



TYCOM/ISIC CAREER COUNSELOR

Career Information Program Reviews

A comprehensive guide to TYCOM/ISIC 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



Not Applicable

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

Overall Program Scoring

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



Compliant

At least 10 Standard Line Items are graded as “Effective” or N/A



Partially Compliant

8-9 Standard Line Items must be graded as “Effective” or N/A



Not Compliant

7 or less Standard Line Items are graded as “Effective” or N/A



CIPR Preparation

Notification & Self-Assessment



CIPR Notification Process

TYCOM and ISIC Counselors 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 TYCOM/ISIC CC, your role is to:

- Verify your command's schedule to determine availability for a program review date
- Coordinate with your Echelon II/TYCOM Counselor to confirm a program review date
- Schedule an in-brief and debrief with your chain of command

Once an inspection date is confirmed, the command will receive a program review notification from the assessor.



Preliminary Self-Assessment

Prior to an external review, TYCOMs/ISICs 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.



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#1: List of all commands for which TYCOM/ISIC is responsible

Verify your subordinate command listing is correct in NRMS, and list all UICs for which your command is responsible. If you cannot fit all of the UICs inside the block, it's ok to attach a list. To correct UIC discrepancies contact Bureau of Naval Personnel, Metrics and Analytics Support Division (BUPERS-34) for assistance. *This line item is not scored.



#2: Review NC rating and CCC manning, and provide recommendations to BSO

TYCOM CCs and ISIC CCs are required to monitor and provide recommendations to their BSO/TYCOM concerning distribution and manpower requirements for their subordinate CCCs, to include NCs, NEC 806R and 807R communities, [OPNAVINST 1040.11\(Series\)](#) (page 8, paragraph 8j(3)).

Manning data can be accessed via [MyNavy Assignment](#) under the Activity Manning Manager role. In the "Alignment" menu, select "Alignment Search" and enter details to modify your search (e.g., rating/NEC, vacancies, PL, PG, etc.)

Best practice: Maintain a CCC Tracker spreadsheet with all of your subordinate CCCs' information as part of your monthly report. Include report dates, PRDs, and PG/TG data for all counselors.

Scoring Criteria

Effective: Manning recommendations have been communicated to Ech II/TYCOM CC

Ineffective: Manning recommendations have not been communicated to Ech II/TYCOM CC

*No Partially Effective scoring option



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#3: TYCOM/ISIC CC reviewed command self-assessments completed by all newly reported CCC's

All TYCOM and ISIC CCs are required to review command self-assessments completed by all subordinate NCs, NEC 806R CCCs and UCCs within 90 days of reporting, per [OPNAVINST 1040.11\(Series\)](#) (page 9, paragraph 8j(12)).

You should retain copies of all 90-Day self-assessments conducted by your subordinate commands.

Best practice: Route the command self-assessments to your Triad to ensure they are cognizant of all findings and concerns.

Scoring Criteria

Effective: Retains on file for all commands as required during FYTD

Partially Effective: 80-99% of retains on file for FYTD

Ineffective: Less than 80% of retains on file for FYTD



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#4: CIPRs conducted annually for subordinate commands, as required

Evidenced by TYCOM/ISIC CC's hard copy/electronic retains of completed, digitally signed CIPR forms.

If unable to conduct due to budgetary constraints or extraordinary circumstances, TYCOM/ISIC CC must show evidence of actions taken to overcome constraints.

Note: CIPRs not conducted by the ISIC must be approved in writing by the TYCOM in advance, per [NAVPERS 15878\(Series\)](#) (page 132).

Best practice: Discuss your tentative CIPR schedule with your command leadership early enough to plan for potential travel or monetary limitations. Coordinate with a TYCOM-approved ISIC CC in the subordinate command's local area to ensure the CIPR can be conducted if you are unable to be present.

Scoring Criteria

Effective: Reviews conducted or scheduled and documented for all commands during fiscal year, and retained for 12 months.

Partially Effective: 80-99% of reviews conducted/scheduled or 80-99% of retains on file

Ineffective: Less than 80% of reviews conducted/scheduled or less than 80% of retains on file



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#5: Conduct assist visits for subordinate commands, as requested/needed

Evidenced by TYCOM/ISIC CC's hard copy/electronic retains of completed, digitally signed CIPR forms from assist visits.

If unable to conduct an assist visit due to budgetary constraints or extraordinary circumstances, TYCOM/ISIC CC must show evidence of actions taken to overcome constraints. Set up a virtual assist or coordinate with a TYCOM-approved ISIC CC in the subordinate command's local area to ensure an assist visit is conducted.

Best practice: Monitor monthly reports for trends to determine if an assist visit is needed. Stay ahead of the CIPR!

Scoring Criteria

Effective: Assist visits conducted or scheduled as requested and documented for all commands, as necessary for FYTD

Ineffective: Command requested assist visit during FY, but no action was taken by TYCOM/ISIC CC to support

N/A: No assist visits requested

*No Partially Effective scoring option



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#6: TYCOM CC conducted quarterly training with ISIC CCs

Complete training with your subordinate CCCs IAW [OPNAVINST 1040.11\(Series\)](#) (page 8, paragraph (6)). TYCOM CCs are responsible for conducting quarterly career counselor training with ISICs. Completion will be evidenced by retains of training info and muster sheets for the previous four quarters.

If you run into a problem where you cannot hold formal quarterly training as scheduled for operational or other unplanned issues, get creative! Ensure you still have Counselors sign a muster sheet to acknowledge attendance or receipt of training.

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

Scoring Criteria

Effective: Training and retains in compliance for previous four quarters

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

Ineffective: Training not conducted and/or missing 2 or more quarters of training or retains

N/A: ISIC CCs (Applies to TYCOM ECH II, III (minus regional) Counselors only)



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#7: ISIC CC conducted monthly training with subordinate command CCs

Complete training with your subordinate CCCs IAW [OPNAVINST 1040.11\(series\)](#) (page 8, paragraph (6)). ISIC CCs must conduct monthly training with commands under their cognizance. Completion will be evidenced by retains of training info and muster sheets for the previous 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! Ensure you still have Counselors 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: Training not conducted and/or missing 4 or more months of training or retains

N/A: TYCOM ECH III, II, I CCs (Applies to ECH III (regional), IV and V ISICs only)



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#8: Brief all prospective command triads on their prospective command's CDP, retention, and attrition statistics, and gapped CCC billets, as applicable

TYCOM/ISIC CCs are responsible for ensuring all prospective COs, XOs, CMCs, COBs and SELs are briefed on career development programs and policies, IAW [OPNAVINST 1040.11\(series\)](#) (page 9, paragraph (10)).

Best practice: ISIC CCs should verify current practice for Prospective Leadership Briefs at the TYCOM level. If your TYCOM is not an Intermediate Activity for a prospective command leaders, reach out to their respective gaining commands to coordinate briefs after they report onboard.

Provide a snapshot of the current status of their CDP, (e.g., your last monthly report, most recent CIPR/assist visit conducted)

*Note. If in-person brief is not practical, create a PowerPoint or memorandum that can be reviewed and sent to prospective leaders that will cover CDP highlights.

Scoring Criteria

Effective: All prospective COs, XOs, CMCs, COBs and SELs are briefed on career development programs and policies

Ineffective: Prospective COs, XOs, CMCs, COBs and SELs are not briefed on career development programs and policies

*No Partially Effective scoring option



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#9: ISIC CC provides monthly report to appropriate command leadership

Echelon III (regional), IV, and V ISIC CCs are responsible for preparing monthly reports and routing them through the chain of command to brief career information. Have copies of ALL monthly reports for the previous 12 months.

Monthly reports must contain proof of Triad review (e.g., initials/signatures on reports or signed routing sheets).

Missing monthly reports will negatively impact the scoring of this line item. Exceptions can be made for reports due prior to the current ISIC CC's arrival if the discrepancies were identified as missing/inadequate in the current ISIC CC's signed and routed reporting self-assessment.

Best practice: Verify with TYCOM/FLEET Counselor regarding any standardized reporting practices/requirements.

Scoring Criteria

Effective: Monthly report covers all items required IAW above, and 12 months of retains kept

Partially Effective: Missing no more than two monthly reports, and/or monthly reports routed with minor discrepancies noted (e.g., missing no more than two required items)

Ineffective: Missing three or more monthly reports/retains or enclosures

N/A: TYCOM ECH III, II, I CCs (Applies to ECH III (regional), IV and V ISICs only)



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#10: TYCOM CC provides quarterly report to appropriate command leadership

Have copies of ALL quarterly reports for the previous four quarters. There must also be proof of Triad review (e.g., initials/signatures on reports or signed routing sheets).

Note: Quarterly Reports should be routed to your Commander or appropriate leadership as designated, via your FORCM or applicable Command Senior Enlisted Leader (CSEL).

Scoring Criteria

Effective: Quarterly reports are on file for the previous four quarters

Partially Effective: Missing one quarterly report

Ineffective: Missing two or more quarterly reports

N/A: ISIC CCs (Applies to TYCOM ECH II, III (minus regional) Counselors only)



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#11: Review and forward initial-tour rated NC and CCC feedback reports to NC Course Manager

Per [OPNAVINST 1040.11\(series\)](#) (page 9, paragraph (8)), TYCOM/ISIC CCs are required to ensure commands with initial tour counselors (graduates of CCC course) provide feedback on performance, preparedness and knowledge using the [NAVPERS 1040/3 Initial Tour Feedback](#) form. Initial tour feedback reports should be submitted to TYCOM CCs via ISIC CCs.

Compliance is evidenced by retains for the last 12 months.

Best Practice: Use CCC tracker to monitor Initial Tour Feedback due dates. Initial tour feedback can be helpful to use during CIPRs/assist visits.

Scoring Criteria

Effective: Feedback forms for all initial tour counselors completed and routed to TYCOM for all initial tour CCC school grads for previous 12 months.

Ineffective: Missing feedback forms for initial tour counselors, or forms not routed to TYCOM during previous 12 months.

N/A: No initial-tour rated NC and CCCs reported within the grading period.

*No Partially Effective scoring option



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#12: ISIC CC monitored subordinate commands' post-CIPR POA&M progress

TYCOM/ISIC CCs are responsible for executing oversight of the career development program for all direct reporting commands, per [OPNAVINST 1040.11\(series\)](#) (page 8, paragraph (1)), and accordingly, must monitor progress of their subordinate/supported CCCs' career development programs. Compliance is evidenced by documented training, training plans, e-mails, and other useful correspondence.

Best Practice: Retain CIPRs with approved POA&Ms on file for the inspected subordinate command for 12 months.

Scoring Criteria

Effective: CIPRs and POA&Ms retained on file for 12 months, and evidence of training and/or other support provided to correct deficiencies during FYTD retained

Ineffective: Missing CIPRs and POA&Ms for previous 12 months, or no evidence of training/support provided to correct deficiencies during FYTD retained

*No Partially Effective scoring option



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 TYCOM/ISIC CC using the approved standardized memo and sample provided, routed through the triad, and approved by the CO. After obtaining command approval, forward to the next higher echelon CC 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 TYCOM/ISIC CC).



POA&M Expectations

Enclose the approved spreadsheet that addresses items that have been 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.

ECH II/TYCOM CCs 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 Counselors 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 Fleet CC/TYCOM 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.