



RHUMB LINES

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June 18, 2009

Developing Sailors for the 21st Century Navy

“People are the Navy's number one asset, and it's important to keep them informed about the latest career information that impacts them, their family, and their livelihood.”

– **Command Master Chief (SW/AW) Troy Cox, during a Career Management Symposium**

The Navy Enlisted Retention and Career Development program, governed by [OPNAVINST 1040.11C](#), is designed to improve the ability of Sailors to achieve their professional goals and positively impact their desire to remain on active duty or transition into the Navy Reserve. Active involvement of the chain of command, from the top down, is the key element to a successful career development program and provides the guidance our Sailors need to meet their personal and professional goals.

Career Development Boards

Career Development Boards provide enlisted Sailors the opportunity for optimal development of their professional skills, both military and technical, thereby enhancing unit readiness, individual upward mobility, job satisfaction, and ultimately the retention of top performing Sailors.

- The Navy has an opportunity now with great morale, great compensation and stabilized end strength to shape the Navy of the future and retain the best Sailors with the right skills.
- Career Development Boards ensure that each Sailor is provided formal and knowledgeable guidance to enhance the career planning process.
- In order to support steady career progression, Career Development Boards are conducted when Sailors report aboard (within 30 days/3 drill weekends), at six months and annually thereafter. Additional Career Development Boards are required at 18 months for Professional Apprenticeship Career Tracks Sailors, “A” school requests, special program requests, advancement, applying for commissioning program, [Perform To Serve](#), [High Year Tenure](#) and transfer or separation.
- Mentors and career counselors use [best practices](#) and meet annually at the National Counselor Association Symposium to continually update processes to ensure sustained Fleet and Sailor readiness.

Career Information Management System helps commands

- [Career Information Management System](#) (CIMS), combined with OPNAVINST 1040.11C and the [Career Counselors Handbook](#), provide commands the tools necessary to manage a strong career development program for their Sailors.
- CIMS maintains congruity in a Sailor’s career planning by assisting mentors and career managers with tracking, conducting, and documenting Career Development Boards. This system allows access to Sailors’ electronic service records, providing leaders the information needed to conduct a professional Career Development Board.
- CIMS is a dynamic tool which remains current through [Navy Standard Integrated Personnel System](#) updates and provides leaders with the information necessary to properly guide Sailor development.

Key Messages

- Just as we have systems to optimally maintain our ships, aircraft and weapons, CDBs allow us to maintain the best Sailors.
- Successful career development builds better-qualified Sailors and stronger leaders, which enhances Fleet readiness.
- Leadership engagement and mentorship is key to optimizing Sailor career development and is a component of being [“Brilliant on the Basics.”](#)

Facts & Figures

- The Command Master Chief and Command Career Counselor are responsible for running the command’s career development program.
- Career Development Boards are required for all Sailors upon reporting on board, after six months on board, at 12 months on board and annually thereafter.
- Perform to Serve reservations are required for all Sailors in pay grades E-6 and below with less than 14 years of service.