



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 1040.1A
N00A
25 September 2001

COMSC INSTRUCTION 1040.1A

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Encl: (1) Career Counselors Worksheet
(2) Professional Development Board Procedures
(3) Professional Development Board Recommendation Sheet

1. Purpose. To provide general guidance for the conduct of the Professional Development Board (PDB) throughout Military Sealift Command (MSC). The PDB is responsible for the administrative review and counseling of all enlisted personnel to ensure that they are provided the opportunity to attain positions of greater responsibility commensurate with their potential and consistent with Navy manning requirements. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 1040.1.

3. Objectives

- a. Assist MSC's Sailors in defining a career path.
- b. Aid in retention and the battle against attrition.
- c. Help the chain of command better understand each member's career needs.
- d. Improve the Sailors Quality of Service.

4. Discussion. To provide for a rewarding career, all MSC personnel must enhance their professional/technical skills to remain competitive for advancement, and qualify for retention. The PDB provides tools, which include the evaluation system, Navy training, incentive programs, the detailing process, off-duty education opportunities and

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commissioning programs. Although these resources are already available, few Sailors are thoroughly knowledgeable of how the various career opportunities interact. Due to the unique mission requirements of MSC and the limited size of some of the detachments, the need for a proactive PDB can not be over stressed.

5. Background. The Center for Career Development has found that commands where retention is high and attrition is low have certain practices in common, top among them is a good PDB program. In today's Navy, advancement is highly competitive. Career decisions must be made with a full knowledge and understanding of policy changes, assignment trends, rating and program qualifications and career management guidelines to avoid wasted time, effort and potential. Unrealistic goals can turn an enthusiastic Sailor into a negative retention statistic. We must do our collective best to assist each Sailor in realizing his/her full potential.

6. Action and Responsibilities

a. MSC Area Commander. Administer PDB program for your command and all assigned small detachments and MSC Offices (for the purpose of this instruction, a small detachment or office is defined as having one or less assigned E-7 or above). Conduct PDBs on detachments not homeported in your area of responsibility as needed or as part of good order and discipline visits.

b. MSC Offices. Assist Area Commanders when directed in administering this program.

c. OIC Detachment. Maintain PDB records, and tickler of when PDBs are due for personnel in accordance with this instruction. Schedule and conduct PDB when applicable.

d. Command Chief/Senior/Master Chief

(1) Monitor the effectiveness of the program on a command-wide basis; recommend modifications to the chain of command, when appropriate.

(2) Act as Chairman for PDB.

(3) Submit board recommendations to the Commanding Officer/OIC for approval/disapproval or in the case of a small detachment, the OIC for review and the Commodore for approval/disapproval.

e. Command Career Counselor

(1) Monitor the effectiveness of the program on a command-wide basis; recommend modifications to the chain of command, when appropriate.

(2) Screen all special requests prior to forwarding them to the PDB. Screening will ensure the individual is qualified in all aspects to appear before the PDB and ensure all information, i.e., qualification dates, course, scores, etc., are included on enclosure (1) and are correct.

(3) Coordinate resolution of all action items generated as a result of a PDB.

(4) Participate as a non-voting, technical advisor to the PDB providing the information from enclosure (1) as well as information contained in appropriate directives.

(5) Maintain minutes of all PDBs.

(6) When the PDB is complete, fill out enclosure (3) with the recommendations made by the board members and forward to the PDB Chairman for review and signature.

f. Leading Chief Petty Officer of the individual being screened

(1) Ensure that the requirements to appear before the PDB are met as contained in this instruction.

(2) Provide professional support to enlisted personnel working within the assigned division/detachment.

(3) Accompany Sailors to all appearances as required.

(4) Discuss the provisions of this instruction with all newly reported Sailors.

(5) Complete enclosure (1) for assigned Sailors and forward to the Command Career Counselor prior to the convening of the PDB.

7. Professional Development Board Responsibilities

a. Provide each Sailor with the best possible guidance and advice regarding the candidate's future in the Navy. The board will make recommendations based on the Sailor's qualifications and desires.

b. Meet each month, at a minimum. If additional boards are required, the Command Chief/Senior/Master Chief will schedule them.

- c. Each member shall be familiar with enclosure (2).

8. Professional Development Board Composition

- a. Chairman. In the absence of the Senior Enlisted Advisor, the most senior Chief Petty Officer will act as chairman.

- b. Advisors

- (1) Command Career Counselor (CCC).

- (2) Educational Services Officer.

- c. Members. Chief Petty Officers as selected by the Senior Enlisted Advisor.

9. Reason to Appear Before the Professional Development Board

- a. Interview all newly reporting personnel, E-6 and below within 2 weeks of arrival. Interview should be used to assist in determining the effectiveness of the Command Sponsor and Indoctrination programs. The Sailor's goal and expectations for this tour of duty should be reviewed, ensuring they are attainable and realistic. The board should offer suggestions on how the Sailor may attain these goals.

- b. Conduct a 6-month interview to monitor the Sailor's progress.

- c. Interview personnel not selected/promoted each advancement cycle.

- d. Schedule all personnel who are within 2 years of high year tenure. If a Sailor was administratively reduced in grade becomes high year tenure, schedule an appearance before the board at the soonest available time.

- e. Interview individuals desiring commissioning, special or other programs requiring a command assessment or endorsement. The board can be used to provide recommendations to the Commanding Officer/OIC as to the eligibility, suitability and probability of the individual succeeding in the special program requested.

- f. Interview all CPO eligible E-6 personnel.

- g. Provide advice and/or assistance to career personnel who have prolonged difficulties in being selected for advancement and/or attaining PQS qualifications as required by the command.

- h. Interview all personnel requesting class “A” or “C” schools.
- i. Interview all personnel requesting a retest of the Armed Services Vocational Aptitude Battery.
- j. Interview Chief Petty Officers and Senior Chief Petty Officers who were not selected for the next higher pay grade after three selection boards.
- k. Interview E-7, E-8 and E-9 selection board candidates and review their packages, upon request.
- l. Interview any personnel identified who does not fall into the above categories but needs career development counseling.

//S//
JOHN B. STROTT
Chief of Staff

Distribution:
COMSCINST 5215.5
List I (Case A, B, C, D)

PERSONNEL PROFILE INFORMATION SHEET

NAME:		RATE:	DATE:
ADSD:	PRD:	EAOS:	TIR DATE:
TERM OF ENLISTMENT:		REPORT DATE (SHIP):	
DEPT:	DIV:	REPORT DATE (DIV):	
REASON APPEARING BEFORE PROFESSIONAL DEVELOPMENT BOARD:			
DC PQS:	3M PQS:	PNEC:	SNEC:
SPECIAL PROGRAM INTERESTED IN: (CHECK OFF ALL THAT APPLY)			
STAR <input type="checkbox"/>	SCORE <input type="checkbox"/>	SCHOOL <input type="checkbox"/>	CONVERSION <input type="checkbox"/>
NAVAL ACADEMY <input type="checkbox"/>	BOOST <input type="checkbox"/>	LDO <input type="checkbox"/>	CWO <input type="checkbox"/>
ECP <input type="checkbox"/>	MECP <input type="checkbox"/>	NROTC <input type="checkbox"/>	SEAMAN TO ADM <input type="checkbox"/>
EEAP <input type="checkbox"/>	CREO <input type="checkbox"/>	OTHER <input type="checkbox"/>	
PARS COMPLETE FOR:		MIL REQ COMPLETE FOR:	
PROFESSIONAL COURSES:	HIGH SCHOOL DIPLOMA:	GED:	COLLEGE:
OTHER COURSES COMPLETED:			
MILITARY SCHOOLS ATTENDED:			
MINIMUM REQUIREMENT			
ASVAB DT: _____	AFQT: _____	VE+MK+CS = _____	
GS: _____	AR: _____	WK: _____	PC: _____
NO: _____	CS: _____	AS: _____	MK: _____
MC: _____	EI: _____	VE: _____	= _____

PERSONNEL PROFILE INFORMATION SHEET (Cont'd)

MANNING LEVEL		
CURRENT DIVISION:	NO. OF BILLETS ASSIGNED:	ACTUAL NUMBER PERSONNEL:
DIVISION REQUESTED:	NO. OF BILLETS ASSIGNED:	ACTUAL NUMBER OF PERSONNEL:
ANY HISTORY OF NJP? IF YES, WHEN - REASON - AWARDED -		
ADDITIONAL COMMENTS (PDB USE):		
THIS INFORMATION WAS OBTAINED FROM THE MEMBERS SERVICE RECORD BY:		
NAME:		RATE:
TITLE:		DATE:
SIGNATURE:		

PROFESSIONAL DEVELOPMENT BOARD PROCEDURES

1. After all preparations are complete and the candidate is before the board, the chairman will introduce himself/herself and the board members and explain to the candidate the purpose of the PDB.
2. The chairman should control the interview and allow each member of the board to ask questions of the candidate.
3. Interview personnel one at a time to determine:
 - a. Does the Sailor have a desire in relation to a specific rating/special program? What is the desire based on, and is the basis valid?
 - b. If, in the case of a non-designated Sailor, that Sailor has no particular desire or strong feeling toward any specific rating(s) or program(s), the board must establish, through review of all available data, the rating(s) or program(s) that will best suit the candidate's interests and ability.
 - c. When the interview has been pursued to the point that a recommendation can be made by the board, the chairman will direct the Sailor to stand by outside. The board should then confer and agree on a recommendation. The chairman will summon the Sailor again before the board and provide, verbally, the board's recommendations.
 - d. Those recommendations that require assistance from external commands in the form of part-time or full-time TAD for the purpose of giving each Sailor an opportunity for hands-on OJT and professional evaluation, should be requested and utilized as required.

MEMORANDUM

From: Chairman, Command Professional Development Board

To:

Via: Commanding Officer
Executive Officer
XXXX Department Head
XXXX Division Officer

Subj: RECOMMENDATIONS OF THE COMMAND PROFESSIONAL
DEVELOPMENT BOARD

Ref: (a) XXXXXXXXXXXX XXXX.XX

1. On XXX XXXX, you were interviewed by the Command Professional Development Board for the purpose of requesting to strike XXXXXXXXXXXX XXXXXXXX XXXXXXXXXXXX (XX). The recommendations derived from this interview are included below and are based on the experience and judgement of the Board drawing from the information available to them and provided by you prior to and during this interview.

2. The included recommendations are not binding to you, however, it is to your ultimate benefit that you seriously consider them when setting your goals and planning your future in the Navy. If you should desire not to abide by the Board's recommendations, it is suggested that you seek counsel with your Division Officer and the Command Career Counselor and/or request re-interview by the Command Professional Development Board.

3. The following are the recommendations of the Board:

a. Rating for which you should strike:

(1) Primary:

(2) Alternate:

b. You need to prepare for taking the (RATING EXAM) _____ Navy Wide Exam.

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c. You should immediately contact your Division Career Counselor and Training Petty Officer and determine the correspondence courses, and the Personnel Advancement Requirements you may use to assist you in competing for advancement to your next pay grade. You should also order applicable courses, make necessary preparations, and commence work as soon as possible.

d. A Class "A" School **is not** required in the recommended primary rating. The following information applies:

(1) Location(s):

(2) ASVAB scores required: MK+EI+GS+AR=

(3) Your ASVAB scores:

(4) Length of school:

e. If Class "A" School is available, you should contact the Educational Services Officer and obtain the course number and class convening dates and upon completion of requirements for E-4, consider requesting a quota assignment to the school. This is accomplished by submitting a Special Request Chit through your Chain of Command.

f. You should be aware that how hard you work in your present assignment and how quickly you complete the requirements for advancement to E-4 have a direct bearing on your ability to obtain special schools and assignments to a division where you can work in your chosen rating. How hard you work for and how fast you achieve advancement also affects your success and benefits you receive in the Navy.

4. Additional recommendations/comments: