



Career Development Boards (CDBs)



CDBs



ENABLING OBJECTIVES:

- ▶ **STATE** the purpose of Career Development Boards (CDB) in accordance with Career Counselor Handbook
- ▶ **LIST** the CDB command and department level member responsibilities
- ▶ **IDENTIFY** CDB general discussion topics
- ▶ **STATE** the purpose of Individual Career Development Plan (ICDP)



CDBs



▶ Purpose:

- CDBs are the primary delivery method to ensure all Sailors and their families are provided the guidance necessary to make informed career decision based on current Navy policies, programs, and procedures

▶ Benefits:

- Provides all Sailors the opportunity for optimal development of their professional skills
- Enhances Unit readiness
- Encourages upward mobility
- Improves job satisfaction
- Ensures the retention of the best qualified Sailors



CDBs



▶ CDB Composition:

◦ Command Level CDB

- CMC/COB/SEL (Chairperson)
- CCC
- Augmented by: LCPO, ESO, PS, Mentor and other members as directed (OPNAV 5354)

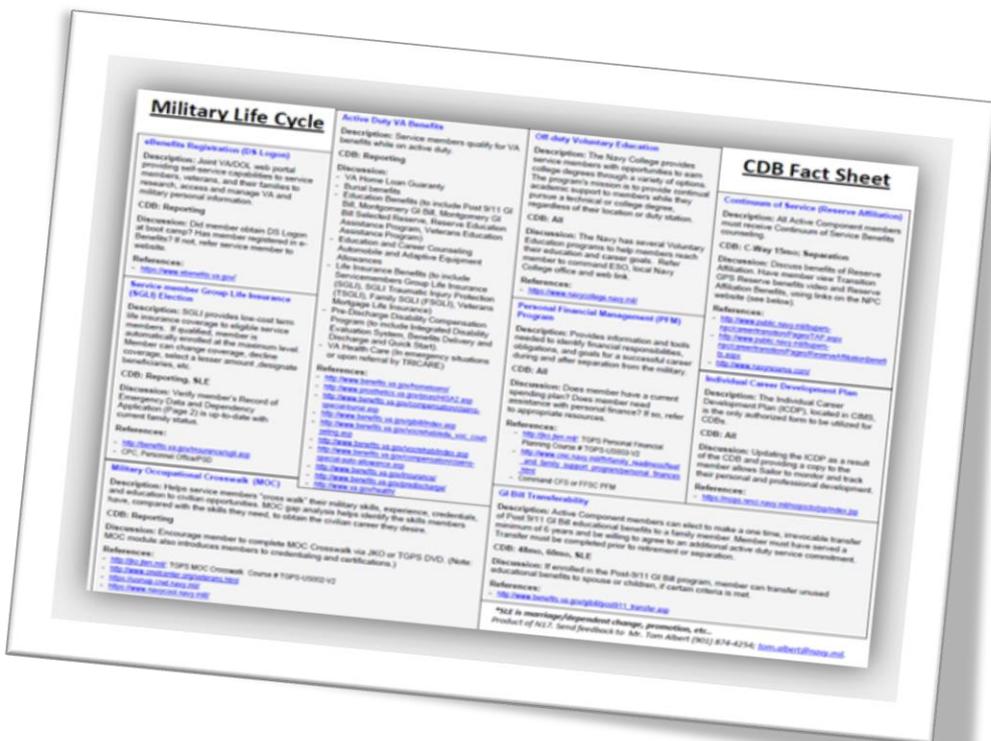
◦ Department Level CDB

- Department Leading Chief Petty Officer (LCPO) (Chairperson)
- Department/Division CC
- Division Chief Petty Officer
- Leading Petty Officer
- Augmented by: ESO, PS, Mentor and other members as directed



CDBs

- Required Items:
 - Military Life Cycle sheet
 - ICDP
 - Learning and Development Roadmap (LaDR)





CDBs



- ▶ **Responsibilities:**
 - CCC/Department CC:
 - Indoctrinate Sailors on CDB process
 - Schedule CDB
 - Provide records and information as required (CIMS)
 - Ensure advancement criteria is available (CIMS)
 - Draft CDB minutes using CIMS
 - ESO / CMEO(CCS):
 - Technical advisor to the CDB (optional or as needed)
 - Department/Divisional LCPO/LPO
 - Ensures Sailors are afforded the opportunity to appear before a CDB
 - Provide professional support to their Sailors
 - Accompany Sailors to the CDB



CDBs

► Requirements:

- Command level CDB will occur within 60 days of reporting (or within four drill weekends for RC)
- Department level CDBs will occur when a Sailor has been onboard for 24, 48, 60 months and have 15 months or more remaining to PRD or EAOS

PACT CDBs:

| FROM REPORT DATE | ACTION TO BE TAKEN |
|------------------|---|
| 60 days | -Conduct reporting CDB and develop an ICDP and document in CIMS |
| 6 months | -Conduct department level PACT/PRISE-R CDB and document as required in CIMS |
| 12 months | -Conduct department level PACT (command level for PRISE-R) CDB and document in CIMS |
| 18 months | -Conduct command level PACT/PRISE-R CDB and document as required in CIMS |
| 24 months | -Conduct command level PACT/PRISE-R CDB for those not designated and document in CIMS |



CDBs

Navigation: Favorites > Main Menu > Career Information Management > Use > Career Development

NSIPS

FOUO - Privacy Sensitive

Career Development | CDB Data

Rank/Rate: Name: Current DSC: 100

ADSD: 04/02/2014 PEBD: 04/02/2014 EAOS: 04/01/2018 Soft EAOS: 04/01/2019

REPORT DT 01/06/2015 02/01/2019 DIEMS: 10/03/2013 DIERF:

UIC: Warfare Qual:

DEPT: DEPT Career Counselor:

DIV: DIV Career Counselor:

Mentor Name:

| CAREER DEVELOPMENT BOARD TRACKING | | | | ADDITIONAL BOARDS CONDUCTED |
|-----------------------------------|---------------|-----------------------|-------------------------------------|-----------------------------|
| Type | Required Date | Completed Date | Not Required | |
| Reporting | MAR-2015 | 06/2015 | <input checked="" type="checkbox"/> | None |
| 24 Month | FEB-2017 | | <input type="checkbox"/> | |
| 48 Month | FEB-2019 | | <input type="checkbox"/> | |
| 60 Month | FEB-2020 | | <input type="checkbox"/> | |
| C-Way: | NOV-2017 | Completed C-Way CDB's | | |

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: CDTC Completion Date: FTSW Completion Date:

Advancement Statistics Course Data

Buttons: Save, Return to Search, Previous in List, Next in List, Previous tab, Next tab, Refresh

Career Development | CDB Data

Reporting CDB is due within 60 days of the report date.

The required CDB schedule includes Reporting, 24 Month, 48 Month, 60 Month and C-Way.



CDBs



► Biennial (every other year) CDBs

NSIPS Career Development | CDB Data

Rank/Rate: Name: Current DSC: 100

ADSD: 11/10/2008 PEBD: 11/10/2008 EAOS: 02/07/2016 Soft EAOS: 02/07/2016

REPORT DT: 10/09/2009 PRD: 02/01/2016 DIEMS: 07/25/2007 DIERF:

UIC: Warfare Qual:

DEPT: DEPT Career Counselor:

DIV: DIV Career Counselor:

Mentor Name:

| CAREER DEVELOPMENT BOARD TRACKING | | | | ADDITIONAL BOARDS CONDUCTED |
|-----------------------------------|---------------|--------------------------|--------------|-----------------------------|
| Type | Required Date | Completed Date | Not Required | None |
| Reporting | NOV-2009 | 10/09/2009 | | |
| 6 Month | APR-2010 | 04/09/2010 | | |
| 12 Month | OCT-2010 | 10/09/2010 | | |
| 24 Month | OCT-2011 | 10/10/2011 | | |
| 36 Month | OCT-2012 | 12/03/2012 | | |
| 48 Month | OCT-2013 | 10/16/2013 | | |
| 60 Month | OCT-2014 | 09/19/2014 | | |
| C-Way: | NOV-2014 | Completed C-Way CDB's | | |
| | OCT-2016 | Completed Biennial CDB's | | |

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: CDTC Completion Date: 09/01/2011 FTSW Completion Date: 09/01/2011

Advancement Statistics Course Data

Save Return to Search Previous tab Next tab Refresh

Biennial CDB's are now required for Active and Reserve Individuals who remain at one UIC for more than 7 years.

Once the 60 Month CDB is Verified, the 7 year Biennial CDB schedule is enabled.

NSIPS Career Development | CDB Data

Rank/Rate: Name: Current DSC: 100

ADSD: 11/10/2008 PEBD: 11/10/2008 EAOS: 02/07/2016 Soft EAOS: 02/07/2016

REPORT DT: 10/09/2009 PRD: 02/01/2016 DIEMS: 07/25/2007 DIERF:

Career Development Comments

CDB Type: CDB Type Z: CDB Date: CDB Rank/Rate:

Look Up CDB Type

CDB Comments Type [begins with ▼]

Look Up Clear Cancel Basic Lookup

Search Results

| CDB Comments Type | Description |
|-------------------|-----------------------|
| A | 6 Month |
| B | 12 Month |
| C | 24 Month |
| F | Separation |
| G | Career Waypoint |
| H | CMSID |
| I | Education |
| J | A School/Striker |
| K | Special Program |
| L | Commissioning Program |
| M | Advancement |
| N | 48 Month |
| O | 60 Month |
| Y | Biennial |

On the CDB Data page, Click the Magnifying glass and notice Y Biennial is now selectable.



CDBs



Updates for PACT CDBs

NSIPS Career Development | CDB Data

Rank/Rate: AA Name: Current DSC: 100

ADSD: 02/17/2015 PEBD: 02/17/2015 EAO: 02/16/2019 Soft EAO: 02/16/2019

REPORT DT: 05/28/2015 PRD: 06/01/2017 DIEM: 12/11/2014 DIERF:

UIC: Warfare Qual:

DEPT: DEPT Career Counselor:

DIV: DIV Career Counselor:

Mentor Name:

PACT: K49A A-PACT, No Coast Guarantee - Airman

| CAREER DEVELOPMENT BOARD TRACKING | | | | ADDITIONAL BOARDS CONDUCTED |
|-----------------------------------|---------------|----------------|--------------|-----------------------------|
| Type | Required Date | Completed Date | Not Required | |
| Reporting | JUL-2015 | | | None |
| 6 Month | NOV-2015 | | | |
| 12 Month | MAY-2016 | | | |
| 18 Month | NOV-2016 | | | |
| 24 Month | MAY-2017 | | | |
| 48 Month | MAY-2019 | | | |
| 60 Month | MAY-2020 | | | |

Completed C-Way CDBs

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: CDTC Completion Date: FTSW Completion Date:

Advancement Statistics Course Data

Save Return to Search Previous tab Next tab Refresh

PACT code is displayed for PACT Sailors.

A PACT Sailor is required to have a 6, 12 and 18 month CDB.

NSIPS Career Development | CDB Data

Rank/Rate: AA Name: Current DSC: 100

ADSD: 02/17/2015 PEBD: 02/17/2015 EAO: 02/16/2019 Soft EAO: 02/16/2019

REPORT DT: 05/28/2015 PRD: 06/01/2017 DIEM: 12/11/2014 DIERF:

CAREER DEVELOPMENT COMMENTS

CDB Type: Reporting CDB Type 3: DEPT: DIV:

CDB Date: 05/28/2015 CDB Type 4: Status: Pending Completed

CDB Rank/Rate: AA

Prtygrade: E02 Date of Rank: 12/16/2015

Projected Advancement Date: E3: 09/01/2016 E4: 02/01/2017

Highest Education Level: L High School Diploma

Warfare Qual Working Toward: Start Date: Target Date:

Degree Working Toward: USMAP (Enrollment Date):

PRT DATA: 1 2015 PARTICIPANT SATISFACTORY

Personal Goals Set: Year Group: 2015

C-WAY Last Review: Status: Welcome Aboard Package Received: DoI Workshop Exemption: DoI Workshop Completion: VA Billing Completed:

PCS Orders Received: DD 2648 Completed: DD 2958 Completed:

Transition Reason: DoI Workshop Exemption: VA Billing Completed:

GPS Required: DoI Workshop Completion: VA Billing Completed:

PACT Decision: Short Term Goals: Long Term Goals: Board Members: Board Comments:

Save Return to Search Previous tab Next tab Refresh

When completing a PACT CDB you must select a PACT decision code.

NSIPS Look Up PACT Decision

PACT Decision begins with

Look Up Clear Cancel Basic Lookup

Search Results

| PACT Decision | Description |
|---------------|--|
| A0 | Continuing in PACT program |
| A1 | A School Application Submitted |
| C0 | Designated (Navy Wide Exam) |
| C1 | Designated (Commanding Officer) |
| C2 | Declined A School/Continue at present OUSTA |
| I1 | Ineligible/Expenses Enrollment Information |
| I2 | Ineligible/Physical Disqualification |
| I3 | Ineligible/Psychological Disqualification |
| I4 | Ineligible/Conduct Disqualification |
| I5 | Ineligible/Academic Disqualification |
| I6 | Ineligible/Security Clearance Disqualification |
| I7 | Ineligible/Other Reason for Disqualification |

Select the Magnifying glass and select the applicable PACT Decision Code



CDB Statistics

- ▶ Developed to aid Counselors in briefing their CoC on the status of the CDBs completion ratios
- ▶ Shows how departments/divisions or their equivalents, rank against each other when placed side by side during a period of time
- ▶ Can be used by ISIC or TYCOM to show how commands rank against each other for a period of time
- ▶ Can be used in the monthly report or more effectively used during the quarterly meeting when the Triad (CO/XO/CMC), Department Heads, and Divisions Officers are present
- ▶ Important that you brief your intent to use this to the CoC and the Departments prior to briefing at Quarterly meetings



CDB Statistics

Navigation: Favorites > Main Menu > Career Information Management > Lists

FOUO - Privacy Sensitive: N1048834422S0015 Last login: 05-11-2016 13:31 | Home | Worklist | Add to Favorites | Sign out

NSIPS

Career Information Management

Lists
CIMS Lists

| | | |
|--|---|--|
| Advancement Information Advancement Information Page | GPS GPS Data Listing | Losses Losses |
| Personnel Information Personnel Information page | Sponsor Coordinator Sponsor Coordinator | Unit Tracking Unit Tracking Page |

Go to "Lists" and then "Unit Tracking"



CDB Statistics

navy.mil needs some information

Script Prompt:
Enter search string:
21880

Unit Tracking

FOUO - Privacy Sensitive: N1048834422S0015 Last login: 05-11-2016 13:31 | Home | Worklist | Add to Favorites | Sign out

Tracking Criteria

Unit Tracking Search Criteria

List Type

Active Reserve

List

Alpha Roster Career Counselor Roster Career Decision CDB Notification
 Correspondence Tracking PACT/GENDET CSB/REDUX C-WAY

UIC Access Personalize **FIND** View 100 | First 533-542 of 8330 Last

| Select | UIC | |
|-------------------------------------|-------|--------------------|
| <input type="checkbox"/> | 21879 | LHD 5 BATAAN |
| <input checked="" type="checkbox"/> | 21880 | LSD 50 CARTER HALL |
| <input type="checkbox"/> | 21900 | MCM 12 ARDENT |
| <input type="checkbox"/> | 21901 | MCM 13 DEXTRIOUS |
| <input type="checkbox"/> | 21902 | MCM 14 CHIEF |
| <input type="checkbox"/> | 21903 | AGS 45 USNS WATERS |
| <input type="checkbox"/> | 21923 | DDG 64 CARNEY |
| <input type="checkbox"/> | 21925 | PC 4 MONSOON |
| <input type="checkbox"/> | 21926 | PC 5 TYPHOON |
| <input type="checkbox"/> | 21927 | PC 6 SIROCCO |

Process Request

1. Go to "FIND" then type in your UIC, in this example we will use USS Carter Hall (LSD 50)

2. This is the ISIC/TYCOM/FLEET screen that has multiple UIC's most commands will only have one default UIC.



CDB Statistics

Navigation: Favorites > Main Menu > Career Information Management > Lists > Unit Tracking

FOUO - Privacy Sensitive: N1048834422S0015 Last login: 05-11-2016 13:31 Home Worklist Add to Favorites Sign out

NSIPS

List

Alpha Roster Career Counselor Roster Career Decision **CDB Notification**
 Correspondence Tracking PACT/GENDET CSB/REDUX C-WAY

Filter

Due Pending Completed Verified

Date Parameter

From Date: APR-2016 (JAN-2001) To Date: JUN-2016 (DEC-2001)

UIC Access Personalize | Find | View 100 | First 534-543 of 8330 Last

| Select | UIC | NOSC |
|-------------------------------------|-------|--------------------|
| <input checked="" type="checkbox"/> | 21880 | LSD 50 CARTER HALL |
| <input type="checkbox"/> | 21900 | MCM 12 ARDENT |
| <input type="checkbox"/> | 21901 | MCM 13 DEXTROUS |
| <input type="checkbox"/> | 21902 | MCM 14 CHIEF |
| <input type="checkbox"/> | 21903 | AGS 45 USNS WATERS |
| <input type="checkbox"/> | 21923 | DDG 64 CARNEY |
| <input type="checkbox"/> | 21925 | PC 4 MONSOON |
| <input type="checkbox"/> | 21926 | PC 5 TYPHOON |
| <input type="checkbox"/> | 21927 | PC 6 SIROCCO |
| <input type="checkbox"/> | 21928 | PC 7 SQUALL |

Process Request

Previous tab Next tab

1. Choose "CDB Notifications"

2. Defaults on "Due", but you will click all four filters

3. Set the date range, in this case 3rd Quarter 2016.

4. Process request



CDB Statistics

Navigation: Favorites > Main Menu > Career Information Management > Lists > Unit Tracking

FOUO - Privacy Sensitive: N1048834422S0015 Last login: 05-11-2016 13:31 Home Worklist Add to Favorites Sign out

Tracking Criteria: CDB List

Active CDB Notification Listing (Due)

| UIC | Rank/Rate | Name | Dept | Div | Required Date | Reason | CDB Date | CDB Status |
|-------|-----------|------------------------------|------|-----|---------------|-----------------|------------|------------|
| 21880 | SN | RAYMOND, JONNITHIN CHRISTIAN | DECK | DA | 2016-06 | 12 Month | | |
| 21880 | SN | ESTELL, DION DEMRIKE | DECK | DB | 2016-06 | 12 Month | | |
| 21880 | SN | THORSON, JACOB SCOTT | DECK | DA | 2016-06 | 12 Month | | |
| 21880 | SN | GARCIA, ANTHONY | DECK | DB | 2016-06 | 12 Month | | |
| 21880 | OSSN | CURTIS, JAMES PATRIC | DECK | DB | 2016-06 | 18 Month | | |
| 21880 | SN | MCRAEQUILES, JELANI JAMIL | DECK | DA | 2016-06 | 18 Month | | |
| 21880 | FN | KILGO, DEWAYN LEROY | ENG | EM | 2016-06 | 18 Month | | |
| 21880 | CMDCM | HARRIS, DONALD MICHAEL | EXEC | EX | 2016-06 | 24 Month | | |
| 21880 | HM1 | DEJESUS, MATTHEW RONALD | MED | MH | 2016-06 | 24 Month | | |
| 21880 | QMSN | KEITH, TYNEIA TAVONIA | NAV | NN | 2016-06 | 24 Month | | |
| 21880 | FC3 | GEISLER, WILLIAM GEORGE II | OPS | OW | 2016-06 | 24 Month | | |
| 21880 | OS3 | HALL, ROBERT DALE EARL | OPS | OI | 2016-06 | 24 Month | 06/17/2016 | Completed |
| 21880 | CSSN | STONE, CODY MITCHELL | SUP | S2 | 2016-06 | 24 Month | | |
| 21880 | FC2 | SPOERL, SEAN WILLIAM | OPS | OW | 2016-06 | 48 Month | | |
| 21880 | ET1 | THOMPSON, BRANDON MICHAEL | OPS | OE | 2016-06 | 48 Month | | |
| 21880 | SA | BARTA, ZACHARY KEITH EDWARD | DECK | DB | 2016-06 | 6 Month | | |
| 21880 | SA | LEWIS, CAMERON DESHAWN | DECK | DB | 2016-06 | 6 Month | | |
| 21880 | SA | BEKKER, ANTHONY PIETER | DECK | DB | 2016-06 | 6 Month | | |
| 21880 | SA | GRAY, DAVEN LOVE | DECK | DA | 2016-06 | 6 Month | | |
| 21880 | SN | COLE, SAJAY JHARNEL | DECK | DB | 2016-06 | 6 Month | | |
| 21880 | SA | WINKFIELD, JAMES ARTHUR III | DECK | DB | 2016-06 | 6 Month | | |
| 21880 | OS3 | WIGGERS, ANDREW SCOTT | DECK | DA | 2016-06 | Career Waypoint | | |
| 21880 | BM2 | TOWNSEND, BRANDON PHILLIP | DECK | DA | 2016-06 | Career Waypoint | | |

1. Sort by required date

2. Count the number of "Due" for each department

3. Identify special CDBs that are "Due" such as C-way

4. Complete this for all four filters



CDB Statistics

[Favorites](#) > [Main Menu](#) > [Career Information Management](#) > [Lists](#) > [Unit Tracking](#)

FOUO - Privacy Sensitive: N1048834422S0015 Last login: 05-11-2016 13:31 | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Tracking Criteria](#) | [CDB List](#)

New Window | Personalize Page

Active CDB Notification Listing (Completed)

| CDB UIC | Rank/Rate | Name | Dept | Div | Required Date | Reason | CDB Date | CDB Status | Short Term Goals | Long Term Goals | Board Comments |
|---------|-----------|------------------------------|------|-----|---------------|------------|------------|------------|-----------------------------------|--|---|
| 21880 | CSC | SUAREZ, EDWIN JR | SUP | S2 | | Separation | 07/01/2015 | Completed | | | MEMBER IS CURRENTLY ON TERMINATION |
| 21880 | NC1 | GONZALEZ, JACQUELINE ANNAYAN | | | 2004-11 | Reporting | 11/10/2004 | Completed | | | ENTER INITIAL CAREER DEVELOPMENT BOARD COMMENTS |
| 21880 | SA | DENNY, NICHOLE LYNN | | | 2006-12 | Reporting | 12/05/2006 | Completed | | | Enter initial Career Development Board Comments. |
| 21880 | SA | GOODWIN, VERNON JOSEPH | | | 2006-12 | Reporting | 12/21/2006 | Completed | | | Enter initial Career Development Board Comments. |
| 21880 | BM2 | MCCUE, CHRISTOPHER MICHAEL | | | 2007-12 | Reporting | 11/21/2007 | Completed | Advance in rate | Stay Navy | SVM aware of HYT and is currently considering converting to a CREO 1 rate order to stay Navy. SVM has been counseled and understands the HYT MPM and OPNAVINST 1900.4 |
| 21880 | BM3 | SMITH, SAMUEL MARQUIS | | | 2011-04 | 12 Month | 04/14/2011 | Completed | SEPARATE | SEPARATE | MEMBER HAS EVERY INTENTION OF SEPARATING FROM THE NAVY. ENSURE MEMBER HAS ALL RESOURCES ABC BILL AND OTHER BENEFITS. |
| 21880 | BM2 | ARMSTRONG, THERESA SHALEASE | DECK | DB | 2014-10 | 48 Month | 10/14/2014 | Completed | PAY OFF CC, MAKE 1ST | MAKE CHIEF, START FAMILY | STAY POSITIVE, WORK ON QUALS, TAKE POIC ROLES |
| 21880 | BM2 | CONSTABLE, NICHOLAS | DECK | DA | 2014-12 | 6 Month | 12/15/2014 | Completed | MAKE BM1 | BMC, LDO | GET A MENTOR, STUDY MORE FOR EXAM. REGISTER WITH USMAP |
| 21880 | BM1 | KOZA, RICHARD THOMAS | DECK | DB | 2015-08 | 60 Month | 08/17/2015 | Completed | N/A | N/A | MEMBER TRANSFERRING NO CDB CONDUCTED |
| 21880 | BM3 | MACHUCACHOCHO, ERICK CARLOS | DECK | DB | 2015-08 | 36 Month | 08/19/2015 | Completed | MAKE BM2!! | MAKE BM1!! | REGISTER USMAP, FIND MENTOR, CUP WITH MORE GOALS |
| 21880 | SN | CROUCH, DANIEL JOSEPH JR | DECK | DB | 2015-10 | 12 Month | 03/29/2016 | Completed | | | REFER TO 18 MONTH CDB |
| 21880 | CTT2 | MORRIS, RORY JAMES | OPS | OE | 2016-06 | 36 Month | 06/14/2016 | Completed | ESWS, TRAIN MY REPLACEMENT, CSOOW | MARMC ORDERS, HOMELAND SECURITY DEGREE | We reviewed purpose of CDB, EAOS/SEAOS/PRD/HYT, enlisted com overview, c-way, advancement, exam preparation, military service record, special programs, education programs, tuition assistance, USMAPS, Military Life Cycle |

When in the verified section, discount CDBs that have expired

*****Contact BUPERS 34 to remove them permanently if member has transferred*****



CDB Statistics

Navigation: Favorites > Main Menu > Career Information Management > Lists > Unit Tracking

FOUO - Privacy Sensitive: N1048834422S0015 Last login: 05-11-2016 13:31 Home Worklist Add to Favorites Sign out

NSIPS

New Window | Personalize Page

Personalize | Find | View All | First 1-21 of 21 Last

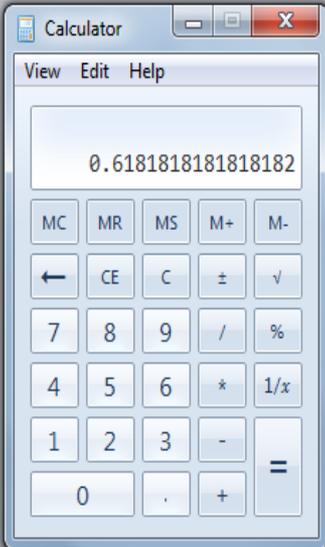
| iv | Required Date | Reason | CDB Date | CDB Status | Short Term Goals | Long Term Goals | Board Comments | Leadership Title | Leadership Comments |
|----|---------------|------------|------------|------------|-----------------------------------|--|---|------------------|---------------------|
| 2 | | Separation | 07/01/2015 | Completed | | | MEMBER IS CURRENTLY ON TERMINAL | | |
| | 2004-11 | Reporting | 11/10/2004 | Completed | | | ENTER INITIAL CAREER DEVELOPMENT BOARD COMMENTS | | |
| | 2006-12 | Reporting | 12/05/2006 | Completed | | | Enter initial Career Development Board Comments. | | |
| | 2006-12 | Reporting | 12/21/2006 | Completed | | | Enter initial Career Development Board Comments. | | |
| | 2007-12 | Reporting | 11/21/2007 | Completed | Advance in rate | Stay Navy | SVM aware of HYT and is currently considering converting to a CREO 1 rate in order to stay Navy. SVM has been counseled and understands the HYT MPM and OPNAVINST 1900.4 | | |
| | 2011-04 | 12 Month | 04/14/2011 | Completed | SEPARATE | SEPARATE | MEMBER HAS EVERY INTENTION OF SEPARATING FROM THE NAVY. ENSURE MEMBER HAS ALL RESOURCES ABOUT GI BILL AND OTHER BENEFITS. | | |
| B | 2014-10 | 48 Month | 10/14/2014 | Completed | PAY OFF CC, MAKE 1ST | MAKE CHIEF, START FAMILY | STAY POSITIVE, WORK ON QUALS, TAKE POIC ROLES | | |
| A | 2014-12 | 6 Month | 12/15/2014 | Completed | MAKE BM1 | BMC, LDO | GET A MENTOR, STUDY MORE FOR NEXT EXAM. REGISTER WITH USMAP | | |
| B | 2015-08 | 60 Month | 08/17/2015 | Completed | N/A | N/A | MEMBER TRANSFERING NO CDB CONDUCTED | | |
| B | 2015-08 | 36 Month | 08/19/2015 | Completed | MAKE BM2!! | MAKE BM1!! | REGISTER USMAP, FIND MENTOR, COME UP WITH MORE GOALS | | |
| B | 2015-10 | 12 Month | 03/29/2016 | Completed | | | REFER TO 18 MONTH CDB | | |
| E | 2016-06 | 36 Month | 06/14/2016 | Completed | ESWS, TRAIN MY REPLACEMENT, CSOOW | MARMC ORDERS, HOMELAND SECURITY DEGREE | We reviewed purpose of CDB, EAOS/SEAOS/PRD/HYT, enlisted community overview, c-way, advancement, exam preparation, military service record, special programs, education programs, tuition assistance, USMAPS Military Life Cycles & | | |

1. Count the number of completed or verified CDBs that are done in the date range
2. Check against the required date to ensure you don't give double credit across quarters
3. Good opportunity to do a qualify control check on your CC's notes



CDB Statistics

3rd Quarter FY 2016



| CDB (Normal Interval) | Deck | OPS | ENG | EXEC | SUPPLY | MED | NAV | | | | | | Total |
|-----------------------|----------|-----------|------------|----------|-----------|-------------|------------|--|--|--|--|--|------------|
| DUE | 6 | 0 | 4 | 0 | 1 | 1 | 1 | | | | | | 13 |
| PENDING | 0 | 0 | 2 | 0 | 1 | 0 | 0 | | | | | | 3 |
| COMPLETED | 0 | 4 | 3 | 1 | 4 | 3 | 2 | | | | | | 17 |
| VERIFIED | 1 | 2 | 1 | 1 | 4 | 1 | 0 | | | | | | 10 |
| Total | 6 | 6 | 10 | 2 | 10 | 5 | 3 | | | | | | 42 |
| Percentage | 16% | 100% | 40% | 100% | 80% | 80% | 66% | | | | | | 64% |
| CDB (Other types) | HYT | ADV MENT | Xfer/ SEPS | CWAY | Biennial | Other Total | Report ing | | | | | | Total CDBS |
| Still due | 1 | 10 | 10 | 0 | 1 | | 6 | | | | | | 13 |
| pending | 0 | 0 | 0 | 0 | 0 | | 0 | | | | | | 3 |
| completed | 3 | 5 | 9 | 4 | 0 | | 5 | | | | | | 17 |
| verified | 0 | 0 | 2 | 2 | 0 | | 2 | | | | | | 10 |
| Total due | 4 | 15 | 21 | 0 | 1 | | 13 | | | | | | 42 |
| percentage | 75% | 66% | 52% | 100% | 0% | | 53% | | | | | | 61% |

1. Place numbers on an excel spreadsheet

2. Use a calculator to determine completion ratios

Highlight numbers that are below 80%



CDB Statistics

▶ Normal Interval CDB Stats:

- Fill in the number of due, pending, completed, and verified in a spread sheet
- Divided the number of completed and verified (C+V) by the total number (D+P+C+V= total)
- A percentage will show and place that percentage at the bottom of each department's column
- Add up all the totals

▶ Other CDB Stats:

- Include all special CDBs that were due during the date range period
- Use same formula: completed and verified (C+V) divided by (D+P+C+V= total)
- Ensure you list the departments responsible in report otherwise they will not get tracked.

- ▶ Add all CDBs to get total percentages
- ▶ Present during your quarterly report



CDBs



▶ CDB Takeaway:

- NSIPS afloat version will take 12–24 months to align with NSIPS 1.4.6
 - Pull data from the internet version or work with TYCOM/ISIC if bandwidth does not allow
- Changes in CIMS should have little or no impact on the FY16 Retention Excellence Award
- Conduct CDBs as outlined in CIMS and not the Career Counselor Handbook (if new version is not released yet)



CDBs



QUESTIONS?