

Sailor Gram

News you can use from Navy Total Force

Brilliant on the Basics – SAILOR

“Leadership: Career Development Boards”

The foundation for success in any command can be attributed to this major component of the Brilliant on the Basics upon which every successful career is sustained. Leadership through Career Development Boards (CDB) can encourage an environment of teamwork and training that ensures mission success and the professional and personal growth of all Sailors while enabling our Sailors to achieve their dreams.

Leadership: Career Development Boards (CDBs): Leadership involvement, primarily by the command senior enlisted leader (CMC/COB/CSC), the chief’s mess and the command career counselor (CCC), is critical to the success of every Sailor. CDBs are required within 30 days of a Sailor reporting aboard, and again at 6 and 12 months. RC Sailors must have a CDB prior to completion of their third drill weekend. You may review [NAVADMIN 227/07](#) and [OPNAVINST 1040.11C](#) via these links for additional information and situations to conduct a CDB.

Career Development Board membership should include but is not limited to the command senior enlisted leader, command career counselor, education services officer, department and division leading chief, department and division career counselor, division officer, leading petty officer, and most importantly, the Sailor. An effective CDB can normally be completed in 20 to 30 minutes and should include information and discussion on watch and warfare qualifications, education, advancement, pay and financial management, family readiness, rating health, perform to serve process and considerations, command expectations, and defining the Sailors personal and professional goals. CDBs are tracked and notes are recorded in the Career Information Management System (CIMS) to ensure progress is monitored and can be reviewed by commands that Sailors may transfer to beyond their current command.

OPNAVINST 1040.11C states: Commanding Officers will ensure command career development team meetings are conducted quarterly, at a minimum. Team composition will include CO, XO, CMC/COB/SEL, CCC/unit CC, department heads and department leading chief petty officers. It is recommended that COs invite the command ombudsman to participate as a team member. Additional members are encouraged to attend, as appropriate. Ask yourself, when in the last time I conducted this meeting and did this meeting include a review of the status of the Perform-To-Serve (PTS) application status of each Sailor awaiting a response?

Thoughts for Command Leadership Teams to consider:

- 1) Is your CCC providing you a monthly report with updates on the programs that they are executing in support of your Sailors to include CDB progress?
- 2) How often is an internal assessment with the CCC completed to ensure program growth and progress?
- 3) Is Perform-To-Serve (PTS) important to you and your Sailors? How often do you review the data and advise your Sailors on options to consider (other ratings, reserve affiliation, etc.) in the CDB?

Growing and developing a positive command climate matters. A great book to read to help leaders understand the impacts of learning about our people and helping them achieve their dreams through the Career Development Board process is “The Dream Manager” by Matthew Kelly.

➤ Navy Ethos states: Integrity is the foundation of our conduct; respect for others is fundamental to our character; **decisive leadership** is crucial to our success.

➤ Ensuring the counseling of Sailors through the CDB process to enable personal and professional success contributes to a positive command climate.