



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1401.1A
N01C

MAR 0 4 1997

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1401.1A

Subj: PROFESSIONAL DEVELOPMENT BOARD

Ref: (a) OPNAVINST 5354.1C
(b) OPNAVINST 1430.5C
(c) BUPERSINST 1430.16D
(d) OPNAVINST 1160.4G
(e) BUPERSMAN 2230220

Encl: (1) Sample Professional Development Recommendation for Striker Designation
(2) Sample Professional Development Board Interview
(3) Sample Professional Development Board Profile Sheet
(4) Sample Professional Development Board Chain of Command Recommendation Sheet
(5) ASVAB Worksheet for Test 5, 6, 7, 8 though 17 and J1
(6) Sample Division Officer Progress Evaluation

1. Purpose. To establish the Naval Training Center (NTC) Professional Development Board (PDB), which will provide command assistance identifying a viable rating for striker designation in the case of non-rated personnel and to assist rated personnel in the rating or officer program for which they are competing. All enlisted pay grades can receive assistance by utilizing the counseling of the command PDB.

2. Cancellation. NTCGLAKESINST 1401.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Without proper guidance, many enlisted personnel, both rated and non-designated, do not derive the essential self-satisfaction and/or the appropriate advancement and success opportunities in the Navy. This ultimately results in loss of the individual's productivity, and a diminished prospect of continued naval service beyond current enlistment. The Navy-wide advancement system and officer program selection process are extremely competitive. Education, overall outstanding performance and military professionalism weigh heavily in each selection process. PDB's are a means to assess an individual's desires and abilities and channel them in the direction that will result in the highest rewards for the member and the Navy.

4. Policy

a. The goal of the PDB is to create and maintain a positive career environment within Naval Training Center that promotes continual professional growth and ultimate retention of highly qualified sailors.

MAR 0 4 1997

b. Functions of the PDB are:

(1) Recommend striker designation for nondesignated personnel that will provide challenge, job satisfaction and reasonable upward mobility.

(2) Counsel personnel regarding achievement of short term and long term goals. This is a key area of assistance to rated individuals who have been unsuccessful due to improper test preparation, low performance evaluations or lack of varied duty experience.

(3) Counsel personnel who desire to change their rating.

(4) Support Department Heads/Division Officers in the professional development of personnel within their immediate sphere of influence.

5. Responsibilities. All personnel should become familiar with references (a) through (c). Specific guidance and responsibilities follow:

a. Assistant Chief of Staff, Base Operations shall:

(1) Review all actions and recommendations of the Command PDB and recommend approval/disapproval to the Chief of Staff.

(2) Ensure Command PDB's are being conducted IAW this instruction.

(3) Ensure compliance by all departments in matters requiring actions recommended by the PDB.

b. Command Master Chief shall:

(1) Chair the PDB.

(2) Ensure the board meets at the required frequency and that all members are present.

(3) Ensure the needs of the Navy, command and member are met to the fullest extent possible.

(4) Ensure board recommendations are forwarded to the Chief of Staff via the Assistant Chief of Staff within 72 hours of the board, using enclosure (1).

c. Board Members

(1) Each member will be responsible for specific ratings or designators, as appropriate, and shall be knowledgeable

MAR 0 4 1997

regarding each rating or designator represented at the command and Navy-wide.

(2) Each member shall be thoroughly familiar with the entire contents of this instruction and possess a working knowledge of references (a) thru (e).

d. Command Career Counselor shall:

(1) Interview and counsel newly reported personnel to determine career goals and required actions to achieve them.

(a) Recommend interdepartment transfers for nonrated personnel to afford them the opportunity to pursue a rating through on the job training (OJT).

(b) Assess preparation and guidance for a commissioning program.

(c) Provide counseling and guidance to correct professional and military deficiencies.

(2) Coordinate and schedule personnel to appear before the PDB.

(3) Serve as an advisor to the PDB.

(4) Ensure interview forms, (enclosures (2) through (5)), are provided to each board member.

(5) Provide personnel records and pertinent information on various Navy ratings and programs for review by the PDB.

(6) Maintain a handout containing a description of the ratings or designators at the command and in the Navy.

(7) Maintain an up-to-date list of requirements for advancement and special programs, including recommended additional study material.

e. Assistant Chiefs of Staff/Department Heads will ensure active participation by Department Heads or Division Officers, Leading Master/Senior/Chief Petty Officers at command PDB's.

(1) Review enclosures (3) and (4), recommend approval/disapproval on enclosure (4).

f. Department Heads will:

(1) Create an environment within the department/division that encourages, supports and promotes personnel in achieving meaningful goals.

(2) Ensure personnel scheduled to appear before the PDB are provided an unobstructed opportunity to participate.

(3) Support the recommendations of the PDB.

g. Departmental Career Counselor will serve as technical advisor to the Assistant Chief of Staff/Department Head and Division Officer.

(1) Ensure enclosures (3) through (6) are complete and correct, and forwarded through the Chain of Command for recommendations prior to PDB.

(2) Ensure Assistant Chief of Staff/Department Head and Division Officer have instructions, notices, references and proper paperwork prior to board candidates case.

h. Divisional Career Counselor. Process members request and complete enclosures (3) through (6) and forward to the Departmental Career Counselor.

6. Procedures for the Administration and Counseling of Newly Reporting Personnel

a. Command Master Chief:

(1) The Command Master Chief will personally interview all enlisted personnel during the check-in process.

(2) Explain the NTC policy of strongly encouraging professional and personal development of the individual.

b. Command Career Counselor:

(1) Personally interview all personnel during the check-in process.

(2) Give a detailed explanation of the provisions and requirements of this instruction.

(3) Present non-designated personnel with a handout containing a description of the ratings employed at the command and other ratings of the Navy. Member will be instructed to study the handout to determine the rating for which he/she has an ability or preference.

(4) Encourage each individual to transform their achievement goals and recognition needs into a plan of action. The PDB will be supportive in helping each person attain his/her goals.

MAR 04 1997

(5) Maintain a tickler system to ensure non-rated personnel are scheduled for appearance before the PDB after the first six months but no later than eight months after reporting aboard.

(6) At least one week prior to an individual's scheduled appearance before the board, provide a completed, Personal Profile Sheet, (enclosures (3) through (6)), to the individual and the entire board.

c. Departmental/Divisional Career Counselors should support the Command Career Counselor and keep him/her advised on members' progress.

7. Composition of the Professional Development Board

a. Chairman - Command Master Chief

b. Advisor - Command Career Counselor

c. Members - The following personnel will serve as board members:

- (1) Senior RP
- (2) Senior SK
- (3) Senior MS
- (4) Senior YN or PN
- (5) Senior Seabee
- (6) Senior HT
- (7) Senior BT, EN or MM
- (8) Senior EM, IC, ET, TM or OS
- (9) Senior BM
- (10) Senior LN

d. Meetings. The Command Master Chief shall convene the PDB, as necessary.

8. Conduct of the PDB

a. General. The PDB is charged with providing each candidate the best possible guidance and counseling regarding that individual's future in the Navy. The PDB shall use every available recourse to determine the candidate's basic qualifications, desire, motivation and potential for success. Every recommendation must be well founded and based on the member's true conviction that the individual can succeed and be productive.

b. Prior to the PDB convening, each member will be given an information package by the Command Career Counselor describing the individual member(s) being interviewed and other pertinent data. The package will be given to the PDB and will include but is not limited to the following: (every member appearing before

MAR 04 1987

the PDB will have their service record at the PDB for review).

(1) Striker's Identification:

(a) Individual Armed Services Vocational Aptitude Battery (ASVAB).

(b) Test (ASVAB) scores required for Class "A" School.

(c) Education experience.

(d) Correspondence courses completed.

(e) Disciplinary record.

(f) Special qualifications.

(2) Rating Advancement:

(a) Correspondence courses completed.

(b) Bibliography for advancement.

(c) Last two evaluations.

(d) Last examination profile sheet (if available).

(e) Negative factors affecting advancement multiple/selection board.

(3) Rating Conversion:

(a) Individual Basic Test Battery (BTB)/ASVAB scores.

(b) Career Reenlistment Objectives (CREO) listing.

(c) Special requirements of ratings in which a member is expressed.

(d) Special qualifications.

(4) Assessment of preparation and guidance for Commissioning Program:

(a) Current instruction on program member is pursuing.

(b) Individual BTB/ASVAB test scores.

(c) Correspondence courses completed.

MAR 0 1988

- (d) Traditional education courses completed.
- (e) Disciplinary record.
- (f) Special achievement qualifications.
- (g) Members package.

(5) Counseling and guidance in correcting professional and military deficiencies:

- (a) History of performance evaluations.
- (b) History of disciplinary actions.
- (c) Substance abuse record/treatment.
- (d) History of duty assignments.
- (e) Any information related to member's deficiencies.

(6) Rated personnel E1-E5 who have failed or passed not advanced his/her rating exam for the third time.

- (a) Advancement requirements.
- (b) Last three evaluations.
- (c) Bibliography for members rate.

(7) E6 personnel who are participating in the E7 exam or have not been selected for the third time by the E7 selection board or failed the E7 exam. PDB should advise member of Chief Petty Officer Board and review and ensure members service record and microfiche are correct and up-to-date. Provide copy of current microfiche.

(8) Special programs. The board should review members qualifications using applicable instructions. The member should be advised of program competitiveness and ways of improving his/her chances of selection. Provide copy of package (if applicable).

9. PDB Recommendations.

a. The Board's recommendation will be submitted to the Chief of Staff, Operations via the Assistant Chief of Staff, Base Operations for review and approval.

b. The CMC will notify all personnel of the PDB outcome and final approval/disapproval by Chief of Staff, Operations.

MAR 04 1997

10. Approved Striker Requests

a. Non-designated personnel approved to strike will be assigned to the department that can best provide training in the approved rating.

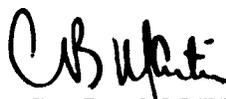
b. Six months after approval the Department Head/Division Officer will submit an evaluation (enclosure (7)) of the members progress and performance to the PDB via the Assistant Chief of Staff.

c. The PDB will review the evaluation and make recommendations concerning the members continued striker assignment to the Chief of Staff, Operations via the Assistant Chief of Staff, Base Operations for review and approval.

11. Disapproved Striker Requests

a. Non-designated personnel disapproved to strike will be notified by the PDB. The PDB will advise the member of actions to be taken before submitting a new request.

b. These personnel can submit for striker identification once corrective actions have been completed.


C. B. MARTIN
Acting

Distribution:
NTCGLAKESINST 5216.5M
List I

MAR 04 1997
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00E
Date

MEMORANDUM

From: Chairman, Command Professional Development Board
To: (Name, Rate)
Via: (1) (Department Head)
(2) (Division Officer)

Subj: RECOMMENDATION OF THE COMMAND PROFESSIONAL DEVELOPMENT BOARD

Ref: (a) NTCGLAKESINST 1401.1A

1. On (Day, Month, Year) you were interviewed by the Professional Development Board (PDB) to assist you in determining the rating or rating field for which you are best suited. Board recommendations are based on the experience, judgment of the members, and information available to them during the interview. As stated in reference (a), these recommendations are not binding upon you; however, it is strongly suggested that you give the recommendations careful consideration in planning your future and setting your goals in the Navy. If you decide not to follow the Board's recommendations, you should seek counseling or request another interview by the PDB using redress procedures.

2. Recommendations

a. Ratings to strike for:

- (1) Primary
- (2) Secondary

b. You are eligible for advancement to enlisted pay grade E-__ on (day, month, year) and E-__ (number) months after.

c. Contact your Division Career Counselor and Training Petty Officer to determine the correspondence courses, practical factors, and examinations you must complete for advancement to your next pay grade and to Petty Officer Third Class. You should order the courses, make necessary preparations, and commence work as soon as possible.

NTCGLAKESINST 1401.1A

MAR 04 1997

Subj: RECOMMENDATION OF THE COMMAND PROFESSIONAL DEVELOPMENT BOARD

d. Class A School is/is not available in the recommended primary rating.

- (1) Location:
- (2) Test scores required:
- (3) School length:
- (4) Obligated Service upon school commencement:
- (5) Course number:

NOTE: You should contact your Division Career Counselor for class convening dates, and upon completing all requirements for Petty Officer Third Class, except time-in-rate, consider requesting a school quota by submitting a special request chit via the chain of command.

e. How hard you work in your present assignment and how quickly you complete the requirements for advancement to Petty Officer Third Class have a direct bearing upon your ability to obtain an assignment to a work location in your chosen rating, and the recommendation you may receive for any school quotas.

f. Additional recommendations/comments:

(Signature)
TYPED NAME OF CHAIRMAN
PROFESSIONAL DEVELOPMENT BOARD

MAR 04 1997

1000

Memo

(date)

MEMORANDUM

From: Command Career Counselor

To: (Name, Rate, Division)

Subj: PROFESSIONAL DEVELOPMENT BOARD INTERVIEW

Ref: (a) NTCGLAKESINST 1401.1
(b) Your request of (date)

1. Per reference (a), the Naval Training Center Professional Development Board (PDB) will be meeting soon. In response to reference (b), you are scheduled for a PDB Initial/Redress interview on (day, month, year) at (time). The purpose of this interview is to assist you in determining the most appropriate rating for which to strike.

2. You should be in a clean Uniform of the Day and present a neat, well-groomed appearance when appearing before the Board.

(Signature)

Copy to:
CMC
Division Officer

PROFESSIONAL DEVELOPMENT BOARD PROFILE SHEET

Date _____

Current Division _____
Division _____

Prospective

Broken Service _____ If Yes,
Why _____

Enlistment Length _____ (Years of Active Service) Members
Age _____

Marital Status _____ Number of Dependents _____

Formal Education Completed _____ Years. Holds GED: _____ H.S.
Diploma: _____

Associate's Degree: _____ Major _____

Bachelor's Degree: _____ Major _____

Effective Date Of Rate:

E-1 _____ E-2 _____ E-3 _____

E-4 _____ E-5 _____ E-6 _____

Assigned NEC's Primary _____ Secondary _____

Correspondence Courses:

BMR	Y	N
MRCPO	Y	N
MRPO3	Y	N
AN/FN/SN	Y	N
MRPO2	Y	N
Professional 3	Y	N
MRPO1	Y	N
Professional 2	Y	N
Professional 1/C	Y	N

Has member attended the following: "A" School _____
Apprenticeship School _____

Any other information deemed
necessary _____

FIRST ENDORSEMENT

Date _____

From: Leading Chief Petty Officer

Comments _____

SECOND ENDORSEMENT

Date _____

From: Division Officer

Comments _____

THIRD ENDORSEMENT

Date _____

From: Departmental Career Counselor

Comments _____

Fourth ENDORSEMENT

Date _____

From: Command Career Counselor

Comments _____

NTCGLAKESINST 1401.1A

MAR 04 1997

PROFESSIONAL DEVELOPMENT BOARD

Recommendations _____

(Board Chairman)

Forwarded this date to the Assistant Chief of Staff _____

ASSISTANT CHIEF OF STAFF ENDORSEMENT Date _____

RECOMMENDED/NOT RECOMMENDED

Comments _____

Assistant Chief of Staff

CHIEF OF STAFF ENDORSEMENT Date _____

RECOMMENDED/NOT RECOMMENDED

Comments _____

Chief of Staff

MAR 0 4 1997

ASVAB WORKSHEET FOR TEST 5, 6 AND 7

NAME: _____ RATE _____ SSN _____

WK _____ +AR _____ 89 _____ MS 96 _____ DT SH 97 _____ QM 103 _____ AK AZ CTO CTR CTT DK EA IS LI PM SK DIVER BUDS/SEALS 108 _____ DP PC PN EOD 110 _____ JO	WK _____ NO _____ +AD _____ 144 _____ RM 160 _____ CTA RP YN WK _____ AR _____ NO _____ + AO _____ 202 _____ CTI	AR _____ MK _____ EI _____ +GS _____ 190 _____ AD AO 200 _____ IC 204 _____ GMG GMM 207 _____ QTA MK _____ + SI _____ 96 _____ BT EN GSM GSE MM
AR _____ 2X MK _____ + GS _____ 196 _____ AE ASE AW CE EM TM TMS 214 _____ AG	WK _____ MK _____ +GS _____ 149 _____ HM	AR _____ MC _____ 130 _____ ABE ABF ABH 158 _____ MR 164 _____ AME AMH AMS
WK _____ MC _____ + SI _____ 150 _____ BU CM EO SW UT 158 _____ ASM OC HT ML MN PM PR 164 _____ IM OM	MK _____ AQ AT EI _____ AX CTM 156 _____ EW FC + AR _____ STG STS 218 _____ VE _____ MK _____ + CS _____ 147 _____ SH 157 _____ OS	WK _____ (MINIMAL 41) AR _____ + MC _____ 147 _____ QM /STS /TM SUB/SCHOOL

ASVAB WORKSHEET FOR TEST 5, 6 AND 7

NAME: _____ RATE _____ SSN _____

WK _____ +AR _____ 89 _____ MS 96 _____ DT SH 97 _____ QM 103 _____ AK AZ CTO CTR CTT DK EA IS LI PM SK DIVER BUDS/SEALS 108 _____ DP PC PN EOD 110 _____ JO	WK _____ NO _____ +AD _____ 144 _____ RM 160 _____ CTA RP YN WK _____ AR _____ NO _____ +AO _____ 202 _____ CTI	AR _____ MK _____ EI _____ +GS _____ 190 _____ AD AO 200 _____ IC 204 _____ GMG GMM 207 _____ QTA MK _____ +SI _____ 96 _____ BT EN GSM GSE MM
AR _____ 2X MK _____ + GS _____ 196 _____ AE ASE AW CE EM TM TMS 214 _____ AG	WK _____ MK _____ +GS _____ 149 _____ HM	AR _____ MC _____ 130 _____ ABE ABF ABH 158 _____ MR 164 _____ AME AMH AMS
WK _____ MC _____ +SI _____ 150 _____ BU CM EO SW UT 158 _____ ASM OC HT ML MN PM PR	MK _____ AQ AT EI _____ AX CTM 156 _____ EW FC +AR _____ STG STS 218	WK _____ (MINIMAL 41) AR _____ +MC _____ 147 _____ QM /STS /TM SUB/SCHOOL

NTCGLAKESINST 1401.1A
MAR 04 1997
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(date)

MEMORANDUM

From: (Division Officer)
To: Professional Development Board
Via: (Department Head)

Subj: PROGRESS EVALUATION ICO _____
(Striker's Name)

1. Date assigned to division _____
2. Rate Knowledge _____ Military Bearing _____
3. Reliability _____ Personal Behavior _____
4. SNM has completed the following:
 - a. BMR _____ RTM _____
 - b. MRPO3 _____ PQS _____
 - c. PARS _____

Comments: _____

Signature

(Date)

FIRST ENDORSEMENT

From: (Department Head)
To: Professional Development Board

1. Comments: _____

