



**NC CAREER PATH**  
**(SW)**



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 Billet: CSEL/DLCPO/ Fleet/Force Counselor/ Program Manager Duty: ECH I/II/III Fleet/Force/ISIC/TYCOM Counselor/ECM Follow on Sea tour: CVN               |
| 23-26            | NCCM<br>NCCS        | 22.6 Yrs<br>19.6         | CMDCM/CSEL                                      | 36             | 3 <sup>RD</sup> Shore Tour<br>Billet: CSEL/DLCPO/ Fleet/Force Counselor Program Manager<br>Duty: ECH II/III<br>TYCOM/ISIC/Regional 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             | 3 <sup>RD</sup> Sea Tour<br>Billet: LCPO/DLCPO/Senior CC/Program Manager<br>Duty: All sea-duty platforms and deployable units (NCCMs –CVN)<br>Qual: Max qualification in billet    |
| 20-23<br>(Cont.) | NCCM<br>NCCS<br>NCC | 22.6 Yrs<br>19.6<br>14.5 | CMDCM/CMDCS/CSEL<br>Commissioning Opportunities | 36             | 2 <sup>ND</sup> Shore Tour<br>Billet: DLCPO/Senior CC/ Program Manager<br>Instructor/Staff/ Regional CC<br>Duty: ECH III/IV<br>TYCOM/ISIC/ECM<br>Qual: Max qualification in billet |
| 16-20            | NCCS<br>NCC<br>NC1  | 19.6 Yrs<br>14.5<br>9.5  | CMDCM/CMDCS/CSEL<br>Commissioning Opportunities | 42             | 2 <sup>ND</sup> Sea Tour<br>Billet: LPO/LCPO/Senior CC<br>Duty: All platforms and deployable units<br>Qual: Max qualification in billet  |



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|------------------|-----------------------|-------------------------|---|----------------|--|
| 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: CCC/Instructor/Staff/ISIC<br>Duty: All shore duty billets<br>Qual: Max qualification in billet |
| 8-12<br>6-12     | Conversion to NC1/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>Qual: Max qualification in 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. Favorable consideration should be given for the completion of non-primary watch qualifications.
  - 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 Career 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. The CIPR can be scored as Compliant, Partially Compliant or Not Compliant.
    - 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.
3. Acronyms:

AERR – Advancement Examination Readiness Review

ALDC – Advanced Leader Development Course

BIC – Best in Class

CDP – Career Development Program



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CDS – Career Development Symposium  
CIPR – Career Information Program Review  
COOL – Credentialing Opportunities On-Line  
CCC – Command Career Counselor  
CCOY – Career Counselor of the Year  
FET – Fleet Engagement Team  
FLDC- Foundational Leader Development Course  
ILDC- Intermediate Leader Development Course  
ISIC NC – Immediate Superior in Command Navy Counselor  
NC – Navy Counselor  
NRMS – Navy Retention and Monitoring System  
NSIPS – Navy Standard Integrated Personnel System  
POA&M – Plan of Actions and Milestones  
REA – Retention Excellence Award  
TAP – Transition Assistance Program  
USMAP – United Services Military Apprenticeship Program

### 4. NEC:

Career Information Program Advisor - 806R  
MyNavy HR Credentialing, Apprenticeship and Voluntary Education Programs - 868A  
Senior Enlisted Academy Graduate - 8SEA

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

- Candidates shall successfully complete a minimum of 18 months as a rated Navy Counselor (NC)
- Documented NC community leadership and mission impact serving in key leadership positions (LPO, CDS, Fleet Engagement Team (FET), 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 documented on the most recent evaluation
- Documented Peer Group Organization (e.g. FCPOA, JEA, MWR, CSADD, etc.) involvement and documented impact (leading a committee or organization mentor should be favorably considered as indication of leadership abilities)
- Sea or Shore Navy Counselor of the Year (NCOY)

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

- NC/PS/YN/LN Symposium coordinator and/or trainer - Expected for shore Sailors; Sailors assigned to ships are encouraged but operational requirements do not allow all to participate/support
- 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 with documented impact

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

- If converted to a Navy Counselor as a CPO, shall successfully complete a minimum of 24 months as a rated Navy Counselor



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- 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 Peer Group Organization (e.g. CPOA, MWR, etc.) involvement with documented impact
- Successful diverse back-to-back operational 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, remote duty stations and the CCC Schoolhouse Instructors should be favorably considered
- 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/LN Symposium coordinator and/or trainer - Expected for shore Sailors; Sailors assigned to ships are encouraged but operational requirements do not allow all to participate/support
- Command Navy Leader Development Facilitator Certification Course (C-NLDF) qualified facilitators with demonstrated performance facilitating Foundational Leader Development Course (FLDC), Intermediate Leader Development Course (ILDC), and Advanced Leader Development Course (ALDC).
- 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 with documented impact
- Demonstrated ability to train and qualify Sailors on the Personnel Qualification Standard for Command Career Counselors (PQS) – NAVEDTRA 43699-series
- 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 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/LN Symposium mentor, coordinator and/or trainer
- Demonstrated ability to train and qualify Sailors on the Personnel Qualification Standard for Command Career Counselors (PQS) – NAVEDTRA 43699- series
- Successful participation in activities with impact to the entire NC community should be favorably viewed (Advancement Exam Readiness Review, instructional reviews, etc.)
- Command Navy Leader Development Facilitator Certification Course (C-NLDF) qualified facilitators with demonstrated performance facilitating Foundational Leader Development Course (FLDC), Intermediate Leader Development Course (ILDC), and Advanced Leader Development Course (ALDC).
- 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)



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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)
  - Responsible for ensuring Sailors VOW Act compliance
  - 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. MNA, NRMS, CIMS, 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 Course Manager (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 commands e.g. exception to policy, Controlled Rate (as applicable), and BSO Quota requests
  - Verify and submit subordinate command REA BIC eligibility to Fleet CC
  - Coordinate and support FET events (as applicable)
  - Evaluate, endorse, and submit eligible NC rating conversions to ECM