CHAPTER 57

NAVY COUNSELOR (COUNSELOR)
(NCC)

TABLE OF CONTENTS
NAVY COUNSELOR (COUNSELOR) (NCC)

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

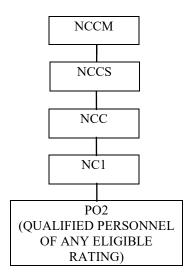NAVY COUNSELOR (COUNSELOR) (NCC)

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 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

```
┌─────────────┐
│    NCCM     │
└─────────────┘
       │
┌─────────────┐
│    NCCS     │
└─────────────┘
       │
┌─────────────┐
│     NCC     │
└─────────────┘
       │
┌─────────────┐
│     NC1     │
└─────────────┘
       │
┌──────────────────────┐
│         PO2          │
│ (QUALIFIED PERSONNEL │
│   OF ANY ELIGIBLE    │
│       RATING)        │
└──────────────────────┘
```

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	Job Code

Command Career Counselor

001617

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Business and Financial Operations	TBD	COMMAND CAREER COUNSELOR	CCC

Pay Plan	**Career Field**	**Other Relationships and Rules**	
Enlisted	NCC	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   **O*NET Relationship**

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Recruiting and Counseling	150100	Human Resources Specialists	13-1071.00	Business and Financial Operations

Skills

Monitoring

Coordination

Speaking

Active Listening

Judgment and Decision Making

Time Management

Critical Thinking

Quality Control Analysis

Instructing

Management of Material Resources

Abilities

Deductive Reasoning

Information Ordering

Oral Expression

Written Expression

Inductive Reasoning

Written Comprehension

Time Sharing

Mathematical Reasoning

Problem Sensitivity

Speech Clarity

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) eligibility
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special programs
E6	CORE	Assist with special program screenings
E6	CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
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.)
E6	CORE	Counsel personnel on reenlistment incentive programs (e.g., Selective Training and Reenlistment (STAR), Selective Reenlistment Bonus (SRB), other senior enlisted Retention bonus programs, etc.)
E6	CORE	Counsel personnel on the Joint Service Transcript (JST)
E6	CORE	Deliver First Term Success Workshop (FTSW) training
E6	CORE	Inform personnel of the Survivor Benefit Plan (SBP)
E6	CORE	Manage Professional Apprenticeship Career Track (PACT) Career Waypoints (CWAY) selections and resulting actions

CAREER COUNSELING (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Provide education program resources
E6	CORE	Provide local service agency referrals
E6	CORE	Provide pre-separation counselings
E6	CORE	Verify Selective Reenlistment Bonus (SRB) eligibility

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade	Task Type	Task Statements
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	Coordinate assist visits
E6	CORE	Coordinate Career Development Programs (CDP) with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E6	CORE	Deliver Career Development Program (CDP) Executive Briefs
E6	CORE	Deliver Career Development Program (CDP) training
E6	CORE	Deliver Command Indoctrination Briefs
E6	CORE	Maintain command retention recognition programs (e.g., benefit book, coin, pen, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completion
E6	CORE	Track First Term Success Workshop (FTSW) training completion

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate Career Development Team (CDT) training
E6	CORE	Deliver Career Development Training Course (CDTC)
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

Paygrade	Task Type	Task Statements
E6	CORE	Assist special ceremonies coordinators
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Team (CRT)
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, Military One Source, etc.)
E6	CORE	Coordinate with command program managers (e.g., sponsor coordinator, indoctrination coordinator, etc.)

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Deliver career information briefs
E6	CORE	Participate in Command Resilience Team (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

PERSONNEL TRACKING

Paygrade	Task Type	Task Statements
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	CORE	Maintain Transition Assistance Program (TAP) documents
E6	NON-CORE	Provide manpower information (e.g., Billet Based Distribution (BBD), My Navy Assignment, etc.)
E6	CORE	Review reenlistment contracts for accuracy
E6	CORE	Submit enlisted personnel action requests
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and reserve retirement eligibility

PROGRAM EVALUATION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze reenlistment and attrition data
E6	CORE	Assess command advancement trends
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 command program compliance (e.g., sponsor, indoctrination, etc.)
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance

Job Title

Career Specialist

Job Code

001622

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Business and Financial Operations	TBD	CAREER SPECIALIST	CAREER SPEC

Pay Plan	**Career Field**	**Other Relationships and Rules**
Enlisted	NCC	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, monitor retention and attrition trends, 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

O*NET Relationship

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Recruiting and Counseling	150100	Human Resources Specialists	13-1071.00	Business and Financial Operations

Skills	**Abilities**
Monitoring	*Deductive Reasoning*
Coordination	*Information Ordering*
Speaking	*Oral Expression*
Judgment and Decision Making	*Written Expression*
Active Listening	*Inductive Reasoning*
Critical Thinking	*Problem Sensitivity*
Quality Control Analysis	*Written Comprehension*
Time Management	*Mathematical Reasoning*
Management of Personnel Resources	*Speech Clarity*
Systems Evaluation	*Time Sharing*

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) eligibility
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special programs
E6	CORE	Assist with special program screenings
E6	CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
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.)
E6	CORE	Counsel personnel on reenlistment incentive programs (e.g., Selective Training and Reenlistment (STAR), Selective Reenlistment Bonus (SRB), other senior enlisted Retention bonus programs, etc.)
E6	CORE	Counsel personnel on the Joint Service Transcript (JST)
E6	CORE	Deliver First Term Success Workshop (FTSW) training
E6	CORE	Inform personnel of the Survivor Benefit Plan (SBP)

CAREER COUNSELING (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Professional Apprenticeship Career Track (PACT) Career Waypoints (CWAY) selections and resulting actions
E6	CORE	Provide education program resources
E6	CORE	Provide local service agency referrals
E6	CORE	Provide pre-separation counselings
E6	CORE	Verify Selective Reenlistment Bonus (SRB) eligibility

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade	Task Type	Task Statements
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	Coordinate assist visits
E6	CORE	Coordinate Career Development Programs (CDP) with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E7	CORE	Coordinate subordinate command Career Development Programs (CDP) implementations
E6	CORE	Deliver Career Development Program (CDP) Executive Briefs
E6	CORE	Deliver Career Development Program (CDP) training
E6	CORE	Deliver Command Indoctrination Briefs
E6	CORE	Maintain command retention recognition programs (e.g., benefit book, coin, pen, etc.)
E6	CORE	Manage Career Development Programs (CDP)

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate Career Development Team (CDT) training
E6	CORE	Deliver Career Development Training Course (CDTC)
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

Paygrade	Task Type	Task Statements
E6	CORE	Assist special ceremonies coordinators
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Team (CRT)
E7	CORE	Compile Meritorious Advancement Program (MAP) data for Budget Submitting Office (BSO) Fleet Engagement Team (FET), etc.
E6	CORE	Coordinate reenlistment ceremonies
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center, Military One Source, etc.)
E6	CORE	Coordinate with command program managers (e.g., sponsor coordinator, indoctrination coordinator, etc.)
E6	CORE	Deliver career information briefs
E7	CORE	Disseminate advancement quotas for the Meritorious Advancement Program (MAP)
E6	CORE	Participate in Command Resilience Team (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

PERSONNEL TRACKING

Paygrade	Task Type	Task Statements
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	CORE	Maintain Transition Assistance Program (TAP) documents
E6	NON-CORE	Provide manpower information (e.g., Billet Based Distribution (BBD), My Navy Assignment, etc.)
E6	CORE	Review reenlistment contracts for accuracy
E6	CORE	Submit enlisted personnel action requests
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and reserve retirement eligibility

PROGRAM EVALUATION

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

Job Title			Job Code
Chief Career Counselor			**003776**

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	CHIEF CAREER COUNSELOR	CHIEF CARCNSLR

Pay Plan	Career Field	Other Relationships and Rules
ENLISTED	NCC	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; 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 Management 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.

DoD Relationship

O*NET Relationship

Group Title	DoD Code	Occupation Title	SOC Code	Job Family
Recruiting and Counseling	150100	Training and Development Managers	11-3131.00	Management

Skills	Abilities
Monitoring	Deductive Reasoning
Coordination	Information Ordering
Critical Thinking	Written Expression
Management of Material Resources	Inductive Reasoning
Systems Evaluation	Oral Expression
Time Management	Problem Sensitivity
Complex Problem Solving	Time Sharing
Judgment and Decision Making	Mathematical Reasoning
Quality Control Analysis	Written Comprehension
Speaking	Oral Comprehension

CAREER COUNSELING

Paygrade	Task Type	Task Statements
E6	CORE	Advise personnel on enlisted assignment processes
E6	CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
E6	CORE	Provide local service agency referrals

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade	Task Type	Task Statements
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	Coordinate assist visits
E6	CORE	Coordinate Career Development Programs (CDP) with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E7	CORE	Coordinate subordinate command Career Development Programs (CDP) implementations
E6	CORE	Deliver Career Development Program (CDP) Executive Briefs
E6	CORE	Deliver Career Development Program (CDP) training
E6	CORE	Maintain command retention recognition programs (e.g., benefit book, coin, pen, etc.)

CAREER DEVELOPMENT PROGRAM MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completion
E6	CORE	Track First Term Success Workshop (FTSW) training completion

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate Career Development Team (CDT) training
E6	CORE	Develop Career Development Team (CDT) training

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Assist special ceremonies coordinators
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Team (CRT)
E7	CORE	Compile Meritorious Advancement Program (MAP) data for Budget Submitting Office (BSO)
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, Military One Source, etc.)
E6	CORE	Coordinate with command program managers (e.g., sponsor coordinator, indoctrination coordinator, etc.)
E6	CORE	Deliver career information briefs
E7	CORE	Disseminate advancement quotas for the Meritorious Advancement Program (MAP)
E6	CORE	Participate in Command Resilience Team (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

PERSONNEL TRACKING

Paygrade	Task Type	Task Statements
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	NON-CORE	Provide manpower information (e.g., Billet Based Distribution (BBD), My Navy Assignment, etc.)

PROGRAM EVALUATION

Paygrade	Task Type	Task Statements
E7	CORE	Analyze Fleet or Force career development statistical data
E7	CORE	Analyze Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data

PROGRAM EVALUATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Assess command advancement trends
E7	CORE	Conduct assist visits for subordinate commands
E7	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 Program (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
E7	CORE	Verify client-to-counselor ratios
E7	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	CORE	Verify command program compliance (e.g., sponsor, indoctrination, etc.)
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance