



NC CAREER PATH TRAINING AND ADMINISTRATION OF THE RESERVE (TAR)

The Navy Counselor rating is not open to incoming recruits. This rating requires a thorough knowledge of the Navy organization, including personnel and administrative procedures and policies. NC rating accepts only Petty Officers First Class and Second Class eligible for First Class; therefore, it is not open to first-term enlistees. A service member who intends to apply for this rating must have varied experiences serving in the Navy. The individual's background must clearly indicate first-hand knowledge of both Active and Reserve Navy life gained through participation in a wide range of activities and assignments as well as a high level of leadership and comprehension of diverse assigned duties. Navy Counselors offer career guidance to personnel at sea commands and shore facilities. Navy Counselors work closely with Commanding Officers and SELs. They assist commands through the following means: organize and implement an aggressive enlisted career information program; evaluate enlisted career information program within own command and/or subordinate commands as applicable; supervise and coordinate interviewing and counseling efforts; counsel individuals and give presentations to, educational programs such as tuition assistance, MGIB, MGIB-SR; and serve as Transition Assistance Program Managers who 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	Tour Length *See note 1	TYPICAL CAREER PATH DEVELOPMENT
26-30	NCCM	25 Yrs	CSEL, CMC	36/36	Follow on Shore Tours Billet: Dept Head/LCPO/ Force Career Counselor Duty: Force/ TYCOM/ISIC Counselor
23-26	NCCM NCCS	25 Yrs 21.5	CSEL, CMC	36/36 36/36	Billet: Dept Head /LCPO/ Program Manage/Course Manager Duty: TYCOM/ISIC/Staff NRPDC
20-23	NCCS NCC	21 Yrs 15.3	CWO, CSEL, CMC, CSC, ECM, Detailer	36/36 36/36 36/36	Billet: Dept Head/LCPO Program Manager Duty: TYCOM/ISIC/Staff REDCOM/Wing/NPC/NRPDC NECC
16-20	NCC NC1	15.3 8.5	LDO, CWO, OCS, MECP, STA-21, CSEL, CSC, RDC, ECM, Detailer	36/36 36/36 36/36	Billet: LPO/LCPO/Senior CCC Duty: Staff TYCOM/CNRC/NRC REDCOM/Wing/NRPDC NPC/NTAG/RTAG/NECC
12-16	NCC NC1	15.3 Yrs 8.5		36/36 36/36 36/36	Billet: CCC/Instructor/Staff Duty: TYCOM/NRC/Squadron REDCOM/Wing/CNRC/NPC NRPDC/NTAG/RTAG/NECC
6-12	Conversion to NC1	8.5 Yrs		36/36	Billet: CCC/LPO Duty: CNRFC/NRPDC/NPC RTAG/NRC/Squadron /NECC

Notes:

1. The NC (TAR) rate does not follow a typical sea/shore rotation due to limited sea duty requirements.
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 and Navy Reserve; oversee regional, 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;



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provide review and analysis of Force Career Development and Transition Assistance Management Programs; collect and examine retention and attrition data and provide trend analysis; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

3. Consideration for advancement should be based on their contribution and performance to the command mission and welfare of all Sailors where they are assigned.

a. Performance and rating knowledge are the foundations of advancement. Navy Counselors must ensure they are **FULLY QUALIFIED**, influencing others to be successful, positively influencing the command and above all showing **SUSTAINED SUPERIOR PERFORMANCE** in leadership assignments.

b. In addition to performance, Navy Counselors must articulate their accomplishments on an evaluation so Selection Board members (with different ratings) can clearly understand the action, impact and results of their contributions to command mission and warfighting readiness.

c. Warfare designators earned while assigned to operational commands should be given equal consideration as earning a warfare designation in primary source rating.

d. Diverse assignments during an NC's career are essential in developing Navy Reserve Career Counselors, but many TAR NCs are limited to the type of commands available at the time of order negotiations.

e. Consideration should be given when requirements are met for the Retention Excellence Award (REA) or the Reserve Personnel Program Excellence Award (RPPEA) (a command cannot receive both for the same timeframe) and when achieving a score of "compliant" on the Command Information Program Review (CIPR). These are major contributing factors to command mission and within the NC job scope for all paygrades.

4. NECs held: A16A - Command Pay and Personnel Administrator (CPPA)

805A - Instructor

8MTS - Master Training Specialist

807R - Reserve Career Information Program Advisor

868A - MyNavy HR Credentialing, Apprenticeship and Voluntary Education Programs

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

a. Command Career Counselor:

- Maintain Career Development Programs (CDP)
- Maintain VOW Act Compliance and pre-separation counseling
- Coordinate Career Development Boards (CDB) (e.g. military lifecycle, Physical Fitness Assessment (PFA), evaluations etc.)
- Counsel personnel on Career Waypoints (CWAY) program eligibility
- Counsel personnel on professional growth (e.g. enlisted assignments, High Year Tenure (HYT), Fleet Reserve/Retirement, etc.)
- Counsel personnel on reenlistment incentive programs (e.g. Selective Retention Bonus (SRB), MGIB-SR, Post 9/11 transferability)
- Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
- Audit Career Development Program (CDP)
- Prepare Career Development Program (CDP) training plans; Brief Career Development Teams (CDT)
- Coordinate and provide Career Development Training (CDT)
- Coordinate reenlistment ceremonies
- Deliver career information briefs
- Deliver enlisted assignment briefs
- Prepare career development documents (e.g. reports, graphs, charts, etc.)



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- Compile and analyze advancement, reenlistment and attrition data
 - Maintain career information training records
 - Maintain Transition Assistance Management Program (TAMP) files
 - Submit Enlisted Personnel Action Requests
 - Submit Selective Reenlistment Bonus (SRB) authorization requests
 - Conduct Career Information Program (CIPR) reviews/Audit Career Development Program (CDP)
 - Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
 - Maintain an effective PRISE-R program
- b. ISIC and TYCOM Career Counselor
- Coordinate subordinate command Career Development Programs (CDP) implementation
 - Provide monthly training to subordinate commands on career development programs and policies
 - Coordinate with Immediate Superior in Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC) to update progress and address concerns
 - Analyze Force Career Development Program (CDP)
 - Analyze Force career development statistical data
 - Analyze Immediate Superior in Command (ISIC) Career Development Program (CDP) reports
 - Analyze subordinate command career development statistical data
 - Conduct an annual Career Information Program Review (CIPR) for all subordinate commands
 - Prepare Career Development Program (CDP) reports (e.g. Force or ISIC)

Considerations for advancement from E6 to E7

NOTE: *Intermediate Leader Development Course (ILDC) and Advanced Leader Development Course (ALDC) is a requirement for advancement to E-7.*

- NC Community Leadership/Mentorship with documented impact (i.e. rate training, leadership training, force wide training)
- Prior to selection for E7, candidate should successfully complete a Command Career Counselor tour OR at least a minimum of 24 months as a rated NC
- Successful completion is defined by the member earning competitive performance marks on their evaluation and completion of their paygrade level Professional Military Education (PME)
- Career Counselor of the Year (CCOY). An NC who is awarded the CNRF CCOY has been ranked against all other NC TAR Sailors within the Reserve Force.
- Sailor of the Year (SOY)
- Special consideration should be given to those who have demonstrated themselves as subject matter experts in Selected Reserve Career Counselor Programs. If selected for E7, their first tour after selection could be as an ISIC in a REDCOM or Wing training other counselors
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- Special consideration should be given to those who have completed the following:
 - Navy Reserve Activity Staff Personnel Qualification Standard (PQS) - NAVEDTRA 43075-A
 - MyNavy HR Credentialing, Apprenticeship and Voluntary Education Programs PQS NAVEDTRA 436994
 - Navy Counselor Immediate Superior in Command (NC ISIC) PQS, NAVEDTRA 43699-5

Considerations for advancement from E7 to E8

NOTE: *Chief Petty Officer Leader Development Course (CPO-LDC) is a requirement for advancement to E-8.*



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- NC Community Leadership/Mentorship with documented impact (i.e. rate training, leadership training, force wide training, AERR, RCI Mentor)
- Prior to selection for E8, candidate should successfully complete an ISIC and/or Command Career Counselor tour managing Reserve programs: (REDCOM/Wing/NRPDC/NRC/NPC/TYCOM, NECC)
- Successful completion is defined by the member earning competitive performance marks on their evaluation as an NC
- Subject Matter expert in Selected Reserve Career Counselor Programs is necessary for a successful E8 tour.
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA and CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- Special consideration should be given to those who have completed the following:
 - Navy Reserve Activity Staff Personnel Qualification Standard (PQS) - NAVEDTRA 43075-A
 - MyNavy HR Credentialing, Apprenticeship and Voluntary Education Programs PQS NAVEDTRA 43699-4
 - Navy Counselor Immediate Superior in Command (NC ISIC) PQS, NAVEDTRA 43699-5
- Completion of the Senior Enlisted Academy (SEA), service equivalent and the Reserve Senior Enlisted Management (RSEM), and/or CPO Leader Development Course should be highly considered when evaluating Senior Enlisted personnel

Considerations for advancement from E8 to E9

NOTE: *Senior Enlisted Academy (SEA) is a requirement for advancement to E-9.*

- Prior to selection for E9, candidate should successfully complete a TYCOM/REDCOM/NRPDC tour managing force-wide Reserve programs
- Successful completion is defined by the member earning competitive performance marks on their evaluation and having completed their paygrade level Professional Military Education (PME)
- The NC who is selected for NCCM could be the next Reserve Force Career Counselor and should have extensive Reserve program management
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA and CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact
- Completion of the Reserve Senior Enlisted Management (RSEM), and/or CPO Leader Development Course should be highly considered when evaluating Senior Enlisted personnel