



**NC CAREER PATH
(SW)**



Navy Career Counselor (NC) rating is not open to incoming recruits. This rating requires a thorough knowledge of the Navy organization, including personnel and administrative procedures and policies. Because the NC rating accepts only Petty Officers First and Second Class, it is not open to first-term enlistees. 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, and to civilians who are considering enlistment in the Navy. They assist commands in organizing and implementing an aggressive enlisted career information program; evaluates enlisted career information program within own command and/or subordinate commands as applicable; supervises and coordinates interviewing and counseling efforts; counsels individuals and gives presentations to civic groups, naval personnel and their family members on the advantages of career opportunities and professional development in the Navy; establishes and maintains liaison with local media; serves as Transition Assistance Program Managers; provide counseling to transitioning officers and enlisted personnel on veteran 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 | CSEL | 36 | Follow on Sea/Shore Tours Billet: CSEL/DLCPO/ Fleet/Force CC Program Manager Duty: ECH I/II/III Fleet/ Force/ISIC/TYCOM Counselor Follow on Sea tour : CVN |
| 23-26 | NCCM NCCS | 22.6 Yrs 19.6 | CSEL | 36 | 3rd Shore Tour Billet: CSEL/DLCPO/ Fleet/Force Counselor / Program Manager Duty: ECH II/III TYCOM/ISIC/Regional CC/NC Detailer |
| 20-23 | NCCM NCCS NCC | 22.6 Yrs 19.6 14.5 | CWO, MSC/IPP, CSEL | 36 | 3rd Sea Tour Billet: LCPO/DLCPO/Senior CC: Senior CC Duty: LSD/LPD/LHD/LHA/CV N/NECC/ NSW/AS Qual: Section Leader/Requal ESWS/Lead Training Team Member |
| 20-23(Cont.) | NCCM NCCS NCC | 22.6 Yrs 19.6 14.5 | CWO, MSC/IPP, CSEL | 36 | 2nd Shore Tour Billet: DLCPO/Senior CC/ Program Manager CCC. Instructor/Staff/ Regional CC Duty: ECH III/IV TYCOM/ISIC/ NSSC/NECC/NSW/FMF/ NPC / Regional CC |



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|-------------------------|------------------------------|--------------------------------|--|-----------------------|--|
| 16-20 | NCCS NCC NC1 | 19.6 Yrs 14.5 9.5 | CWO, OCS, MECP, MSC/IPP, CSEL | 48 | 2nd Sea Tour Billet: LPO/LCPO/Senior CC. Duty: CG/ /CVN/LHD/ LHA/LPD/LSD/NECC/NSW Qual: Ship training team/D3MA/Section Leader/Requal ESWS/ATTWO |
| 12-16 | NCCS NCC NC1 | 19.6 Yrs 14.5 9.5 | LDO, CWO, OCS, MECP, MSC/IPP, CSEL, STA-21 | 36 | 1 st Shore Tour Billet: CCC/Instructor/Staff ISIC. Duty: NAS/NAVSTA/ TPU/NSSC/NECC/NSW/F MF Schoolhouse/NPC/ISIC/NI OC Qualification: ACDO/CDO/ MAP Coordinator/Board Member |
| 8-12 6-12 | Conversion to NC1/ NC2 | 9.5 Yrs | LDO, CWO, OCS, MECP, MSC/IPP, CSEL, STA-21 | 36 | 1 st Sea Tour Billet: CCC/LPO. Duty: NECC/NSW. Squadron/Ship/DDG / AS/LPD/LSD/LHD Qualification: LPO/JOOD/OOD (I/P)/3M 303-304/DC 312/DCTT, Duty Admin/WBC |

Notes:

1. Class "A" school is not required.
2. 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 aggressive career information and training programs; establish rating and staffing requirements; provide oversight and management of retention and attrition management 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.
3. Even though the NC rating is primarily a surface rating, Navy Career Counselors are assigned to all war fighting domains within the Navy. Consideration for advancement should be based on their contribution and performance 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.



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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 when requirements are met for the Retention Excellence Award (REA). This 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 and on file.

Considerations for advancement from E6 to E7

- Prior to selection for E7, candidate should successfully complete a Command Career Counselor tour or at least a minimum of 24 months. Successful operational tour is optimal (Ship/Squadron/NECC/NSW).
- Successful completion is defined by the member earning competitive performance marks on their evaluation and completion of their paygrade level Professional Military Education (PME).

Considerations for advancement from E7 to E8

- Prior to selection for E8, candidate should successfully complete a Command Career Counselor tour: (NAS/NAVSTA/TPU/DESRON/NSSC/NECC/NSW/NPC/FMF/Schoolhouse/ISIC/NIOC/Sea-duty). Successful diverse back-to-back operation tours, though not required, will be favorably considered. Successful completion of large shore command tour (Region) as the Senior Career Counselor.
- Successful completion is defined by the member earning competitive performance marks on their evaluation.

Considerations for advancement from E8 to E9

- Prior to selection for E9, candidate should successfully complete a large deck tour (LHD/LHA/CVN/NSW/NECC/ISIC or TYCOM) as the Senior Career Counselor.
- Successful completion is defined by the member earning competitive performance marks on their evaluation and having completed their paygrade level PME.

4. Best qualified candidates will have a diverse background and have completed prescribed PME, and SEJPME I/II. Additional qualifications are listed below.

- Command Career Counselor:
 - Maintain Career Development Programs (CDP)
 - VOW Act Compliance and pre-separation counseling
 - Career Development Boards (CDB) (e.g. military lifecycle, etc.)
 - Career Waypoints (CWAY) program eligibility
 - Counsel personnel on professional growth (e.g. High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)
 - Reenlistment incentive programs (e.g. Selective Training and Reenlistment (STAR), Senior Enlisted Retention Bonus (SERB), Selective Retention Bonus (SRB), etc.)
 - Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
 - Audit CDP
 - Prepare CDP training plans
 - Brief CDT
 - Coordinate CDBs
 - Coordinate career development training
 - Coordinate reenlistment ceremonies



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- Deliver career information briefs
- Deliver enlisted assignment briefs
- Prepare career development documents (e.g. reports, graphs, charts, etc.)
- Compile reenlistment and attrition data
- Maintain career information training records in CIMS
- Maintain Transition Assistance Program (TAP) files
- Submit Enlisted Personnel Action Requests as applicable
- Submit SRB authorization requests
- Analyze reenlistment and attrition data
- Conduct Career Information Program (CIPR) reviews
- Prepare CDP Plan of Action and Milestones (POA&M)

- Immediate Superior in Command (ISIC) or Type Commander (TYCOM) Career Counselor (CC)
 - Coordinate subordinate command CDP Implementation
 - Coordinate with ISIC or TYCOM CC
 - Analyze Fleet or Force CDP
 - Analyze Fleet or Force CDP statistical data
 - Analyze ISIC CDP reports
 - Analyze subordinate command CDP statistical data
 - Conduct CIPR for subordinate echelon commands
 - Prepare CDP reports (e.g. Fleet, Force, or ISIC)
 - Recruit future NC's and chair or a member of conversion boards
 - Coordinate regional CC training
 - Provide effective training to the CDT, Commands and the NC community