



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1430.1
4/DEPSUPT/COS

31 JUL 2006

USNA INSTRUCTION 1430.1

Subj: CAREER DEVELOPMENT BOARD (CDB)

Ref: (a) NAVPERS 15878J (Career Counselor Handbook)

1. Purpose. Career Development Board provides all 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 better-qualified Sailors.
2. Information. The CDB schedule replaces the retention interviews previously required by the Retention Team Manual. CDB ensures that enlisted Sailors are provided the guidance needed to ensure optimal career development. This includes professional and personal development.
3. Board Composition. CDB members include Command Master Chief (CMC), Command Career Counselor (CCC), Educational Services Officer (ESO), and the Sailor's Leading Chief Petty Officer (LCPO) and Leading Petty Officer (LPO).
4. CDB Discussion Topics. CDB will discuss the following general topics:
 - a. Rating/Class "A" School interests (GENDETS).
 - b. Personnel Qualification Standards (PQS).
 - c. Military training.
 - d. Continuing education/Tuition Assistance.
 - e. Officer procurement programs.
 - f. Advancement.
5. CMC Responsibilities. The CMC is the chairman of the CDB and will ensure CDBs are held on a regular basis.
6. CCC Responsibilities.
 - a. Indoctrinate all newly reporting Sailors on the CDB process.
 - b. Schedule CDB and maintain a tickler system.
 - c. Provide personnel records and information as required for review by the CDB.
7. ESO.
 - a. ESO will participate as a technical advisor to the CDB.
 - b. Ensure pertinent advancement criteria and advancement statistics are available.
8. Division/Department LCPO/LPO.
 - a. Ensure their Sailors appear before the CDB.
 - b. Provide professional support to enlisted Sailors in their division.

31 JUL 2006

- c. Accompany their Sailors to all appearances before the CDB.
9. Command CDB. Command-level CDB will see first enlistment Sailors within 90 days of reporting. Additionally, candidates will appear before the CDB for the following reasons or requests:
- a. Advancement examination PNA (x3), standard score of 40 or below, selection board not eligible, and examination failures.
 - b. CD Rom records review for E-7, E-8, and E-9 selection board candidates.
 - c. Sailors within 24 months of High Year Tenure (HYT) and those requesting HYT waivers.
 - d. Striking for a rating.
 - e. Class "A" school interests.
 - f. Rating conversion.
 - g. Commissioning program applications.
 - h. Sailors may attend for other reasons and upon member's request.
10. CDB Procedures.
- a. The CDB shall ensure Sailors are provided guidance that leads toward optimal career development.
 - b. Initial CDB Topics. The following topics are recommended for the initial command-level CDB:
 - (1) Familiarization with individual Sailor's background and personal history.
 - (2) Command and Sailor expectations.
 - (3) Command and Sailor goals.
 - (4) Military standards.
 - (5) PQS.
 - (6) Advancement requirements.
 - (7) Rating or "A" school selection (GENDETS/ASVAB).
11. Review. The CCC is responsible for the annual review and updating of this instruction.



HELEN F. DUNN
Deputy Superintendent/Chief of Staff

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