

CHAPTER 57



NAVY COUNSELOR (COUNSELOR) (NCC)

NAVPERS 18068F-57J
Change 103

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (COUNSELOR) (NCC)



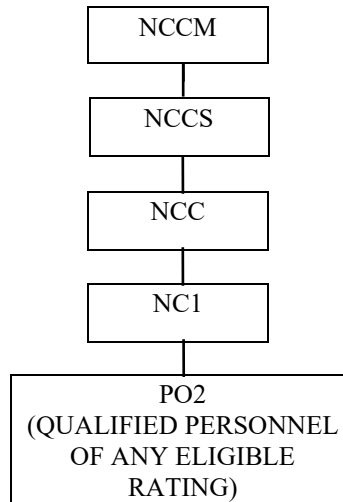
SCOPE OF RATING

Navy Counselors (Counselor) (NCC) assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted Career Development Programs (CDP) within their own command and/or subordinate commands, as applicable; coordinate and supervise counseling efforts; counsel individuals and their family members (as applicable) on the advantages of career opportunities in the Navy; and give command-level presentations on career programs.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 57.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For NCC service rating entry requirements refer to MILPERSMAN articles 1306-618 and 1440-020.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Command Career Counselor****Job Code****001617****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

COMMAND CAREER COUNSELOR

Short Title (14 Characters)

CCC

Pay Plan

Enlisted

Career Field

NCC

Other Relationships and Rules

Not applicable

Job Description

Command Career Counselors provide career information guidance and assistance to help Sailors explore and evaluate their education, training, interests, and capabilities; assist commands in organizing and implementing aggressive career information programs; coordinate with other command program coordinators in making sure career and personnel specific programs are being implemented in accordance with current Navy policies; assist Sailors in setting goals based on sound career decisions and identifying opportunities to develop their careers to the fullest.

DoD Relationship**Group Title**

Recruiting and Counseling

DoD Code

150100

O*NET Relationship**Occupation Title**

Human Resources Managers

SOC Code

11-3121.00

Job Family

Management

Skills*Monitoring**Coordination**Critical Thinking**Judgment and Decision Making**Speaking**Instructing**Management of Material Resources**Active Listening**Management of Personnel Resources**Time Management***Abilities***Deductive Reasoning**Information Ordering**Oral Expression**Time Sharing**Problem Sensitivity**Inductive Reasoning**Written Expression**Mathematical Reasoning**Speech Clarity**Number Facility***CAREER COUNSELING****Paygrade****Task Type****Task Statements**

E6

CORE

Advise personnel on career information programs

E6

CORE

Advise personnel on enlisted assignment processes

E6

CORE

Advise personnel on retirement or Fleet Reserve (FLTRES) programs

E6

CORE

Advise personnel on service school eligibility

E6

CORE

Advise personnel on special career programs

E6

CORE

Advise sailors on reserve affiliation programs (e.g., Prior Service Re-enlistment Eligibility-Reserve (PRISE-R), Career Waypoints (C-WAY), etc.)

E6

NON-CORE

Compile data to assist command in disciplinary action decisions

E6

CORE

Conduct Career Development Boards (CDB)

E6

CORE

Conduct First Term Success Workshop (FTSW) training

E6

NON-CORE

Conduct Reserve Affiliation Success Workshop (RASW) training

E6

CORE

Coordinate Career Development Boards (CDB)

E6

CORE

Coordinate Navy Reserve pre-separation briefings

E6

CORE

Counsel personnel on Career Waypoints (C-WAY) program requirements

E6

CORE

Counsel personnel on enlisted advancement programs

E6

CORE

Counsel personnel on professional growth criteria (e.g., High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)

CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Counsel personnel on reenlistment incentive opportunities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Counsel personnel on the Survivor Benefit Plan (SBP)
E6	CORE	Manage Professional Apprenticeship Career Track (PACT) sailor information and statuses
E6	CORE	Provide advancement information
E6	CORE	Provide Capstone counselings
E6	CORE	Provide initial self-assessment counselings
E6	CORE	Provide local service agency referrals (e.g., Warm Handovers, hiring agencies, etc.)
E6	CORE	Provide Navy Voluntary Education (VOLED) program resources
E6	CORE	Provide pre-separation counselings
E6	CORE	Qualify enlisted sailors in Career Waypoints (C-WAY)
E6	CORE	Submit enlisted personnel action requests
E6	CORE	Submit reenlistment incentive documentation (e.g., Selective Training and Reenlistment (STAR) program, other monetary and incentive programs, etc.)
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	CORE	Verify career data for special program screenings (e.g., sea and shore special programs, Canvassing Recruiter, etc.)
E6	CORE	Verify reenlistment incentive eligibilities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Verify Transition Assistance Program (TAP) documentation completion

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g., Navy Retention Monitoring System (NRMS), Career Information Management System (CIMS), etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Conduct Career Development Program (CDP) training
E6	CORE	Conduct Command Indoctrination briefs
E6	CORE	Coordinate Career Information Program Review (CIPR) assist visits
E6	CORE	Coordinate Career Information Program Review (CIPR) visits
E6	CORE	Coordinate Transition Assistance Program (TAP) processes (e.g., enrollment, documentation, etc.)
E6	CORE	Maintain command retention recognition programs (e.g., benefit books, coins, pens, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completions
E6	CORE	Verify client-to-counselor ratios

CAREER DEVELOPMENT TEAM (CDT) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Conduct Career Development Team (CDT) training
E6	CORE	Conduct Career Development Training Courses (CDTC)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Develop Career Development Team (CDT) training
E6	CORE	Maintain client-to-counselor ratios

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Teams (CRT)
E6	CORE	Conduct career information briefs
E6	CORE	Coordinate career development events
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)
E6	CORE	Coordinate reenlistment ceremonies
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center (FFSC), Military OneSource, etc.)
E6	CORE	Disseminate career information to commands (e.g., email, Plan of the Week (POW), information boards, etc.)
E6	CORE	Participate in Command Resilience Teams (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Provide applicable materials to ceremony coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with Navy Reserve Command (NRC) to provide career support actions
E6	CORE	Maintain career information correspondence
E6	CORE	Review manning information in MyNavy Assignments
E6	CORE	Review reenlistment contracts for accuracy
E6	CORE	Track First Term Success Workshop (FTSW) training completion
E6	NON-CORE	Track Reserve Affiliation Success Workshop (RASW) training completion
E6	CORE	Verify Fleet Reserve (FLTRES) and retirement submissions
E6	CORE	Verify Military Service Obligations (MSO)
E6	NON-CORE	Verify reserve drilling statuses
E6	NON-CORE	Verify reserve retirement eligibilities

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze reenlistment and attrition data
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Conduct internal Command Information Program Reviews (CIPR)
E6	CORE	Prepare Command Information Program Review (CIPR) Plans of Action and Milestones (POA&M)
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance

Job Title**Career Specialist****Job Code****001622****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
CAREER SPECIALIST**Short Title (14 Characters)**
CAREER SPEC**Pay Plan**
Enlisted**Career Field**
NCC**Other Relationships and Rules**
Not applicable**Job Description**

Career Specialists develop, coordinate, and implement career information programs and policies within the Navy; oversee regional, battle group, and command training and development; establish rating and staffing requirements; collect and examine retention and attrition data and provide trend analysis; provide executive guidance in all aspects of interviewing and counseling efforts regarding career opportunities and professional development in the Navy; monitor compliance with changing laws and regulations; provide instructional leadership; interview and advise Sailors of Navy policies and requirements; and identify job skills and training opportunities which enhance skills and boost Sailors' satisfaction with their jobs.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
Recruiting and Counseling	150100

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Human Resources Managers	11-3121.00	Management

Skills

Monitoring
 Coordination
 Critical Thinking
 Judgment and Decision Making
 Speaking
 Management of Material Resources
 Management of Personnel Resources
 Instructing
 Active Listening
 Time Management

Abilities

Deductive Reasoning
 Information Ordering
 Oral Expression
 Problem Sensitivity
 Inductive Reasoning
 Time Sharing
 Written Expression
 Mathematical Reasoning
 Speech Clarity
 Written Comprehension

CAREER COUNSELING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise personnel on career information programs
E6	CORE	Advise personnel on enlisted assignment processes
E6	CORE	Advise personnel on retirement or Fleet Reserve (FLTRES) programs
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special career programs
E6	CORE	Advise sailors on reserve affiliation programs (e.g., Prior Service Re-enlistment Eligibility-Reserve (PRISE-R), Career Waypoints (C-WAY), etc.)
E6	NON-CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Conduct Career Development Boards (CDB)
E6	CORE	Conduct First Term Success Workshop (FTSW) training
E6	NON-CORE	Conduct Reserve Affiliation Success Workshop (RASW) training
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (C-WAY) program requirements
E6	CORE	Counsel personnel on enlisted advancement programs
E6	CORE	Counsel personnel on professional growth criteria (e.g., High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)

CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Counsel personnel on reenlistment incentive opportunities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Counsel personnel on the Survivor Benefit Plan (SBP)
E6	CORE	Manage Professional Apprenticeship Career Track (PACT) sailor information and statuses
E6	CORE	Provide advancement information
E6	CORE	Provide Capstone counselings
E6	CORE	Provide initial self-assessment counselings
E6	CORE	Provide local service agency referrals (e.g., Warm Handovers, hiring agencies, etc.)
E6	CORE	Provide Navy Voluntary Education (VOLED) program resources
E6	CORE	Provide pre-separation counselings
E6	CORE	Qualify enlisted sailors in Career Waypoints (C-WAY)
E6	CORE	Submit enlisted personnel action requests
E6	CORE	Submit reenlistment incentive documentation (e.g., Selective Training and Reenlistment (STAR) program, other monetary and incentive programs, etc.)
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	CORE	Verify career data for special program screenings (e.g., sea and shore special programs, Canvassing Recruiter, etc.)
E6	CORE	Verify reenlistment incentive eligibilities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Verify Transition Assistance Program (TAP) documentation completion

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g., Navy Retention Monitoring System (NRMS), Career Information Management System (CIMS), etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Conduct Career Development Program (CDP) Executive Briefs
E6	CORE	Conduct Career Development Program (CDP) training
E6	CORE	Conduct Command Indoctrination briefs
E6	CORE	Coordinate Career Information Program Review (CIPR) assist visits
E6	CORE	Coordinate Career Information Program Review (CIPR) visits
E6	CORE	Coordinate Transition Assistance Program (TAP) processes (e.g., enrollment, documentation, etc.)
E6	CORE	Maintain command retention recognition programs (e.g., benefit books, coins, pens, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completions
E6	CORE	Verify client-to-counselor ratios

CAREER DEVELOPMENT TEAM (CDT) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Conduct Career Development Team (CDT) training
E6	CORE	Conduct Career Development Training Courses (CDTC)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Develop Career Development Team (CDT) training
E6	CORE	Maintain client-to-counselor ratios

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Teams (CRT)
E7	CORE	Compile Meritorious Advancement Program (MAP) data for Budget Submitting Offices (BSO)
E6	CORE	Conduct career information briefs
E6	CORE	Coordinate career development events
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)
E6	CORE	Coordinate reenlistment ceremonies
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center (FFSC), Military OneSource, etc.)
E6	CORE	Disseminate career information to commands (e.g., email, Plan of the Week (POW), information boards, etc.)
E6	CORE	Participate in Command Resilience Teams (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Provide applicable materials to ceremony coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with Navy Reserve Command (NRC) to provide career support actions
E6	CORE	Maintain career information correspondence
E6	CORE	Review manning information in MyNavy Assignments
E6	CORE	Review reenlistment contracts for accuracy
E6	CORE	Track First Term Success Workshop (FTSW) training completion
E6	NON-CORE	Track Reserve Affiliation Success Workshop (RASW) training completion
E6	CORE	Verify Fleet Reserve (FLTRES) and retirement submissions
E6	CORE	Verify Military Service Obligations (MSO)
E6	NON-CORE	Verify reserve drilling statuses
E6	NON-CORE	Verify reserve retirement eligibilities

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force career development statistical data
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E7	CORE	Compile Fleet or Force career development statistical data
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Conduct Career Information Program Review (CIPR) assist visits for subordinate commands
E6	CORE	Conduct Career Information Program Review (CIPR) visits for subordinate commands
E6	CORE	Conduct Command Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Conduct internal Command Information Program Reviews (CIPR)
E7	CORE	Evaluate Fleet or Force Career Development Programs (CDP)
E7	CORE	Evaluate Immediate Superior In Command (ISIC) Career Development Programs (CDP)
E7	CORE	Evaluate subordinate command Career Development Programs (CDP)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g., Fleet, Force, or Immediate Superiors In Command (ISIC))
E6	CORE	Prepare Command Information Program Review (CIPR) Plans of Action and Milestones (POA&M)
E7	CORE	Verify Career Development Team (CDT) monthly training
E6	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance

Job Title**Chief Career Counselor****Job Code****003776****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
CHIEF CAREER COUNSELOR**Short Title (14 Characters)**
CHIEF CARCNSLR**Pay Plan**
Enlisted**Career Field**
NCC**Other Relationships and Rules**
Not Applicable**Job Description**

Chief Career Counselors plan, develop, coordinate, and implement career information, programs, and policies in the Navy; oversee regional, battle group, and command training and development; 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 Programs (CDP); 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.

DoD Relationship

Group Title **DoD Code**
Recruiting and Counseling 150100

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Training and Development Managers 11-3131.00 Management

Skills

Monitoring
Coordination
Management of Material Resources
Critical Thinking
Judgment and Decision Making
Management of Personnel Resources
Instructing
Speaking
Time Management
Active Listening

Abilities

Deductive Reasoning
Information Ordering
Oral Expression
Time Sharing
Problem Sensitivity
Written Expression
Inductive Reasoning
Mathematical Reasoning
Written Comprehension
Category Flexibility

CAREER COUNSELING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise personnel on career information programs
E6	CORE	Advise personnel on enlisted assignment processes
E6	CORE	Advise personnel on retirement or Fleet Reserve (FLTRES) programs
E6	CORE	Advise sailors on reserve affiliation programs (e.g., Prior Service Re-enlistment Eligibility-Reserve (PRISE-R), Career Waypoints (C-WAY), etc.)
E6	NON-CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Conduct Career Development Boards (CDB)
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (C-WAY) program requirements
E6	CORE	Provide advancement information
E6	CORE	Provide Capstone counselings
E6	CORE	Provide initial self-assessment counselings
E6	CORE	Provide local service agency referrals (e.g., Warm Handovers, hiring agencies, etc.)
E6	CORE	Provide pre-separation counselings
E6	CORE	Verify Transition Assistance Program (TAP) documentation completion

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g., Navy Retention Monitoring System (NRMS), Career Information Management System (CIMS), etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Conduct Career Development Program (CDP) Executive Briefs
E6	CORE	Conduct Career Development Program (CDP) training
E6	CORE	Coordinate Career Information Program Review (CIPR) assist visits
E6	CORE	Coordinate Career Information Program Review (CIPR) visits
E6	CORE	Coordinate Transition Assistance Program (TAP) processes (e.g., enrollment, documentation, etc.)
E6	CORE	Maintain command retention recognition programs (e.g., benefit books, coins, pens, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completions
E6	CORE	Verify client-to-counselor ratios

CAREER DEVELOPMENT TEAM (CDT) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Conduct Career Development Team (CDT) training
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Develop Career Development Team (CDT) training

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Teams (CRT)
E7	CORE	Compile Meritorious Advancement Program (MAP) data for Budget Submitting Offices (BSO)
E6	CORE	Conduct career information briefs
E6	CORE	Coordinate career development events
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center (FFSC), Military OneSource, etc.)
E7	CORE	Disseminate advancement quotas for the Meritorious Advancement Program (MAP)
E6	CORE	Disseminate career information to commands (e.g., email, Plan of the Week (POW), information boards, etc.)
E6	CORE	Participate in Command Resilience Teams (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Provide applicable materials to ceremony coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with Navy Reserve Command (NRC) to provide career support actions
E6	CORE	Maintain career information correspondence
E6	CORE	Review manning information in MyNavy Assignments
E6	CORE	Track First Term Success Workshop (FTSW) training completion
E6	NON-CORE	Track Reserve Affiliation Success Workshop (RASW) training completion
E6	CORE	Verify Fleet Reserve (FLTRES) and retirement submissions

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force career development statistical data
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E7	CORE	Compile Fleet or Force career development statistical data
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Conduct Career Information Program Review (CIPR) assist visits for subordinate commands
E6	CORE	Conduct Career Information Program Review (CIPR) visits for subordinate commands
E6	CORE	Conduct Command Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Conduct internal Command Information Program Reviews (CIPR)
E7	CORE	Evaluate Fleet or Force Career Development Programs (CDP)
E7	CORE	Evaluate Immediate Superior In Command (ISIC) Career Development Programs (CDP)
E7	CORE	Evaluate subordinate command Career Development Programs (CDP)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g., Fleet, Force, or Immediate Superiors In Command (ISIC))
E6	CORE	Prepare Command Information Program Review (CIPR) Plans of Action and Milestones (POA&M)
E7	CORE	Verify Career Development Team (CDT) monthly training
E6	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance