



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 1040.11E](#) – Navy Enlisted Retention And Career Development Program
- [NAVPERS 15878L](#) – Career Counselor Handbook
- [OPNAVINST 1900.2](#) – 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

All 11 Pillars are met AND
32-35 Standard Line Items are
graded as “Effective” or N/A




Partially Compliant

10 Pillars must be met AND
28-31 Standard Line Items
must be graded as “Effective”
or N/A



Non-Compliant

9 or less Pillars are met
AND/OR less than 28
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	
CDP MANAGEMENT	
A1	Triad Communication
A2	CCC Office Space
A3	ISIC/Region Training
A4a	BOL Access
A4b	CIMS Access
A4c	CIMS Afloat Access
A4d	CWAY Access
A4e	MyNavy Assignment
A4f	NRMS Access
A4g	OMPF Access
A4h	DMDC Access
A4i	FLTMPS Access
A5	BBD System Access
A6	Monthly Reports
3 Pillars + 11 Standard Line Items	
Effective or N/A Standard Line Items	
11	Compliant
9-10	Partially Compliant
≤ 8	Non-Compliant

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	
Effective or N/A Standard Line Items	
3	Compliant
≤ 2	Non-Compliant


Section C	
CDT TRAINING	
C1	CDTC
C2	FTSW
1 Pillar + 1 Standard Line Item	
Effective or N/A Standard Line Items	
1	Compliant
0	Non-Compliant

Section D	
CDBs	
D1	CMC CDB Chair
D2	ICDP Development
D3	Career Decisions
D4	ICDP Records
D5a	Reporting CDBs
D5b	CWAY CDBs
D5c	Separation CDBs
D5d	24-Month CDBs
D5e	48-Month CDBs
D5f	60-Month CDBs
1 Pillar + 9 Standard Line Items	
Effective or N/A Standard Line Items	
9	Compliant
8	Partially Compliant
≤ 7	Non-Compliant

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	
Effective or N/A Standard Line Items	
5	Compliant
4	Partially Compliant
≤ 3	Non-Compliant

Section F	
CWAY-REEN	
F1	CWAY Submissions
F2	CWAY Reviews
F3	CWAY Notes
F4	CWAY Page 13s
1 Pillar + 3 Standard Line Items	
Effective or N/A Standard Line Items	
3	Compliant
≤ 2	Non-Compliant

Section G	
TAP	
G1	VOW Compliance
G2	DD-2648 Completion
G3	CTO Designation
G4	CO Designee Designation
1 Pillar + 3 Standard Line Items	
Effective or N/A Standard Line Items	
3	Compliant
≤ 2	Non-Compliant

 Critical CDP Pillar Line Items

Compliant: All 11 Pillars are met AND 32-35 Standard Line Items are graded as “Effective” or N/A
Partially Compliant: 10 Pillars are met AND 28-31 Standard Line Items are graded as “Effective” or N/A
Non-Compliant: 9 or less Pillars are met AND/OR less than 28 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)



#4a-4i & #5: 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 #4c: CIMS Afloat is not optional for shipboard CCCs—it is required.

Note for #5: 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 (4b, 4d, and 4h) can only be graded effective/ineffective. ISIC will verify access and functional knowledge.



Section A

Career Development Program (cont'd)



#6: Monthly Reports

Have copies of ALL monthly reports for the previous 24 months per [SECNAV-M 5210.1](#). Monthly reports must contain, at minimum, all required information and enclosures per [OPNAVINST 1040.11E](#) (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 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: Follow the [CC Handbook](#) template in Appendix B as a baseline and adjust the format/content to meet your command's/Triad's needs.

Scoring Criteria

Effective: Monthly report covers all items required IAW above, and 24 months of retains kept.




Partially Effective: Missing no more than 2 monthly reports, and/or monthly reports routed with minor discrepancies noted, (e.g., missing no more than 2 enclosures)

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



Section A

Career Development Program Section Scoring

CDP MANAGEMENT	
A1	Triad Communication
A2	CCC Office Space
A3	ISIC/Region Training
A4a	BOL Access
	A4b CIMS Access
	A4c CIMS Afloat Access
	A4d CWAY Access
	A4e MyNavy Assignment
	A4f NRMS Access
	A4g OMPF Access
	A4h DMDC Access
	A4i FLTMPS Access
	A5 BBD System Access
	A6 Monthly Reports



Critical CDP Pillar Line Items

3 Pillars + 11 Standard Line Items

Effective or N/A Standard Line Items

11	Compliant
9-10	Partially Compliant
≤ 8	Non-Compliant



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 1040.11E](#) (page 10, 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 eight 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-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 in the last 90 days, line item B2d 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.



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 counselor just turned over in 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 1040.11E](#) (page 14, paragraph 8n(5)). Keep copies of your monthly training minutes and musters.

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

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 annually each FY with your Dept CCs using NAVPERS 1040/2 per [OPNAVINST 1040.11E](#) (page 16, 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



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

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	
Effective or N/A Standard Line Items	
3	Compliant
≤ 2	Non-Compliant



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 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 1040.11E](#) (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 completion of FTSW




Critical Pillar: FTSW completion rate will impact overall CIPR compliance.



Section C

Career Development Team Training Section Scoring

CDT TRAINING	
C1	CDTC
 C2	FTSW

1 Pillar + 1 Standard Line Item	
Effective or N/A Standard Line Items	
1	Compliant
0	Non-Compliant



Critical CDP Pillar Line Item



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 CDBs 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: ICDP Development

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)



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 79% entered in CIMS



Section D

Career Development Boards (cont'd)



#4: ICDP Records

All ICDPs should be maintained for 24 months.

Note: Departments are now required to retain CDB documentation in the Division Officer Engaged Deckplate Leader Notebook, per [OPNAVINST 1040.11E](#) (page 17, paragraph 8o(2)).

Best Practice: Retain hard copies of CDB questionnaires/notes and ICDP data. If a Sailor transfers, or in the event of technical issues, you will always have a record/proof of their CDB data on hand.

Scoring Criteria

Effective: ICDP retains on file for 24 months.

Partially Effective: This line item can be marked partially effective if missing retains are from prior to the current CCC's arrival, but only if the discrepancies were identified as missing/inadequate in the current CCC's signed and routed reporting self-assessment

Ineffective: Missing any ICDP retains



Section D

Career Development Boards (cont'd)



#5a-5f: CDB Completion

CDBs must be at **100% completion** 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!

CIMS Web Calculated as: # CDBs verified ÷ [# CDBs Due + # CDBs verified] = Completion %

Ensure required special circumstance CDBs are being conducted IAW [OPNAVINST 1040.11E](#) (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

Partially Effective: 80-99% completion

Ineffective: 79% complete or less




Critical Pillar: Reporting CDBs (5a) are a Critical Pillar line item. Missing even one reporting CDB will impact overall CIPR compliance.



Section D

Career Development Boards Section Scoring

CDBs	
D1	CMC CDB Chair
D2	ICDP Development
D3	Career Decisions
D4	ICDP Records
 D5a	Reporting CDBs
D5b	CWAY CDBs
D5c	Separation CDBs
D5d	24-Month CDBs
D5e	48-Month CDBs
D5f	60-Month CDBs

1 Pillar + 9 Standard Line Items	
Effective or N/A Standard Line Items	
9	Compliant
8	Partially Compliant
≤ 7	Non-Compliant



Critical CDP Pillar Line Item:



Section E

Professional Apprenticeship Career Track (PACT)



#1: PACT Qualifications

All PACT Sailors must be qualified in CWAY. Percentage completed: $[\# \text{ Qualified}] \div [\# \text{ Onboard}]$ (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: 79% qualified or less



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 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 rules apply as [line item D2](#). 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. Career Development Boards 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

Partially effective: 80-99% completion

Ineffective: 79% completion or less



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

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	
Effective or N/A Standard Line Items	
5	Compliant
4	Partially Compliant
≤ 3	Non-Compliant



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 each month after release. 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 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, 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 found in CWAY notes.

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



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. 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 application history, and notes that monthly CWAY reviews are not occurring.

You should verify whether the rating requires a security clearance, and if it does, verify their clearance status with your security manager. If the ineligibility is deemed an error for either reason, the Sailor’s application can be unsubmitted, updated accordingly and resubmitted with accompanying CWAY Notes to receive a quota.

“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 Sailors' notes.

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

Scoring Criteria

Effective: Notes are being utilized for all unique situations (e.g. Not Eligible, No Apply This Month, Revoked)

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

Ineffective: Notes are being utilized 79% or less



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 listed as separated in the NRMS Master Transaction Report who were previously CWAY-approved should be listed in the CWAY Quota Return Report. Sailors in the Quota Return Report should have a corresponding Page 13 on file. maintain copies of Page 13s for 24 months.

Missing signed 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 if the discrepancies were identified as missing/inadequate in the current CCC's signed and routed reporting self-assessment.

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 separating Sailors


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

Ineffective: Quota return page 13s on file for 79% or less of separating Sailors



Section F

CWAY Reenlistment Section Scoring

CWAY-REEN	
 F1	CWAY Submissions
F2	CWAY Reviews
F3	CWAY Notes
F4	CWAY Page 13s

1 Pillar + 3 Standard Line Items	
Effective or N/A Standard Line Items	
3	Compliant
≤ 2	Non-Compliant



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 reports

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

Ineffective: 84% compliant or less

(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 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: 85-100% compliant

Ineffective: 84% compliant or less

(No Partially Effective scoring option)



Section G

Transition Assistance Program (cont'd)



#3 & #4: 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



Section G

Transition Assistance Program Section Scoring

TAP	
 G1	VOW Compliance
G2	DD-2648 Completion
G3	CTO Designation
G4	CO Designee Designation

1 Pillar + 3 Standard Line Items	
Effective or N/A Standard Line Items	
3	Compliant
≤ 2	Non-Compliant



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 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.

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 1040.11E
(b) NAVPERS 15878L
(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: careercounselor.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-23 CAREER INFORMATION PROGRAM REVIEW

Ref: (a) OPNAVINST 1040.11E
(b) NAVPERS 15878L

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

DD Mmm YY

From: Command Career Counselor, (Insert Command Inspected)
To: Commander, (Insert TYCOM/ISIC)
Via: (1) Command Master Chief, (Insert Command Inspected)
(2) Executive Officer, (Insert Command Inspected)
(3) Commanding Officer, (Insert Command Inspected)

Subj: PLAN OF ACTION AND MILESTONES

Ref: (a) OPNAVINST 1040.11E
(b) NAVPERS 15878L

Encl: (1) NAVPERS 1040/2 Career Information Program Review
(2) Plan of Action and Milestone (POA&M)

1. In accordance with reference (a) and (b), a Career Information Program Review (CIPR) was conducted on XX October 20XX by (TYCOM/ISIC) Force Career Counselor, (Inspector Name).
2. The Plan of Action and Milestones (POA&M) outlines the areas which are particularly critical to the overall program's success and require emphasis by the Chain of Command. Enclosure (2) details the areas of concern that were identified and need corrective action in order to improve functionality of the Career Development Program.
3. For questions regarding this assessment, I may be reached at email: Email@navy.mil or commercial: (###) ###-####.

I. M. COUNSELOR

ACTION	ACTION PERSON	START DATE	MILESTONE DATE	EXPECTED RESULT
<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>
Conduct 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
Generate 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
Conduct 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
Train 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
Conduct 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
Designate 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

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