



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1040.11A
PERS-00R
13 Nov 2003

OPNAV INSTRUCTION 1040.11A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: NAVY RETENTION AND CAREER DEVELOPMENT PROGRAM
Ref: (a) NAVPERS 15878J (Rev. 10-03), Career Counselor Handbook
(b) OPNAVINST 1900.2A
(c) OPNAVINST 1306.2D
(d) BUPERSINST 1150.1A
(e) OPNAVINST 1900.1D
(f) OPNAVINST 1740.3A
(g) OPNAVINST 1740.4A
(h) OPNAVINST 1040.10

1. Purpose. To provide guidance for the management and operation of the Navy Retention and Career Development Program per references (a) through (h). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1040.11 and NAVPERS 15878H, Retention Team Manual.

3. Discussion. The program delineated in this instruction will improve the ability of our Sailors to achieve their professional goals and will positively impact their desire to remain on active duty beyond their current enlistment or to join the Naval Reserve. Active involvement of the chain of command from the top down is the key element to a successful Career Development Program, and will provide the guidance each Sailor needs to meet the objectives of all five vectors in the newly evolving Sailor Continuum. This instruction is designed to function as guidance for all Navy commands. Individual command instructions are not required.

4. Objectives. The Navy Retention and Career Development Program provides a means of strengthening all policies and programs designed to:

a. Maintain personnel stability by retaining top quality Sailors in the proper skills balance and at the required numbers.

b. Ensure all Sailors and their families are provided the guidance necessary to make informed career decisions.

c. Encourage members to actively participate in the Naval Reserve if they leave active naval service, and ensure they receive appropriate transition counseling.

5. Feedback. The Navy Retention and Career Development Program relies on robust 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 to the Navy Personnel Command (COMNAVPERSCOM) Center for Career Development Customer Service Center (CSC) via csc@persnet.navy.mil or call 1-866-U-ASK-NPC (1-866-827-5672).

6. Policy. To fully optimize the Navy Retention and Career Development Program all Command Career Counselors (CCC) will be provided the necessary equipment, training, and staffing to properly carry out their responsibilities.

7. Responsibilities and Action

a. The Deputy Chief of Naval Operations (Manpower and Personnel) (CNO (N1)) shall:

(1) Exercise oversight of Navy Retention and Career Development Program.

(2) Provide annual reenlistment targets to Fleet and other Echelon 2 commanders. Commander, Naval Reserve Force (COMNAVRESFOR) shall establish reenlistment targets for the Naval Reserve.

(3) Ensure that all commands, less submarines, with an authorized command master chief (CMC) billet have a Navy Counselor (NC) billet assigned.

b. Commander, Navy Personnel Command (COMNAVPERSCOM) shall:

(1) Be the central point of contact and expertise for career information and retention policy issues, and establish Career Information Management (CIM) guidelines to ensure standardization of command Career Development Programs throughout the Navy based upon CIM methods in reference (a).

- (2) Liaise with Fleet and Echelon 2 commanders on training, programs, policies, and planning for leadership regarding reenlistment and attrition matters.
- (3) Analyze, maintain, and disseminate command reenlistment and attrition data to Fleet and other Echelon 2 commanders.
- (4) Monitor Navy reenlistment and attrition trends.
- (5) Ensure the Career Development Training Course (CDTC) and the First Term Success Workshop (FTSW) are updated and distributed quarterly on the Bureau of Naval Personnel (BUPERS) CD ROM.
- (6) Assess the impact of personnel policies, analyze problem areas, formulate recommendations for corrective action, and propose changes that will positively affect reenlistment and attrition.
- (7) Provide real time, up-to-date training through Career Management Symposiums. Include briefings that will provide the latest retention tools to local CCCs, CMCs, and Chiefs of the Boat (COB).
- (8) Act as the technical advisor for the NC rating and Career Information Program Advisor (NEC 9588) community.
- (9) Monitor and provide recommendations concerning distribution and manpower requirements for NC and NEC 9588 assets. (COMNAVRESFOR will monitor Training and Administration of the Reserves (TAR) NC and NEC 9588.)
- (10) Monitor the CCC Course (CCCC) (A-501-0011) and recommend changes, when appropriate. Maintain liaison with the Naval Education Training Command (NETC) Center for Services Support, with inputs from Fleet and Echelon 2 commanders.
- (11) Monitor the Navy Transition Assistance Management Program (TAMP). Provide recommendations concerning Transition Assistance Program (TAP) workshops as delineated in reference (b).
- (12) Operate and maintain a Navy Retention website (www.staynavy.navy.mil). Provide up-to-date information,

web-based applications, and links for Sailors, families, and Navy leadership.

c. Master Chief Petty Officer of the Navy (MCPON) shall:

(1) Act as principal advisor to the Chief of Naval Operations (CNO) and work with the COMNAVPERSCOM Center for Career Development (PERS-00R) regarding Sailor advocacy policies and issues.

(2) Ensure the CMC and COB communities fully understand their role and support the Navy Career Development Program per references (a) and (c). Duties of the CMC and COB are directly related to the welfare of Sailors and their families, and impact retention.

(3) Ensure CMCs and COBs are effectively overseeing the Command Sponsor, Indoctrination, and Mentorship Program, and the Career Development Board (CDB) process.

d. Commander, Navy Recruiting Command (COMNAVCRUITCOM) shall

(1) Establish recruiting programs, policies, and procedures supportive of the Navy Career Development Program.

(2) Per reference (d), establish and maintain recruiting support programs that provide opportunities for Sailors to assist local recruiters in locating and enlisting or commissioning qualified individuals.

(3) Support Fleet requirements by recruiting Sailors for the Naval Reserve as they transition from active duty.

(4) Provide a formal pre-separation presentation to all Sailors (officer and enlisted) separating from active duty using Naval Reserve Career Information Teams (CARIT) as outlined in reference (e).

(5) Provide direction and support for CARITs to carry out coordination, scheduling, and presentation of required briefings for active duty Sailors and Mobilized Reservists.

e. Fleets and Other Echelon 2 Commanders shall: