

NAVSUPPACT NORFOLK INSTRUCTION 1402.1E

Subj: CAREER DEVELOPMENT BOARD GUIDELINES

Ref: (a) OPNAVINST 1040.11

Encl: (1) Sample Professional Development Board  
(PDB) Profile Sheet (R041) form 1040/4 (6/97)  
(2) Sample Letter of Career Development Board  
Recommendation and Review

1. Purpose. The Career Development Board, formerly known as the Professional Development Board, provides career guidance to enlisted personnel in all paygrades. The CDB reviews applications and requests from enlisted personnel and makes recommendations to the CO for rating entry, rating conversion, commissioning, and other career related programs and issues.

2. Cancellation. LANTFLTHEDSUPPACTINST 1402.1D.

3. Background. Career development is defined as the growth of an individual toward particular career goals, regardless of time in service or previous background. Opportunities for education and training in the Navy are significant factors in the retention of quality personnel. The CDB provides experienced and in-depth counseling, guidance, and facts about opportunities for advancement and professional growth in the U.S. Navy. The CDB serves as an intermediate quality control screening review in areas relating to career development by providing qualified and motivated enlisted personnel the opportunity to obtain rating identification, change of apprenticeship, and the knowledge needed to choose a proper path for advancement.

4. Objectives. The objectives of the CDB include, but are not limited to:

a. Interview all newly reported personnel within two weeks of reporting to assess their career situation.

b. Assist any individual seeking career guidance from the CDB.

c. Assist non-designated personnel in choosing a rating.

d. Screen individuals requesting special programs, advanced training, or officer programs.

e. Interview all non-designated personnel who have 12 months onboard the command and are not progressing toward a career path.

f. Interview all personnel approaching high year tenure.

g. Provide advice and assistance to personnel having difficulty in being selected for advancement.

5. Candidate Requirements to appear before the CDB

a. All candidate requirements to appear before the CDB are listed in reference (a).

6. Responsibilities. The CDB is composed of the Departmental/Program Career Counselor, Departmental/Program LCPO, and Storefront LCPO's and Storefront Career Counselors.

a. The Department/Program/Storefront LCPO will serve as Chairman and ensure:

(1) The CDB meets as required.

(2) The required members are present for each meeting of the board.

(3) The CDB's recommendation, enclosure (2), is forwarded to the CO for review via the CMC and CCC.

b. The Department/Program/Storefront Career Counselor will:

(1) Maintain a tickler system, ensuring all personnel are reviewed on time.

(2) Be the CDB's advisor and ensure the following:

(a) Enclosure (1) is prepared for the CDB Chairman prior to the CDB convening for review by the board members.

(b) Enclosure (2) is prepared for the CDB Chairman's signature and is routed through the chain of command for the CO's signature within five working days after completion of the CDB.

(3) Prepare a board screening package for all board members, highlighting pertinent facts about the individual appearing before the board.

(4) Maintain minutes of all Department/Program/Storefront CDBs.

c. The CCC will be the principal advisor to Regional/Storefront Career Counselors and ensure:

(1) All newly reporting personnel are indoctrinated on the provisions and requirements of the CDB.

(2) All personnel experiencing advancement difficulties or needing assistance in rating selection are identified.

(3) Departmental/Program/Storefront Career Counselors are provided with the information necessary to effectively conduct a CDB.

(4) All CDB recommendations requiring Commander, Navy Personnel Command approval are submitted at the earliest date possible.

d. CDB Members. The CDB is charged to provide each individual with the best possible guidance and advice regarding their future. In performing this task, the CDB should use every available tool to determine not only an individual's basic qualifications, but also their desires, motivation, and the basis for these factors. Each recommendation, provided by the CDB, must be well founded and based on true conviction that the best interests of the individual and U.S. Navy are being met.

GEORGE E. SLAVEN, JR.

Distribution: (NAVSUPPACTNORVAINST 5216.1N)  
List II  
NAVSUPPACTNORVAINST 1402.1E

Encl (1)  
NAVSUPPACTNORVAINST 1402.1E

**SAMPLE LETTER OF CAREER DEVELOPMENT BOARD RECOMMENDATION**

(Date)

From: Chairman, Career Development Board  
To: Commanding Officer, Naval Support Activity, Norfolk

Via: (1) Command Master Chief  
(2) Command Career Counselor

Subj: CAREER DEVELOPMENT BOARD RECOMMENDATION AND REVIEW

1. On 15 April 2001 at 0900, the CDB met to consider the request of SN Joe M. Sailor, USN, 000-00-0000 for entry into the Operations Specialist rating via the Navy-wide Advancement Examination.

2. The CDB was composed of the following members:

BMCM(SW) Samples, LCPO  
MSC(SW) Anchor, Storefront CPO  
MS1(SW) Skippy, Career Counselor  
MS1(SW) Single, LPO

3. SN Sailor was found eligible for the OS rating. Advancement requirements were explained. Once requirements are completed, the Department/Program/Storefront Career Counselor will assist SN Sailor in submitting a formal request to Commander, Navy Personnel Command.

4. The Board recommends approval/disapproval.

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(Chairman of CDB's signature)

Encl (2)

CAREER DEVELOPMENT BOARD (CDB) REVIEW PAGE

Division Officer: \_\_\_\_\_  
Signature date

Department Head: \_\_\_\_\_  
Signature date

Command Career Counselor: \_\_\_\_\_  
Signature date

Command Master Chief: \_\_\_\_\_  
Signature date

Executive Officer: \_\_\_\_\_  
Signature date

Commanding Officer: \_\_\_\_\_  
Signature date