



## NC (C) CAREER PATH



Navy Counselor (NC) rating only accepts First and Second Class Petty Officers and is not open to incoming recruits. This rating requires a thorough knowledge of the Navy organization, including personnel and administrative procedures and policies. A service member who intends to apply for this rating must have experienced the total environment of the Navy. The individual's background must clearly indicate familiarity with shipboard life; first-hand knowledge of varied aspects of Navy life and duties gained through participation in a wide range of activities and assignment; and a high level of leadership as well as comprehension of diverse assigned duties. Navy Career Counselors offer career guidance to personnel aboard ships, deployable units, and at shore facilities. They assist commands in organization, implementation and management of an enlisted career information program; evaluates and inspects enlisted career information programs within own command and/or subordinate commands (as applicable); supervises and coordinates interviews and counseling efforts; counsels individuals and gives presentations to naval personnel and their family members on the advantages of a career in the Navy and professional development opportunities; serves as Transition Assistance Program Managers; provides counseling to transitioning officers and enlisted personnel on veteran's benefits and relocation programs.

| YEARS OF SERVICE | CAREER MILESTONES   | AVERAGE TIME TO ADVANCE  | COMMISSIONING OR OTHER SPECIAL PROGRAMS         | SEA/SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT  |
|------------------|---------------------|--------------------------|---|----------------|--|
| 26-30            | NCCM                | 22.6 Yrs                 | CMDCM/CSEL                                      | 36             | Follow on Sea/Shore Tours<br>Billet: CSEL/DLCPO/<br>Fleet/Force Counselor/<br>Program Manager<br>Duty: ECH I/II/III Fleet/<br>Force/ISIC/TYCOM<br>Counselor/ECM<br>Follow on Sea tour : CVN  |
| 23-26            | NCCM<br>NCCS        | 22.6 Yrs<br>19.6         | CMDCM/CSEL                                      | 36             | 3rd Shore Tour<br>Billet: CSEL/DLCPO/<br>Fleet/Force Counselor/<br>Program Manager<br>Duty: ECH II/III<br>TYCOM/ISIC/Regional<br>CC/NC Detailer/ECM  |
| 20-23            | NCCM<br>NCCS<br>NCC | 22.6 Yrs<br>19.6<br>14.5 | CMDCM/CMDCS/CSEL<br>Commissioning opportunities | 36             | 3rd Sea Tour<br>Billet:<br>LCPO/DLCPO/Senior CC/<br>Program Manager<br>Duty: All sea-duty<br>platforms and deployable<br>units (NCCMs –CVN)<br>Qual: Max qualification in<br>billet          |
| 20-23(Cont.)     | NCCM<br>NCCS<br>NCC | 22.6 Yrs<br>19.6<br>14.5 | CMDCM/CMDCS/CSEL<br>Commissioning opportunities | 36             | 2nd Shore Tour<br>Billet: DLCPO/Senior CC/<br>Program Manager<br>Instructor/Staff/ Regional<br>CC<br>Duty: ECH III/IV<br>TYCOM/ISIC/ECM<br><br>Qualification: Max<br>qualification in billet |
| 16-20            | NCCS                | 19.6 Yrs                 | CMDCM/CMDCS/CSEL                                | 42             | 2nd Sea Tour   |



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|------------------|------------------------------|-------------------------|---|----------------|---|
| 16-20            | NCC<br>NC1                   | 14.5<br>9.5             | Commissioning opportunities             |                | Billet: LPO/LCPO/Senior CC.<br>Duty: All platforms and deployable units<br>Qualification: Max qualification in billet                               |
| 12-16            | NCCS<br>NCC<br>NC1           | 19.6 Yrs<br>14.5<br>9.5 | CSEL, Commissioning opportunities       | 36             | 1 <sup>st</sup> Shore Tour<br>Billet:<br>CCC/Instructor/Staff /ISIC.<br>Duty: All shore duty billets<br>Qualification: Max qualifications in billet |
| 8-12<br>6-12     | Conversion to<br>NC1/<br>NC2 | 9.5 Yrs                 | Commissioning opportunities             | 36             | 1 <sup>st</sup> Sea Tour<br>Billet: CCC/LPO.<br>Duty: All platforms and deployable units<br>Qualification: Max qualification within billet          |

Notes:

1. In addition to the above career path, an NC is advanced in their ability to plan, develop, coordinate, and implement career information programs and policies in the Navy; oversee regional, battle group, and command training and development; motivate and manage career information and training programs; establish rating and staffing requirements; provide oversight and management of retention and attrition programs; provide review and analysis of Fleet and Force Career Development and Transition Assistance Programs; collect and examine retention and attrition data and provide trend analysis; review career information surveys and provide recommendations and feedback; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

2. Navy Career Counselors are assigned to all war fighting domains within the Navy. Consideration for advancement should be based on their performance and contribution to the war-fighting domain and the command mission in which they are assigned.

a. Warfare designators earned while assigned to war-fighting domains should be given equal consideration as earning a warfare designation in primary source rating.

b. Primary watch standing qualifications vary in each of the war-fighting domains. NCs are expected to obtain the prerequisite watch qualification for the command in which they are assigned. These watch standing qualifications should be given equal consideration.

c. Diverse assignments during an NC's career are essential in developing Fleet and Force Career Counselors.

d. Consideration should be given for receiving a compliant score on the Command Information Program Review (CIPR) and when requirements are met for the Retention Excellence (REA), or Best in Class (BIC) Award. CIPR is a major contributing factor to command mission and within the NC job scope for all paygrades.

e. E7-E9 personnel should be properly aligned to a valid billet within their respective paygrade, unless an overriding requirement exists which should be properly documented.



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### **The following should be given favorable consideration for advancement to E6 to E7:**

- Candidates should complete a minimum of 18 months as a Navy Counselor
- Documented NC community leadership and mission impact serving in key leadership positions (LPO, CDS, Fleet Engagement Team, Regional or Area Training, and NC conversion package attainment etc.)
- Documented technical knowledge in assigned billet
- Enlisted Warfare Qualifications are expected when available
- Training Team (DCTT, ATTT, STT, MTT, etc.) leader/member with documented impact
- Command or Assistant Command Collateral Duties with documented impact
- Completion of their paygrade level Professional Military Education (PME)
- Compliant CIPR assessment on the most recent evaluation, BIC or REA
- Fleet or Force Command Career Counselor of the Year (CCOY)

### **Institutional and Technical Expertise:**

- NC/PS/YN Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Documentation of candidates and Sailors USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications
- Sailor 360 involvement

### **The following should be given favorable consideration for advancement to E7 to E8:**

- If converted to a Navy Counselor as a CPO, should complete a minimum of 18 months as a rated Navy Counselor
- Documented NC community leadership and mission impact serving in key leadership positions (LCPO, CDS, Fleet Engagement Team, Regional or Area Training, and NC conversion package attainment etc.)
- Successful diverse back-to-back operation tours, though not required, should be favorably considered
- Successful completion of large shore command tour as the Senior Career Counselor
- Successful completion of tours at TYCOM Staff, RDC, ECH III, NPC, NSW SRT/DEVGRU, and the CCC Schoolhouse Instructors are carefully screened and selected for those assignments
- Documented success of subordinate command compliance with CIPR and/or BIC, REA (if at an ISIC or TYCOM level tour)

### **Institutional and Technical Expertise/CPO Initiation:**

- NC/PS/YN Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Documentation of candidates and Sailors USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications
- Sailor 360 involvement (leading a committee should be considered a plus)
- Demonstrate active participation in CPO Initiation (leading a committee should be considered a plus)

### **The following should be given favorable consideration for advancement to E8 to E9:**

- Candidate should successfully complete a large deck tour (LHD/LHA/CVN/; NSW; Regional CC/ISIC; or TYCOM) as the Senior Career Counselor
- Tours at TYCOM, NPC, DEVGRU, and the CCC Schoolhouse Course Manager are carefully screened and selected for those assignments. Consideration should be given to Sailors who have displayed superior performance while serving in one of these assignments
- Documented NC community leadership and mission impact serving in key leadership positions (LCPO, CDS, Fleet Engagement Team, Regional or Area Training, and NC conversion package attainment etc.)
- Documented success of subordinate command compliance with CIPR and/or BIC, REA (if at an ISIC or TYCOM level tour).



**Institutional and Technical Expertise/CPO Initiation:**

- Senior Enlisted Academy Graduate
- NC/PS/YN Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Documentation of candidates and Sailors USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications
- Sailor 360 involvement (leading a committee should be considered a plus)
- Demonstrate active participation in CPO Initiation (leading a committee should be considered a plus)

Candidates should have a diverse background and have completed prescribed PME, and SEJPME I/II. Additional considerations are listed below.

- Command Career Counselor:
  - Manage the Command's Career Development Program (CDP), ensure VOW Act compliance and pre-separation counseling
  - Responsible for executing all aspects of the Career Waypoints (CWAY) program
  - Verify eligibility and submit complete and accurate reenlistment incentive program requests (e.g. Selective Training and Reenlistment (STAR), Senior Enlisted Retention Bonus (SERB), Selective Retention Bonus (SRB), etc.)
  - Coordinate and ensure reenlistment ceremonies are conducted IAW established directives
  - Analyze career development data (e.g. NRMS, CIMS, CareerWaypoints, etc.)
  - Develop and implement long-range Career Development Team (CDT) training plan
  - Coordinate and conduct periodic CDT training
  - Prepare, complete, and submit comprehensive CDP monthly reports
  - Track, submit and verify Career Development Board (CDB) completion
  - Maintain career information training records in CIMS
  - Maintain Transition Assistance Program (TAP) files
  - Submit Enlisted Personnel Action Requests as applicable
  - Analyze and report retention performance trends and behavior
  - Conduct CIPR reviews
  - Prepare CDP Plan of Action and Milestones (POA&M)
  - Evaluate future NC rating conversions and verify eligibility for submission to ISIC
- Immediate Superior in Command (ISIC)
  - Coordinate, train and supervise subordinate command's CDP implementation
  - Coordinate with and report to Type Commander (TYCOM) (as directed) on CDP performance
  - Coordinate, collect, and submit Initial Tour NC reports to TYCOM (as directed)
  - Analyze, collect, and report retention data
  - Prepare ISIC-level CDP reports
  - Evaluate current and future NC/806R subordinate command manning requirements
  - Conduct annual CIPR for all assigned/supporting subordinate commands
  - Evaluate future NC rating conversions and verify eligibility for submission to TYCOM
  - Coordinate monthly/quarterly CCC training for all subordinate commands
  - Coordinate and support Fleet Engagement Team (FET) events/symposiums (as applicable)
- Type Commander (TYCOM)
  - Provide direct oversight and supervision to all subordinate commands
  - Coordinate with and report to Fleet CC (as directed)
  - Schedule and conduct annual subordinate command's CIPR (as applicable)
  - Coordinate and conduct periodic CCC training for ISIC/Direct Reporter commands
  - Collect, prepare and submit TYCOM-level CDP performance report
  - Analyze, evaluate, and report NC/806R manning requirements (as required)
  - Evaluate and prioritize NC/806R requisitions IAW planned MNA cycle
  - Provide direct oversight and supervision during annual MAP Season for all subordinate



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- commands e.g. exception to policy, Controlled Rate (as applicable), and BSO Quota requests
- Verify and submit subordinate command REA eligibility to Fleet CC
  - Coordinate and support FET events (as applicable)
  - Evaluate, endorse, and submit eligible NC rating conversions to ECM