



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 a
**Critical Career Development Program Pillar was 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

8+ Pillars are met AND
28-31 Standard Line Items are
graded as “Effective” or N/A



Partially Compliant

7 Pillars must be met AND 25-
27 Standard Line Items must
be graded as “Effective” or
N/A



Not Compliant

6 or less Pillars are met
AND/OR less than 24
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.

The diagram illustrates the components of a CDP program, organized into seven main sections:

- Section A: CDP MANAGEMENT**
 - A1 Triad Communication
 - A2 CCC Office Space
 - A3 ISIC/Region Training
 - A4a BOL ACCESS
 - A4b OMPF Access
 - A4c Overseas Screening updated
 - A4d CWAY Access
 - A4e CIMS Access
 - A4f CIMS Afloat (shipboard only)
 - A4g NRMS Access
 - A4h MNA Access/POC info update
 - A4i DoDTAP for Mgr & CCCs
 - A4j FLTMPS Access
 - A5 Monthly Report
 - Summary: 4 Pillars + 10 Standard Line Items
- Section B: CDT**
 - B1 Quarterly Meetings
 - B2c Trained CC Ratio
 - B3 Dept CC Designation
 - B4 Monthly CCC Training
 - B5 Annual Dept Review
 - Summary: 2 Pillars + 3 Standard Line Items
- Section C: CDT TRAINING**
 - C1 CDTC
 - C2 FTSW
 - Summary: 2 Standard Line Items
- Section D: CDBs**
 - D1 CMC CDB Chair
 - D2 CDBs submitted/verified in CIMS
 - D3a Reporting CDBs
 - D3b CWAY CDBs
 - D3c Separation CDBs
 - D3d 24-Month CDBs
 - D3e 48-Month CDBs
 - D3f 60-Month CDBs
 - D4 Career Decisions
 - Summary: 1 Pillar + 8 Standard Line Items
- Section E: PACT**
 - E1 PACT Submission
 - E2a 6-Month PACT CDBs
 - E2b 12-Month PACT CDBs
 - E2c 18-Month PACT CDBs
 - E3 24-Month Documentation
 - Summary: 1 Pillars + 4 Standard Line Items
- Section F: CWAY-REEN**
 - F1 CWAY Qualifications
 - F2 CWAY Reviews
 - F3 CWAY Notes
 - Summary: 1 Pillar + 2 Standard Line Items
- Section G: TAP**
 - G1 VOW Compliance
 - G2 DD-2648 Completion
 - G3 CTO/Command designation
 - Summary: 1 Pillar + 2 Standard Line Items

Critical CDP Pillar Line Items

Compliant: All 8+ Pillars are met AND 28-31 Standard Line Items are graded as "Effective" or N/A

Partially Compliant: 7 Pillars are met AND 25-27 Standard Line Items are graded as "Effective" or N/A

Not Compliant: 6 or less Pillars are met AND/OR less than 24 Standard Line Items are graded as "Effective" or N/A



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

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Section A

Career Development Program (cont'd)



#4a-4j: 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 #4f: CIMS Afloat is not optional for shipboard CCCs—it is required.

Note for #4h: 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: Has 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: No access to specified system



Critical Pillar: Not having access to CIMS, CWAY, or DMDC will impact overall CIPR compliance. These blocks (4d, 4e, and 4i) can only be graded effective/ineffective. ISIC will verify access and functional knowledge.



Section A

Career Development Program (cont'd)



#5: 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 13, 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 reports due 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.

Best practice: Communicate early to ISIC/TYCOM if lacking retains.

Scoring Criteria

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

Ineffective: Missing one or more monthly reports/retains or enclosures
(No partially effective scoring option)



Critical Pillar: ****Note**** If newly reported and missing monthly reports were identified by self-assessment ISIC will grade from date of reporting, and not grade against missing retains prior to report date

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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 9, paragraph 5a).

Missing quarterly briefs will negatively impact the scoring of this line item. Exceptions can be made for briefs due 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.

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 or retains



Section B

Career Development Team (cont'd)



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

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

Trained/assigned (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).

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 (2c): 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 B2c can be graded partially effective, but only if CDTC is scheduled, evident 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.

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Section B

Career Development Team (cont'd)



#3: Designated Dept & Div CCs

Dept/Div CCs must have designation letters, or 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 13, paragraph 8m(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 14, paragraph 9). Keep copies of all CIPR forms to show reviews are completed at least once per FY for all departments. If reviewed early 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 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 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, evident 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 onboard longer than 6 months in paygrades E1–E4, IAW [OPNAVINST 1040.11\(series\)](#) (*page 11, paragraph 9*). 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 completion of FTSW



Section D

Career Development Boards



#1: CMC Chairs Command-level CDBs

Your CMC/COB/SEL must chair all command-level CDBs (Reporting/CWAY/Separations). 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

Partially Effective: Command-level CDB Chairs are Chief or above, but Chair(s) not designated by CMC

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



Section D

Career Development Boards (cont'd)



#2: CDB ICDPs are being submitted and verified in CIMS

Are the contents of your Individual Career Development Plans adequately detailed in your CIMS CDB notes?

CDBs and **INDIVIDUAL** Career Development Plans 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.

The [Career Counselor Handbook \(page 28 paragraph 6.2.2\)](#) 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 items listed therein. For example, Reporting CDBs and Biennial CDBs both require goals to be discussed, and therefore, 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.

Career counselors are responsible for documenting CDB members in attendance, in addition to CDB [minutes](#), recommendations, and any approval/disapproval comments in CIMS ([CCH, page 26 paragraph 6](#)). 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.

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 ICDPs. 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 cover required topics and address Sailors' goals and concerns

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

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Section D

Career Development Boards (cont'd)



#3a-3f: CDB Completion

CDBs must be at **100% completion** for the fiscal year with adequate content ([see line item D2](#)) for each applicable CDB type. CDBs are not considered completed until they are entered and verified in CIMS!

Calculated via CIMS Web: $\# \text{ CDBs verified} \div [\# \text{ CDBs Past Due} + \# \text{ CDBs verified}] = \text{Completion \%}$

Ensure required special circumstance CDBs are being conducted IAW [OPNAVINST 1040.11\(series\)](#) ([page 13, paragraph 1m\(6\)](#)), 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 (3a) are a Critical Pillar line item. Missing even one reporting CDB will impact overall CIPR compliance.

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Section D

Career Development Boards (cont'd)



#4: 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

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Section E

Professional Apprenticeship Career Track (cont'd)



#1: 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 month for the FY

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

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 D5](#) 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 \(page 30, paragraph 4\)](#) 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: 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 F

CWAY Reenlistment



#1: CWAY Qualifications for all Enlisted Sailors

All Sailors must be qualified in CWAY

Best Practice: Ensure you are on the check in sheet for the command. Utilize NP 1040/4 to assist with the qualification off all E1-E9 Enlisted Sailors

Scoring Criteria

Effective: 100% qualified

Partially Effective: If the counselor just reported in the last 90 days this line item can be graded partially effective

Ineffective: Less than 100% qualified



Critical Pillar: Missing even one CWAY qualification will impact overall CIPR compliance.

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Section F

CWAY Reenlistment (cont'd)



#2: Monthly Reviews of 4-2-2 MSO Sailors

Ensure you are checking CWAY each month to ensure all 4-2-2 MSO Sailors are submitted. Make updates, enter notes, and follow up as necessary for any Sailors not approved.

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 for FYTD, evidenced by CCC notes, updates, or actions in Sailor application history for any Sailors not approved. CCC reverifies No Apply/Not Eligible applications every month using CWAY notes.

Partially Effective: Monthly reviews conducted, however discrepancies during current FY found in CWAY notes.

Ineffective: Monthly reviews not conducted, no CWAY notes for Sailors that are not approved.



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 Sailors' notes.

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.

Scoring Criteria

Effective: Notes were utilized during FY for all applicants

Partially Effective: Notes are being utilized for 80-99% of all applicants

Ineffective: Notes are being utilized for less than 80% of all applicants



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.

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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](#), there must be a designated CTO (page 8, paragraph b3/page 11, paragraph f1).

If your CO does not complete Capstone verifications and sign DD 2648 forms themselves, a representative must be designated to do so (page 5, paragraph 5d). Anyone who signs as the Commander's Designee on the DD 2648 MUST be designated accordingly.

The CTO and CO's Designee must either have designation letters or be identified in the command's collateral duty listing.

Best Practice: Add CTO and Commander's Designee letters to your access requests processes when reporting onboard. Verify all required letters are drafted in not on file.

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 routing.

Ineffective: Designation letters not on file



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 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.

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.

 [Return to Main Page](#)

1040
Ser XXX/
DD Mmm YY

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 reference (a) and (b), this is a 45 day notice of your upcoming Career Information Program Review (CIPR). Your CIPR is currently scheduled for XX October 20XX. The review will utilize reference (c) and will focus on 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 files, records, retains, and the program managers are available during the review.
4. Please have your designated point of contact arrange an in-brief and debrief with Commanding Officer, Executive Officer, Command Master Chief, and Command Career Counselor.
5. Point of contact is NCCS Career Counselor, email: career counselor.mil@us.navy.mil or 757-XXX-XXXX.

L. T. CAPTAIN
(By Direction Authorized)

DD Mmm YY

From: ISIC Career Counselor, Navy Command
To: Commanding Officer, Navy Command TWO
Via: (1) Command Master Chief, Navy Command TWO
(2) Executive Officer, Navy Command TWO

Subj: RESULTS OF FY-25 CAREER INFORMATION PROGRAM REVIEW

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

Encl: (1) NAVPERS 1040/2 Career Information Program Review

1. Per reference (a) and (b), your Career Information Program Review (CIPR) was conducted on XX October 20XX. The review utilized enclosure (1) and focused on 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, or not compliant**. Enclosure (1) provides detailed findings. A Plan of Action and Milestones (POA&M) will be provided by the Command Career Counselor (CCC) to the Immediate Superior in Charge (ISIC) CCC, and Chain of Command (CoC) as an addendum to this assessment to implement corrective actions as required no later than DD Mmm YY **(30 days)**.
3. For questions regarding this assessment, I may be reached at email: Email@navy.mil or commercial: (###) ###-####.

N. A. ISIC

ACTION	ACTION PERSON	START DATE	MILESTONE DATE	EXPECTED RESULT
<i><u>Action item will always begin with a verb and needs to be specific</u></i>	<i><u>This is the person responsible for completing the action item</u></i>	<i><u>Be specific on when you can realistically start this action item</u></i>	<i><u>Be specific and realistic. Completing 100 CDBs will take longer than completing 20 CDBs</u></i>	<i><u>This is the result/reason why we need to complete the action item</u></i>
<i>Conduct</i> 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
<i>Generate</i> 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
<i>Conduct</i> 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
<i>Train</i> 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
<i>Conduct</i> 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
<i>Designate</i> 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

Enclosure (2)

ACTION	ACTION PERSON	START DATE	MILESTONE DATE	EXPECTED RESULT
<u>Qualify</u> 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
<u>Conduct</u> 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
<u>Develop</u> 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
<u>Conduct</u> 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
<u>Return</u> 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
<u>Designate</u> Command Transition Officer	(Insert Counselor Name, and others required to complete action)	XX October 20XX	XX January 20XX	In compliance with governing instructions