

CHAPTER 57



NAVY COUNSELOR (COUNSELOR) (NCC)

NAVPERS 18068F-57I
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (COUNSELOR) (NCC)



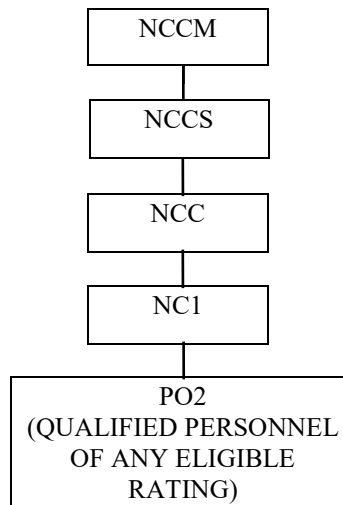
SCOPE OF RATING

Navy Counselors (Counselor) (NCC) assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted career development programs 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**

Business and Financial Operations

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 Specialists

SOC Code

13-1071.00

Job Family

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

NCC-5

CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<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	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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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**

Business and Financial Operations

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, 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**Group Title**

Recruiting and Counseling

DoD Code

150100

O*NET Relationship**Occupation Title**

Human Resources Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

Skills

Monitoring

Coordination

Speaking

Judgment and Decision Making

Active Listening

Critical Thinking

Quality Control Analysis

Time Management

Management of Personnel Resources

Systems Evaluation

Abilities

Deductive Reasoning

Information Ordering

Oral Expression

Written Expression

Inductive Reasoning

Problem Sensitivity

Written Comprehension

Mathematical Reasoning

Speech Clarity

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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<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	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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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**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; 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

Group Title DoD Code
Recruiting and Counseling 150100

O*NET Relationship

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

Skills

Monitoring
Coordination
Critical Thinking
Management of Material Resources
Systems Evaluation
Time Management
Complex Problem Solving
Judgment and Decision Making
Quality Control Analysis
Speaking

Abilities

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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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