



### #3 & 3a: PACT Sailors Onboard >24 months

Review your Apprentice Activity Detail Report (follow steps under [line item E1](#)). Ensure you have a 1306, a pending/approved rating package or “A” school request, or some other form of substantiating documentation for any Sailor listed as onboard greater than 24 months.

Best Practice: Immediately complete paperwork to substantiate non-designation when a Sailor formally declines participation in the PACT program. Maintain copies of any relevant emails, pending requests, or other correspondence to substantiate non-designations for any other reasons.

#### Scoring Criteria

Effective: Substantiating documentation on file for all unrated PACT Sailors onboard greater than 24 months

Partially effective: If the counselor just reported in the last 90 days this line item can be graded partially effective, but only if the required documentation is routing



Ineffective: Missing substantiating documentation for any Sailor onboard greater than 24 months

N/A: No PACT Sailors onboard for greater than 24 months



# Section E

## Professional Apprenticeship Career Track Section Scoring

Section E	
PACT	
	E1 PACT Qualifications
	E1a PACT Submissions
	E2a 6-Month PACT CDBs
	E2b 12-Month PACT CDBs
	E2c 18-Month PACT CDBs
	E3 PACT 24-Month Report
	E3a 24-Month Documentation
2 Pillars + 5 Standard Line Items	



Critical CDP Pillar Line Items



# Section F

## CWAY Reenlistment



### #1: CWAY Submissions

All Sailors must be submitted in CWAY by their scheduled Process Month. Any “Failed to Submit” (including system auto-generated “No Apply This Month – Fail to Submit” statuses) or “Not Eligible” applications identified without a valid reason for the fiscal year will automatically result in a grade of ineffective on this line item.

**Note:** “Failed to Submit” and “Not Eligible” applications that occurred at a Sailor’s prior command or due to a detailer action outside of the CCC’s control will not downgrade this line item. Inspector will verify via application history.

**Best Practice:** Just because CWAY is set to auto-submit Sailors’ applications does not mean CWAY application forms should not be utilized. Ensure you have CWAY CDBs and CWAY application forms on file to validate that CWAY submissions are aligned with each Sailor’s desires before they are submitted at the end of the Sailor’s process month.

#### **Scoring Criteria**

**Effective:** 100% submission on time each month for the FY

**Partially Effective:** This line item will be graded partially effective if “Failed to Submit” or erroneous “Not Eligible” status occurred prior to all CCCs currently onboard reporting

**Ineffective:** Any “Failed to Submit” or erroneous “Not Eligible” statuses in the past FY



**Critical Pillar:** Missing even one CWAY submission will impact overall CIPR compliance



# Section F

## CWAY Reenlistment (cont'd)



### #2: Monthly Reviews of Sailors not Approved

Ensure you are checking CWAY results and updating application data as needed each month after results are released. Do not get complacent with the CWAY auto-submission force lever—it is NOT a permanent process! Make updates, enter notes, and follow up as necessary for Sailors not approved for CWAY reenlistment quotas.

Best Practice: Verify monthly command reenlistment summary report, CWAY Notes, and application history. Identify relevant information that will help determine reasons for disapproval and any necessary actions required.

#### Scoring Criteria

Effective: Monthly reviews conducted on time for FYTD. CCC verified that all “No Apply this Month” and “Not Eligible” applications were valid, evidenced by CCC notes, updates or actions in application history for any Sailors not approved

Partially Effective: Monthly reviews are conducted for FYTD, however discrepancies found in CWAY notes

Ineffective: Monthly reviews not conducted; no notes or actions executed for Sailors not approved in CWAY



# Section F

## CWAY Reenlistment (cont'd)

### Notes for F1 & F2:

**“Not Eligible” Statuses:** There is a common glitch that causes some Sailors’ applications to be marked as “Not Eligible” due to security clearance issues or outdated evaluations. In the reenlistment application browser, ensure “Not Eligible” is included in the CWAY Status options when viewing upcoming CWAY-REEN applications. If you have Sailors erroneously submitted in CWAY as Not Eligible, it will be evident from the lack of CCC notes/action in the application history that monthly CWAY reviews were not occurring.

If the ineligibility is deemed an error, the Sailor’s application can be unsubmitted, updated and resubmitted with corrected data and accompanying CWAY Notes to receive a quota. You should always verify the Sailor’s data, including whether or not their rating requires a security clearance. Verify their clearance status with your security manager and update the CWAY application and notes accordingly. If the rating does not require a security clearance, choose the appropriate “No clearance required” option under the “Security Clearance Level” menu before resubmitting the application.

**“No Apply This Month – Fail to Submit” Statuses:** If a Sailor’s CWAY application is not submitted on time as required, the status may not appear as “Failed to Submit” in the Command Reenlistment or Reenlistment Browser. The CWAY system will sometimes auto-update the application as “No Apply this Month” with the reason “Fail to Submit” annotated. This can be confirmed in the Sailor’s Application History:

- “App Status” and “App Type” columns will say “No Apply this Month”
- “Updated By” column will be an automated system account name (e.g., ReStreamAppr)
- “App Type Reason” column will say “Fail to Submit”

### Example

App Status	Updated Date	Updated By	App Type	App Type Reason
Denied - Final Active	11/01/2022	RERacknStack	No Apply This Month	Fail to Submit
No Apply this Month	11/01/2022	ReStreamAppr	No Apply This Month	Fail to Submit
Saved - Action Required	10/19/2022	EPPERSONCE	Intends to Separate	Other



# Section F

## CWAY Reenlistment (cont'd)



### #3: CWAY Notes

CWAY notes should be used to communicate any relevant Sailor info that is updated, changed, or not shown in the CWAY application. Usage will be verified by checking if CWAY notes were entered for CWAY applications with processing months during the current FY.

CWAY notes must be entered whenever there is a unique situation that causes a Sailor to miss a CWAY review opportunity or if there is a change in the Sailor's CWAY application data or eligibility. Notes should be entered before the end of the Sailor's initial processing month in the CWAY cycle. If any subsequent changes occur, the CWAY notes should be updated in a timely manner to explain the updates.

Best Practice: Use notes as a means to communicate with ECM regarding Sailors' intentions or any other amplifying information not contained in the CWAY application.

Example: LS1 Doe is reduced in rate to LS2 in June 2024, and her recommendation for retention is removed. Her CWAY application is due in July 2024. Before the end of July, the CCC must submit her as Not Eligible, update the eval data in her CWAY application, and make a note explaining that the member's recommendation for retention was removed as a result of NJP in June 2024.

In November 2024, LS2 receives a special evaluation restoring her recommendation for retention. The CCC should update the eval data for LS2 and enter another CWAY note in November accordingly. When LS2 receives a periodic E-5 evaluation in March 2025, the CCC will have to update the eval data in LS2's CWAY application, enter another update in her CWAY notes, and submit an in-rate CWAY quota request before the end of March 2025.

#### Scoring Criteria

Effective: Notes were entered during FY for all unique situations (e.g. Not Eligible, No Apply This Month, Revoked, etc.)

Partially Effective: Notes are being utilized for 80-99% of unique situations

Ineffective: Notes are being utilized for less than 80% of unique situations





# Section F

## CWAY Reenlistment (cont'd)



### #4: Quota Returns

Every CWAY-approved Sailor who is separating/has separated must have a signed Page 13 on file returning their CWAY quota. Sailors who are still enlisted will appear in the Quota Return Report; they should each have a corresponding Page 13 on file. Sailors who have already separated will be listed in the NRMS Master Transaction Report. Separated Sailors should also have Quota Return Page 13s on file if they were previously CWAY-approved.

Missing CWAY page 13s will negatively impact the scoring of this line item. Exceptions can be made for missing retains prior to the current CCC's arrival ONLY if the discrepancies were identified in the current CCC's signed and routed self-assessment within 90 days of reporting. If missing retains were identified in the self-assessment, the ISIC will grade beginning from the current CCC's report date.

Best Practice: Make the Page 13 part of your separation checklist to ensure all Sailors return their quotas (if applicable) prior to separation.

#### Scoring Criteria

Effective: Quota return page 13s on file for all quotas


Partially Effective: Quota return page 13s on file for 80-99% of separating Sailors

Ineffective: Quota return page 13s on file for less than 80% of separating Sailors



# Section F

## CWAY Reenlistment Section Scoring

Section F	
CWAY-REEN	
	F1 CWAY Submissions
	F2 CWAY Reviews
	F3 CWAY Notes
	F4 CWAY Page 13s
1 Pillar + 3 Standard Line Items	



Critical CDP Pillar Line Item



# Section G

## Transition Assistance Program



### #1: VOW Compliance

VOW compliance requires all separations and retirements to have DMDC-documented initial counseling, pre-separation counseling, Department of Labor workshop, VA benefits briefing attendance, and Capstone completion. Missing any one of these items will result in the Sailor populating as non-compliant for VOW.

Completion of TAP requirements can be verified by checking the NRMS GPS Transition Compliance/Detail FYTD report

Best Practice: Be mindful of deployments, patrols, and other lengthy time periods away from homeport. Schedule Sailors for TAP ahead of these times to ensure everyone maintains VOW compliance.

Have Sailors complete the TAP courses in the online TAP LMS prior to attending TAP in person. This will not only help them prepare questions and practicable plans for the course in advance, but it will also be a useful backup to ensure VOW compliance in the event of any extenuating circumstance that may prevent them from attending TAP in person.

#### Scoring Criteria

Effective: 85-100% compliant (FYTD)

Ineffective: Less than 85% compliant (FYTD)

(No Partially Effective scoring option)



**Critical Pillar:** VOW Compliance rate of less than 85% will impact overall CIPR compliance.



# Section G

## Transition Assistance Program (cont'd)



### #2: DD-2648 eForms

All separations should be documented and electronically signed via DMDC.

Any DD-2648 forms marked in DMDC as signed via disconnected ops within the FY MUST have a corresponding printed DD-2648 with wet signatures on file. Disconnected Ops should only be used when necessary (e.g., connectivity or operational issues).

Best Practice: The DD-2648 is a requirement on the separation checklist, which should be a good catch-all to ensure no one is separating/retiring without their form. Communicate and work closely with your separation clerk(s) to ensure Sailors are not detaching with incomplete “Draft” or unofficial DD-2648 eForms.

If you ever need to use disconnected ops, utilize the Disconnected Ops Worksheet to aid in completing the process.

#### Scoring Criteria

Effective: 100% compliant for FYTD

Ineffective: Less than 100% compliant for FYTD

(No Partially Effective scoring option)



# Section G

## Transition Assistance Program (cont'd)



### #3: Command Transition Officer/Designee Designations

In accordance with [OPNAVINST 1900.2\(Series\)](#), there must be a designated CTO (page 8, paragraph 6b(3)/page 10, paragraph g(1)). The CTO must either have designation letters or be identified in the command's collateral duty listing.

If the CO does not wish to review and approve the DD Form 2648 for all separating Service Members, this authority may be delegated in writing to a command designee (page 10, paragraph g(5)). Anyone who signs as the Commander's Designee MUST have a copy of this delegated authority on file.

Best Practice: Add CTO and Commander's Designee letters to your access requests processes when reporting onboard. If any other CTOs/Designees are also assigned, maintain a copy of their designations in your records as well.

#### Scoring Criteria

Effective: All required designation letters on file


Partially Effective: If the CCC just reported in the last 90 days, this line item will be graded partially effective only if all required designation letters are already routing

Ineffective: Designation letters not on file



# Section G

## Transition Assistance Program Section Scoring

Section G	
TAP	
	G1 VOW Compliance
	G2 DD-2648 Completion
	G3 CTO/Command designation
1 Pillar + 2 Standard Line Items	



Critical CDP Pillar Line Item





# Plan of Action & Milestones

## Post-CIPR Expectations



### POA&M Timeline & Contents

The assessor will provide your CIPR results via official correspondence.

A POA&M must be completed by the CCC using the approved standardized memo and sample provided, routed through the triad, and approved by the CO. After obtaining command approval, forward to the ISIC within 30 calendar days following the CIPR.

The memorandum portion of the POA&M should state three main points:

1. Background – “A Career Information Program Review was conducted by [assessor] on [date]” and state the results.
2. Details – Start with the positives: Best Practices, Commendatory Items, and Strong Points. Then address the negatives with a plan to correct the deficiencies (reference the enclosed POA&M spreadsheet).
3. Follow Up Info – Note the reassessment date, if applicable and list info for the point of contact (the CCC).



### POA&M Expectations

Enclose the approved spreadsheet that addresses all items identified as partially/non-compliant and the command’s course of action to correct the discrepancies. For EACH line item, the POA&M must state:

- Specific actions to be taken
- The program manager who is responsible for completing the action
- Start, milestones, and completion dates; and
- Expected results.

Commands will track all action items and ensure they are completed prior to next CIPR.



# Final Tips for Success

Best Practices for All Career Counselors



## Expect What You Inspect

There should be no surprises when it comes to the CIPR.

The CIPR is a standard Naval form that explains what is required line-by-line. It is a tool to ensure CCCs manage their programs in accordance with governing instructions.

If you use the CIPR to objectively inspect yourself, you should know where you stand. Communicate this information openly and honestly with your leadership prior to any official reviews.



## Just Ask!

When in doubt, ask for help or clarification!

Your ISIC CC can answer any questions you may have. Schedule an assist visit to review your program with them and make sure you're on the right track.



**NAVY COMMAND LETTERHEAD**

**NAVY COMMAND  
PSC 123 BOX 45  
FPO AP 12345**

1040  
Ser XXX/123  
6 Feb 24

From: Commander, Navy Command  
To: Commanding Officer, USS ALWAYS AT SEA  
Via: (1) Command Master Chief, USS ALWAYS AT SEA  
(2) Executive Officer, USS ALWAYS AT SEA

Subj: CAREER INFORMATION PROGRAM REVIEW ASSESSMENT NOTIFICATION

Ref: (a) OPNAVINST 1040.11(series)  
(b) NAVPERS 15878(Series)  
(c) NAVPERS 1040/2

1. Per references (a) and (b), a Career Information Program Review (CIPR) is scheduled for your command on 2 April 2024. The review will be conducted utilizing reference (c) to assess your command's adherence and compliance to the policies and procedures set forth in references (a) and (b).
2. Your self-assessment and a detailed Plan of Action and Milestones (POA&M) is due to your inspector no later than 14 days prior to your scheduled inspection date.
3. In an effort to streamline the process it is requested that relevant files, records, retains, and program managers are available during the review.
4. Please have your designated point of contact arrange an in-brief and debrief with the Commanding Officer, Executive Officer, Command Master Chief, and Command Career Counselor.
5. The point of contact for this matter is NCCS Navy Counselor. She can be contacted via email at [navy.c.counselor.mil@us.navy.mil](mailto:navy.c.counselor.mil@us.navy.mil) or by phone at DSN 312-241-1234.

I. M. CAPTAIN  
(By direction authorized)

2 Apr 24

From: ISIC Career Counselor, Navy Command  
To: Commanding Officer, USS ALWAYS AT SEA  
Via: (1) Command Master Chief, USS ALWAYS AT SEA  
(2) Executive Officer, USS ALWAYS AT SEA

Subj: FY-24 CAREER INFORMATION PROGRAM REVIEW RESULTS

Ref: (a) OPNAVINST 1040.11(series)  
(b) NAVPERS 15878(Series)

Encl: (1) NAVPERS 1040/2

1. Per references (a) and (b), your Career Information Program Review (CIPR) was conducted on 2 April 2024 utilizing enclosure (1) to assess your command's adherence and compliance to the policies and procedures set forth in references (a) and (b).
2. Overall, your program was assessed as **compliant/partially compliant/not compliant**. Enclosure (1) provides detailed findings. A detailed Plan of Action and Milestones (POA&M) is required to be completed by the Command Career Counselor (CCC) as an addendum to this assessment to implement corrective actions as required. The POA&M should be routed through the chain of command for review and approval, and then forwarded to the Immediate Superior in Charge (ISIC) CC no later than 2 May 24 [30 days].
3. For questions regarding this assessment, I can be contacted via email at [navy.c.counselor.mil@us.navy.mil](mailto:navy.c.counselor.mil@us.navy.mil) or by phone at DSN 312-241-1234.

N. C. COUNSELOR

<b>ACTION</b>	<b>ACTION PERSON</b>	<b>START DATE</b>	<b>MILESTONE DATE</b>	<b>EXPECTED RESULT</b>
<i>Action item will always begin with a verb and needs to be specific</i>	<i>This is the person responsible for completing the action item</i>	<i>Be specific on when you can realistically start this action item</i>	<i>Be specific and realistic. Completing 100 CDBs will take longer than completing 20 CDBs</i>	<i>This is the result/reason why we need to complete the action item</i>
<b>Conduct</b> Quarterly Career Development Team (CDT) meetings	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX October 20XX/Quarterly	Ensures leadership is abreast of all current career development programs and policies
<b>Generate</b> monthly Career Development Program (CDP) report for Nov, Dec, and Feb	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	Ensures the chain of command stays up to date on the status of the Career Development Program
<b>Conduct</b> Seven missing Reporting Career Development Boards (CDBs)	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	Ensures all newly reported Sailors are provided the guidance necessary to make informed career decisions based on current Navy policies, programs, and procedures
<b>Train</b> an additional three CDT members to meet the 30:1 ratio	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	Be in compliance of the 30:1 ratio
<b>Conduct</b> monthly training with department/division CC	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX October 20XX/Monthly	Ensures the CDT stays up to date on all career development program requirements
<b>Designate</b> two career counselors	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	To be in compliance with OPNAV 1040.11E

<b>ACTION</b>	<b>ACTION PERSON</b>	<b>START DATE</b>	<b>MILESTONE DATE</b>	<b>EXPECTED RESULT</b>
<b><u>Qualify</u></b> 30 PACT Sailors in CWAY	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	Ensures all PACT Sailors remain on track to designation
<b><u>Conduct</u></b> First Term Success Workshop for 34 Sailors	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX October 20 XX/Monthly at command indoctrination	Ensures all first term Sailors receive information on the programs and policies available to them
<b><u>Develop</u></b> and utilize ICDPs	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX October 20 XX/At each CDB	Provides individualized specific information for each Sailor
<b><u>Conduct</u></b> annual CDP review of each department/division	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX October 20 XX/Every Fiscal Year	Ensures departments and divisions are in compliance with the CDP
<b><u>Return</u></b> unused CWAY Quotas for 13 Sailors	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX October 20 XX/Each monthly review	Accurately identifies separating Sailors
<b><u>Designate</u></b> Command Transition Officer	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	In compliance with governing instructions