



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1040.11F
N1
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OPNAV INSTRUCTION 1040.11F

From: Chief of Naval Operations

Subj: NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM

Ref: (a) NAVPERS 15878
(b) OPNAV N1 ltr 1000 Ser N1/121079 of 23 Dec 13 (NOTAL)
(c) OPNAVINST 1900.2
(d) DTFM ltr 5311 Ser N12/138 of 20 Sep 16
(e) BUPERSINST 1001.39
(f) RESPERSMAN M-1001.5 of 23 Jan 23
(g) OPNAVINST 3120.32

1. Purpose. To provide guidance for the management and operation of the Navy Enlisted Retention and Career Development Program (CDP), in line with references (a) through (g). This instruction is a complete revision and should be reviewed in its entirety. Major revision aligns with process changes contained in reference (a).

2. Cancellation. OPNAVINST 1040.11E.

3. Scope and Applicability. The policies and procedures for Navy Enlisted Retention and CDP will be strictly observed. The provisions of this instruction apply to all commands with enlisted personnel attached.

4. Discussion. The Navy Enlisted Retention and CDP 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 to the Navy Reserve. Active involvement of the chain of command, from the top down, is the key element to a successful career development program. This instruction is designed to function as guidance for all Navy commands. Individual command instructions are not required.

5. Objectives. The Navy Enlisted Retention and CDP is designed to strengthen policies and programs that:

- a. Retain top quality Sailors in the proper skill set.
- b. Ensure all Sailors and their families are provided the necessary guidance to make informed career decisions.

- c. Encourage Sailors to actively participate in the Navy Reserve if they are planning to.
 - d. Ensure all separating personnel receive required transition counseling.
 - e. Ensure collaboration between the command leadership and the command career counselor (CCC) and unit career counselor (UCC) in the execution of the command's retention and career development program.
6. Feedback. The Navy Enlisted Retention and CDP relies on continuous interaction with Sailors and their families. All Sailors must be given the opportunity to provide feedback to senior Navy leadership. Sailors are encouraged to submit recommendations and feedback to Commander, Navy Personnel Command (COMNAVPERSCOM) by participating in Navy personnel surveys, quick polls, other surveys or by contacting the COMNAVPERSCOM MyNavy Career Center at askmncc@navy.mil or calling 1-833-330-MNCC (1-833-330-6622).
7. Policy. To fully optimize the Navy Enlisted Retention and Career Development Program, all career counselors will be provided the necessary equipment, training, resources and staffing to properly carry out their responsibilities.
8. Responsibilities.
- a. Deputy Chief of Naval Operations (Personnel, Manpower and Training) (CNO N1) will:
 - (1) Exercise oversight of the Navy Enlisted Retention and CDP for all commands.
 - (2) Release annual all Navy Retention Excellence Award (REA) Best in Class (BIC) criteria. The REA BIC criteria will be released within 90 days of the start of the new Fiscal Year via naval administrative message.
 - b. Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans and Policy (N13) will:
 - (1) Serve as the single point of contact for Navy wide enlisted retention policy and CDP guidelines, ensuring standardization throughout the Navy.
 - (2) Govern community health, including advancement and retention.
 - c. Office of the Chief of Naval Operations, Head, Enlisted Force Plans Policy Branch (N132) will:
 - (1) Serve as the central point of contact for all Navy enlisted retention policy development and execution, working with echelon 1 and 2 commands to establish CDP guidelines, ensuring standardization throughout the Navy.

(2) Assess the impact of personnel policies, analyze problem areas, formulate recommendations with echelon 1 and 2 career counselors for corrective action and propose changes that will positively affect retention behavior (e.g. reenlistment and attrition).

d. Deputy Chief of Naval Personnel (DEPCHNAVPERS) will:

(1) Serve as the Navy counselor (NC) community advisor for both Active and Reserve Components, per reference (b).

(2) Identify and direct coding of Fleet Counselor positions (USFFC, CPF, NAVEUR and PM&T) as nominative NC requisitions to ensure experienced senior NCs are placed in these positions, per reference (d).

(3) Ensure all commands are manned properly with NCs or Navy enlisted classification (NEC) 806R, career information program advisor or reserve career information program manager NEC 807R, in line with staffing standards listed in reference (f).

e. Master Chief Petty Officer of the Navy (MCPON) will:

(1) Act as principal enlisted advisor to the CNO and work closely with CNO N1, OPNAV N13 and Bureau of Naval Personnel Military Community Management (BUPERS-3) regarding Sailor advocacy policies and issues.

(2) Ensure that Command Master Chief's (CMC), Chief of the Boat's (COB) and Senior Enlisted Leaders (SEL) are trained and fully understand their roles in support of all sailorization programs in line with references (a) through (g).

f. Bureau of Naval Personnel Military Community Management (BUPERS-3) will:

(1) Provide technical support to OPNAV N13 and N132 in the development of reenlistment policy, career development programs and community management.

(2) Assist DEPCHNAVPERS in executing their responsibilities as NC community advisor and act as the technical advisor for the NCs, NEC 806R and NEC 807R communities in line with reference (b).

(3) Provide quarterly NC community health report to echelon 1 and 2 commanders via Fleet and Force Career Counselors.

(4) Provide OPNAV N132 and echelon 2 commanders status of training, programs, policies and planning along with reenlistment and attrition matters.

(5) Monitor and report (as required) Navy reenlistment and attrition trends. Analyze and maintain reenlistment and attrition data for echelon 1 and 2 commanders.

(6) Perform functions of program manager for both Career Information Management System (CIMS) and the Navy Retention Monitoring System CDP and applicable information technology systems.

(7) Maintain career development information on the MyNavy HR website.

(8) Complete annual content review of the Navy Counselor (Counselor) (NCC) Learning and Development Roadmap (LADR).

(9) Ensure Commander, Naval Education and Training Command (NETC) provides required updates for the Career Development Training Course (CDTC) and First Term Success Workshop (FTSW).

(10) Ensure Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) completes the annual update for the Reserve Affiliation Success Workshop (RASW).

(11) Provide up to date career development training through Fleet engagement team (FET) visits to Fleet concentration areas and other areas as requested. Training should include the latest force management initiatives and career development tools to local commanding officers (CO), executive officers (XO), CMCs, COBs, SELs, CCCs, UCCs and command leadership.

(12) Provide career development resources for all NCs including NC Training and Administration of the Reserve (NC TAR) assigned to echelon 1, 2 and 3 commands as requested. Training will include, but is not limited to:

(a) CIMS (Web-based, Afloat and Disconnected Operations).

(b) Navy Retention Monitoring System.

(c) CIMS Analytics.

(d) Career Waypoints (C-WAY).

(e) Conducting and reporting of the Career Information Program Review (CIPR).

(f) Enlisted community manager roles and responsibilities.

(g) Transition Assistance Program (TAP) reporting and Defense Manpower Data Center (DMDC) submissions.

(h) My Navy Assignments conversion process.

g. Echelon 2 Commands will:

(1) Exercise oversight of the Navy Enlisted Retention and CDP for all echelon 3 and direct reporting commands.

(a) Ensure all commands utilize CIMS to manage and document the career development of their Sailors.

(b) Conduct CIPR as required utilizing NAVPERS 1040/2, Career Information Program Review.

(c) Conduct an annual CIPR and periodic spot checks listed in subparagraphs 8g(1)(c)1 and 8g(1)(c)2.

1. As requested by command leadership e.g. CO, XO, CMC or CCC.

2. As requested by Type Commanders (TYCOM) or Immediate Superiors in Command (ISIC) Navy Counselor due to documented areas of concern which are unresolved.

3. Determine percentage of CIPR spot checks with TYCOM input to ensure no degradation of the CDP.

(d) Report CIPR findings to include: In-brief and out-brief with chief of staff and CO or appointed leadership.

(e) Require regular review and update of reports and schedule CDT training to proactively address certain challenges echelon 3 commands may encounter, such as those related to the reliability of internet connectivity and geographical location of personnel.

(2) Align recognition programs to support the achievement of all Navy retention benchmarks (both active and reserve).

(3) Liaise with OPNAV N132 and BUPERS-3 on matters concerning retention and career development programs. Provide feedback on the impact that existing or proposed changes to policy may have on retention and attrition.

(4) Provide REA BIC criteria input to OPNAV N132 to help drive retention program compliance and performance improvements.

(5) Monitor and provide recommendations to the appropriate budget submitting office (BSO) concerning manning and manpower requirements for NCs, NEC 806R and NEC 807R communities.

(6) Liaise with BUPERS-3, COMNAVPERSCOM Career Management Department (PERS-4) and Navy region commanders for MyNavy Career Development Symposiums (CDS) and FET visits.

(7) Provide recommendations to BUPERS-3 and NETC regarding:

(a) CCC course (A-501-0011).

(b) FTSW.

(c) CDTC.

(d) Career development related training products.

(8) Provide check-in brief for all NCs reporting to TYCOM and Regional Commands. Check-in brief will include, but is not limited to:

(a) CIMS Analytics.

(b) TAP reporting and DMDC submissions.

(c) C-WAY requirements.

(d) MyNavy Assignment (MNA).

(e) Initial-tour feedback.

(f) Conducting CIPRs.

(9) Complete annual content review of the NCC LADR.

h. COMNAVRESFOR will:

(1) Establish policies and procedures for Navy Reserve programs that support enlisted retention and career development.

(2) Release Fiscal Year all-Navy Reserve Personnel Program Excellence Award (RPPEA) criteria. The RPPEA criteria should be released within 90 days of the start of the new Fiscal Year.

- (3) Complete annual review of content and administration of RASW.
- (4) Complete annual review of content of the Reserve LADR.
- (5) Provide recommendations to BUPERS-3 and Navy Reserve Professional Development Center regarding:
 - (a) Career development related training products.
 - (b) Reserve career information course (R-501-0005).
- (6) Conduct quarterly career development training for echelon 3 and 4 CCCs.
- (7) Ensure an internal CIPR or baseline review is conducted for all newly reporting NCs, 806R and 807R NECs within 90 days of reporting.
- (8) Assist echelon 2 commanders with the coordination and hosting of FET visits with BUPERS-3, PERS-4 and Navy region commanders.
- i. TYCOM, Regional Commanders (RC) and ISIC:
 - (1) Execute oversight of the CDP for all echelon 4 and direct reporting commands:
 - (a) Utilize CIMS analytics to monitor the career development programs of subordinate and supported commands.
 - (b) Conduct CIPR as required utilizing NAVPERS 1040/2.
 - (c) Conduct an annual CIPR and periodic spot checks as requested by command leadership e.g. CO, XO, CMC or CCC.
 - (d) As requested by TYCOM or ISIC NC due to documented areas of concern, which are unresolved.
 - (2) ISIC CC will assist the Regional CC in the coordination and hosting of CDS and FET visits with BUPERS-3, PERS-4, echelon 2 and RCs.
 - (3) Monitor and provide recommendations to appropriate BSOs concerning distribution and manpower requirements for NCs, NEC 806R and 807R communities.
 - (4) TYCOM NCs will provide check-in brief for all reporting ISIC Career Counselors (CC) within 90 days.

(5) Conduct quarterly career counselor training with ISICs. Subordinate ISICs must conduct monthly training with commands under their cognizance. Ensure all CCCs attend and COs, XOs, CMCs, COBs and SELs are invited.

(6) Monitor attendance and provide recommendations and feedback concerning TAP workshops in line with reference (c).

(7) Ensure that commands with an initial tour counselor (graduate of CCC course (A-501-0011) or Reserve career information course (R-501-0005) provides feedback on performance, preparedness and counselor knowledge using the NAVPERS 1040/3, Career Counselor Initial Tour Feedback, to the applicable course manager as outlined in reference (a).

(8) Review and analyze monthly reenlistment, attrition statistics and CDP information of subordinate and supported commands.

(9) Brief prospective COs, XOs, CMCs, COBs and SELs on career development programs and policies, as required.

(10) Navy Reserve Activities must provide administrative assistance to supported units for Navy Reserve programs in line with references (e) and (f).

(11) Review command self-assessments completed by all newly reported NC, NC (TAR), NEC 806R CCCs and UCCs within 90 days of reporting.

(12) ISIC CC provide monthly report and brief monthly career information to the Chief of Staff via CMC.

(13) TYCOM NCs provide quarterly report to TYCOM via Force Master Chief.

j. COs and Officers in Charge:

(1) Are directly responsible for command's CDP as outlined in reference (g).

(2) Establish and maintain a proactive retention and career development program as outlined in this instruction.

(3) Ensure the CCC reports to the CO via the XO, CMC, COB or SEL.

(a) Ensure CMC, COB or SEL directly supervises and supports CCCs and UCCs in the performance of their duties.

(b) Ensure UCCs complete the CDTC-RC provided by the NRA CCC prior to designation (UCCs may attend Reserve career information course (R-501-0005) after completing 6 months as designated UCC).

(c) Ensure UCCs remain in the position for a minimum of two years, if awarded a NEC 807R upon completion of the Reserve career information course.

(4) Ensure the full utilization of the CIMS program and applications as the primary source for documentation and reporting in the career development of Sailors.

(5) Ensure career development team meetings are conducted quarterly.

(a) Quarterly career development team meetings will include the CO, XO, CMC, COB, SEL, CCC, department career counselors, department heads and department leading chief petty officers.

(b) Career development team meeting and training agendas will consist of:

1. Review of retention and attrition statistics.
2. Career Decisions.
3. Career development board completion rate by department and command overall numbers.
4. Discuss Career Development concerns of specific Sailors if required.
5. Discuss latest policy changes related to Career Development.
6. Review of Veterans Opportunity Workforce command percentages.

(c) Review for Navy Reserve Component includes:

1. Expiration of Obligated Service.
2. Age 60.
3. Montgomery GI Bill – Selected Reserve.
4. Reserve Incentive Bonus eligibility and Prior Service Reenlistment Eligibility – Reserve.

5. Review career development boards completion percentages from previous quarter.

6. Review and discuss all career development major concerns.

(6) Utilize the CCC and UCC as the primary source of career information.

(7) Ensure the CMC, COB or SEL chairs, monitors and participates in the command's career development board program, as required by reference (a).

(8) Review career development board minutes and endorse as appropriate.

(a) Ensure all career development boards are documented in CIMS in a timely manner.

(b) Encourage conversion from overmanned to undermanned ratings to provide the greatest opportunity for upward mobility, utilizing C-WAY, MNA or lateral conversion.

(9) Ensure internal self-assessment is conducted within 90 days of a new CCC reporting aboard using reference (a).

(10) Establish annual budget for training with the TYCOM for all CCCs responsible to echelon 1, 2 and 3 commands.

(11) Provide feedback on performance, preparedness and counselor knowledge on all initial tour CCC and UCC, using the initial tour feedback report in line with NAVPERS 1040/3.

(12) Ensure compliance with C-WAY, so that all Sailors are qualified in C-WAY during reporting career development board.

(13) Ensure the CMC, COB, SEL, CCC and UCC reviews the monthly career information report.

(14) Ensure CIPR is requested as needed when CDP management requires TYCOM and ISIC-level assistance to properly execute.

(15) Ensure that the CCC has the highest level of internet access to accomplish mission requirements.

k. XOs and Assistant OICs:

(1) Ensure the CMC, COB and SEL supervises and supports the CCC and UCCs in the performance of their duties.

(2) Ensure CCC and UCC have access to a computer that is capable of running career development and associated online programs. It is strongly recommended the CCC have the highest-level internet access necessary to accomplish mission requirements.

(3) Provide suitable office space, access to private counseling space and internet capability for the CCC and UCC.

(4) Utilize to the fullest extent the designated CCC as the primary source for career development, dissemination of information and training for all Sailors.

(5) Ensure the CMC, COB, SEL, CCC and UCC develop, maintain and supervise the career development team-training program. All unit, department and division career counselors must attend the CDTC prior to designation. CDTC completion can be achieved at member's prior command but completion date must be within the past 12 months of being designated as a department or divisional CC.

(6) Ensure all department, division and unit career counselors are designated in writing and must remain in position for a period of one year.

(7) Ensure client-to-CDTC trained counselor ratio of no greater than 30 to 1.

(8) Ensure the CCC and UCC conduct annual internal CIPRs as outlined in reference (a):

(a) Recommend reviews also be conducted when command triad membership changes.

(b) Recommend commands seek assistance from their TYCOM, ISIC or RC, as necessary.

(9) Ensure all Sailors in pay grades E-1 through E-4 attend FTSW within 180 days of reporting and ensure all newly affiliated Navy Reserve Sailors attend RASW during initial assignment.

(10) Ensure all eligible transitioning Sailors receive counseling on the benefits of Navy Reserve affiliation.

(11) Ensure compliance with C-WAY.

(12) Ensure the requirement for a CIPR is communicated to CO or OIC and requested from the TYCOM or ISIC CC.

1. CMCs, COBs and Command SELs:

- (1) Supervise and support CCC and UCC in the performance of their duties.
- (2) Support command's career development programs and encourage chain of command involvement at every level.
- (3) Chair command level career development boards or assign an alternate Leading Chief Petty Officer (LCPO) when necessary as outlined in reference (a).
- (4) Ensure department LCPO chair department level career development boards as outlined in reference (a).
- (5) Ensure career development boards are conducted and documented as required in CIMS and as outlined in reference (a).
 - (a) Command level career development boards will include CCC and UCC and be augmented by department leading chief petty officers, the educational services officer (ESO), personnel and pay specialist, mentor and various other department career development board members as applicable.
 - (b) Department level career development boards will include department leading petty officers or alternate division chief petty officers, leading petty officers, department career counselors and be augmented by ESOs, personnel and pay specialists and mentors as applicable.
- (6) Forward and initial career development board minutes to the CO or OIC via the XO, discussing career development board actions and recommendations.
- (7) Participate in career development team meetings as outlined in reference (a).
- (8) Provide feedback within 12-months on performance, preparedness and counselor knowledge on all initial tour NC (NC TAR), CCC and UCC, using the NAVPERS 1040/3 in line with reference (a) to the TYCOM or ISIC.
- (9) Coordinate quarterly training for the chief petty officer mess on career development programs in line with reference (a).

m. Command Career Counselors and Unit Career Counselors:

- (1) Is responsible to the CO and reports directly to the XO via the CMC, COB or SEL as the primary source for career development, dissemination of information and training for all Sailors.
- (2) Manage the CDP in line with reference (a) and current guidance.

(3) Successfully complete the command career counselor course (A-501-0011) (Rated NC (NC TAR) or NEC 806R billet), Reserve career information course (R-501-0005) (NEC 807R billet), CDTC or CDTC-RC (unit career counselors).

(4) Conduct CDTCs that will maintain training levels at 100 percent for all department and division career counselors.

(5) Conduct monthly career development team training. Training may be more frequent in order to address program knowledge deficiencies with the command.

(6) CCCs must ensure career development boards listed in subparagraphs 8k(6)(a) through 8k(6)(g) are completed as applicable.

(a) Special programs.

(b) Commissioning programs.

(c) Advancement (failures, selection board ineligible, board non-selects, three-time pass not advanced).

(d) Change in rate.

(e) Overseas tour extension incentives program.

(f) Physical fitness assessment failures.

(g) As requested by the Sailor.

(7) Prepare a monthly report and brief monthly career information to include but not limited to items listed from subparagraphs 8k(7)(a) through 8k(7)(l).

(a) Career development board minutes.

(b) C-WAY results.

(c) Command retention and attrition statistics.

(d) Scheduled reenlistments.

(e) 15-month prior to EAOS, SEAOS and PRD personnel losses.

(f) 24-month high year tenure list.

- (g) TAP and VOW Act compliance.
 - (h) Summary of career development training.
 - (i) MNA results.
 - (j) Soft EAOS and prescribed tour length misalignments.
 - (k) Blended Retirement System and Continuation Pay.
 - (l) Sailors with a 4/2/2 military service obligation.
- (8) Ensure all Sailors in pay grades E-1 through E-4 attend FTSW within 180 days of reporting and ensure all newly affiliated Reserve Sailors attend RASW during initial assignment, in line with reference (a).
- (a) Department career counselors will assist in facilitating CDTC and FTSW.
 - (b) NRAs must conduct the RASW for supported units in conjunction with command indoctrination.
- (9) Conduct an annual review of each department's CDP and provide written feedback to the respective department chain of command.
- (10) Ensure CO, XO and CMC are aware of CDP areas of concern, which necessitate TYCOM or ISIC-level support regardless of REA status.
- (11) Distribute career information throughout the command, as outlined in reference (a).
- (12) Ensure all separating Sailors with remaining military service obligation receive counseling and complete NAVPERS 1070/613, Administrative Remarks.
- (13) Ensure all transitioning Sailors receive formal initial and pre-separation counseling using the online DD Form 2648, Service Member Pre-Separation Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD), Selected Reserves on Active Duty (Active Duty for Operational Support, mobilization, etc.,) as required by reference (c).
- (14) Ensure every transitioning Sailor is provided assistance with developing an individual transition plan, if requested, in line with reference (c).
- (15) Coordinate TAP quotas for Sailors who are separating, transferring to Fleet Reserve or retiring.

(16) Ensure completion of formal pre-separation transition counseling for all demobilizing Sailors in line with reference (c).

(17) Conduct CIPR self-assessment prior to the command's TYCOM or ISIC CIPR and provide results to Chain of Command with a Plan of Action and Milestone.

(18) Active member of the CRT. Provide retention and attrition records and reports.

n. Departmental Leadership will:

(1) Conduct CDBs on assigned personnel per reference (a).

(2) Document CDB minutes using the ICDP in CIMS.

(3) Look for indicators during CDBs that could trigger the need for a Human Factors Council in coordination with the CRT.

(4) Report common trends seen in CDBs to the CRT. The CRT can use this information to inform leadership and work to maintain a positive command climate.

9. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions, concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

10. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Reports and Forms.

a. The reporting requirements contained in this instruction are exempt from reports control, per SECNAV Manual 5214.1

b. The following form is available on the Executive Services Directorate website at <https://www.esd.whs.mil/Directives/forms> and the DMDC website <https://www.dodtap.mil/>: DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Eform for Service Members Separating, Retiring, REFRAD.

c. The forms listed in subparagraphs 11c(1) through 11c(3) are available on Naval Forms Online at <https://forms.documentservices.dla.mil/order/>:

(1) NAVPERS 1040/2, Career Information Program Review.

(2) NAVPERS 1040/3, Career Counselor Initial Tour Feedback.

(3) NAVPERS 1070/613, Administrative Remarks.



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Releasability and distribution:

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