

**RESPERSMAN 1040-010**

**RESERVE UNIT CAREER COUNSELOR PROGRAM**

<b>Responsible Office</b>	COMNAVRESFORCOM (N15)	Phone:	DSN	262-5774
			COM	(757) 322-5774
			FAX	(757) 444-7598

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<b>References</b>	(a) NAVPERS 15878K, Bureau of Naval Personnel Career Counselor Handbook (b) OPNAVINST 1040.11D
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1. **Purpose**

a. The Reserve Unit Career Counselor (UCC) assists Navy Counselors (less Career Recruiter Force), Navy Reserve Activity (NRA) Command Career Counselors (CCCs), and Unit leadership in organizing/implementing an aggressive enlisted career development and retention program. The UCC is the unit principal advisor on policies and regulations related to Navy career planning matters and is the focal member of a proactive command-wide Career Development Team (CDT). Building an entire program around a single individual (or relatively few individuals) has serious drawbacks when, due to the absence of the key person (permanently or temporarily), the program is disabled. By organizing a command-wide CDT, the UCC assumes a totally different role, that of CDT leader.

b. Reserve Units are required to meet the directed counselor to personnel ratio (currently 1 counselor per 30 enlisted), as established in reference (a).

2. **Responsibilities**. In addition to the duties outlined in references (a) and (b), the following responsibilities apply:

a. NRA Commanding Officers (COs) shall:

(1) Execute the Navy Enlisted Retention and Career Development Program per references (a) and (b) for staff and Reserve Unit Sailors assigned to the NRA.

b. Unit COs and Officers in Charge shall:

(1) Coordinate with their Operational Support Officer (OSO) to ensure their assigned billets are structured to meet the requirements of reference (a). Units that cannot meet this requirement due to current billet limitations may submit

requests through their OSO to have their currently assigned billets modified by adding a Navy Enlisted Classification (NEC) 9592 Reserve Career Information Program Advisor requirement or to request additional billets that already require the NEC.

(2) Use the UCC as the primary source of Career Information; ensure the UCC is apprised of the latest Career Counselor functions by enabling UCC attendance at monthly CDT meetings facilitated by the NRA or Immediate Superior in Command CCC.

(3) Ensure the Senior Enlisted Leader (SEL) chairs, monitors, and participates in the Unit's Career Development Board (CDB) program.

(4) Review CDB minutes after they are loaded in Career Information Management System (CIMS).

(5) Ensure all new affiliates attend the Reserve Affiliation Success Workshop and update CIMS accordingly.

c. Unit SELs shall:

(1) Directly supervise and support UCCs in the performance of their duties.

(2) Support career development program management, emphasizing chain of command involvement.

(3) Coordinate quarterly training for the Chief Petty Officers' Mess on career development programs.

d. UCCs shall:

(1) Evaluate enlisted career development programs within their own unit.

(2) Provide primary technical assistance and maintain awareness of revisions and innovations in career development programs through access to Navy directives, reference materials, experience, and training.

(3) Counsel Sailors and their family members on the career opportunities available in the Reserve Component.

3. Service Requirements

a. Sailors assigned as UCC must be E5 or above.

b. UCC assignments must be for a minimum of 24 months.

c. UCCs must attend the Reserve CDT Course (R-CDTC) within 90 days of designation. R-CDTC can be facilitated locally by the NRA CCC. R-CDTC course guides are available on the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Force Retention (N15) website: Navy Reserve Homeport [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/cnrfc\\_N15/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/cnrfc_N15/SitePages/Home.aspx).

d. UCCs must attend the Reserve Career Information Course (R-501-0005).

e. Career Counselor feedback reports must be submitted via the chain of command for every attendee of the 2-week Career Counselor Course within 6 months of completion of the course.