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c. Command Master Chief. The Command Master Chief will work directly with the Commanding Officer and Executive Officer in direct support of the command's Retention Team effort. Although the Command Career Counselor maintains direct communication with the Commanding Officer and Executive Officer, the Command Career Counselor is a direct assistant to the Command Master Chief on all retention and upward mobility matters. They will work directly with senior petty officers to enhance retention and counseling efforts with all command personnel. Additionally, the Command Master Chief will chair, coordinate or advise the Commanding Officer/Executive Officer on the following boards:

- (1) Chief Petty Officer/Petty Officer Indoctrination
- (2) Professional Development Board
- (3) Sailor of the Quarter/Year
- (4) Sponsor Program
- (5) Command Indoctrination

d. Department Heads/Officer in Charge (OIC). Departments Heads/OIC are advocates of career naval service and actively encourage quality personnel to make the Navy a career. Department Heads/OIC will be responsible for an effective Retention Team and program within their departments. Responsibilities are outlined in references (a) and (b). In addition, they will:

(1) Act as an integral part of the officer retention effort, conduct mid-cycle performance counseling and provide the Commanding Officer with input, including items discussed and action taken. Department Heads/OIC will serve as a point of contact, in addition to the Commanding Officer/Executive Officer, to whom junior officers can turn to for career information.

(2) Ensure mid-term counseling is conducted for all enlisted personnel and evaluation counseling is conducted within Commanding Officer and Commander, Navy Personnel Command policies. Conduct counseling on senior enlisted personnel in the department.

(3) Screen all department/division career counselor reliefs and provide those nominated to the Command Career Counselor for screening and approval by the Executive Officer.

(4) Ensure all E-1 through E-4 attend Career Information Training Course (CITC) as part of their professional development. Normally, this is part of the command indoctrination process.







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(i) Providing the Command Career Counselor with a monthly retention report for their department via the departmental chain of command NLT the 5th of the month.

(2) Specifically, division career counselors will:

(a) Be screened and interviewed by the Command Career Counselor prior to assignment and attend the NAS Oceana CITC.

(b) Attend monthly Retention Team meetings.

(c) Conduct scheduled interviews using appendix B of reference (a) and a tickler system (CIPM 99).

(d) Keep division officers and department career counselors informed on retention issues within the division.

(e) Ensure reenlistment ceremonies are conducted in a manner consistent with the wishes of the member, whenever possible.

5. NAS Oceana Reenlistment Package. Department heads, division officers and department career counselors will ensure that personnel reenlisting or extending their enlistment for 24 months or more are afforded the benefits listed in enclosure (1) and are given the NAS Oceana "Benny Book." Letters to spouse or parents will be submitted prior to reenlistment by the Command Career Counselor in the smooth to the Commanding Officer, via the Administrative Department for administrative review, for signature.

6. NAS Oceana CIPM. In support of the CIPM concept and to provide valuable career information to enlisted personnel, the NAS Oceana Command Career Counselor will form a network of department and division career counselors and will act as program manager. These counselors will be responsible for providing day-to-day counseling, interviews and administer the retention program within their respective departments/division.

7. Commissioning Programs. Various programs are available for enlisted personnel to pursue a commission: Limited Duty Officer/Chief Warrant Officer (LDO/CWO) program, Medical Enlisted Commissioning Program (MECP), Seaman to Admiral 21 (SN/ADM 21), Officer Candidate School (OCS) and the United States Naval Academy (USNA). The Command Career Counselor will monitor the applicable instructions/notices concerning these programs, publicize their existence and set command application due dates to ensure submission and routing in a timely manner. Personnel applying for a commissioning program will submit a special request chit via the chain of command. The department career counselor will ensure eligibility of the individual for the program desired. Completed application packages will be



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transfer date. The Command Career Counselor will provide one-on-one counseling to servicemembers and spouses for the Survivor's Benefit Plan (SBP). The witnessed signature on the form will be a PSD Oceana designated representative.

9. Reports

a. Division career counselors will submit a written report to department career counselors utilizing enclosure (4). In turn, the department career counselor will combine this information into one report utilizing enclosure (4) and forward to the Command Career Counselor via the departmental chain of command not later than the 5th of each month.

b. The Command Career Counselor will submit a monthly report to the Commanding Officer, via the Executive Officer and Command Master Chief, which will include command retention statistics from CINCLANTFLT retention database, number of individuals eligible for reenlistment, scheduled for transfer to the Fleet Reserve or retirement month and any other pertinent information.



C. A. SILVERS

Distribution:  
NASOCEANAINST 5216.1W  
List I (Case A)

Date \_\_\_\_\_

REENLISTMENT/EXTENSION REQUEST

From: \_\_\_\_\_  
(Rate First Name MI Last Name, USN/USNR, SSN)  
To: Officer in Charge, Personnel Support Detachment,  
Naval Air Station Oceana  
Via: (1) Division Career Counselor (Yes/No) \_\_\_\_\_  
(2) Division LCPO (Yes/No) \_\_\_\_\_  
(3) Division Officer (Yes/No) \_\_\_\_\_  
(4) Department Career Counselor (Eligible Yes/No) \_\_\_\_\_  
(5) Department Head (Approved/Disapproved) \_\_\_\_\_  
(6) Command Career Counselor, Naval Air Station Oceana  
\_\_\_\_\_

1. Nature of request: EXTENSION
    - a. Number of months: \_\_\_\_\_
    - b. Leave sell back: \_\_\_\_\_ days
    - c. Physical date: \_\_\_\_\_ (Required on all extensions  
24 months or longer)
    - d. "Bennie Book:" Y N (Eligible on all extensions  
24 months or longer)
  2. Nature of request: REENLISTMENT
    - a. Reenlistment date/time: \_\_\_\_\_
    - b. Location: \_\_\_\_\_
    - c. Years: \_\_\_\_\_
    - d. Reenlistment Officer: \_\_\_\_\_  
(Name, Rank, Title)
    - e. Uniform for Participants: \_\_\_\_\_;for all others: \_\_\_\_\_
    - f. Guests in attendance: \_\_\_\_\_
    - g. Leave sell back: \_\_\_\_\_ days.
    - h. Selective Reenlistment Bonus (SRB) eligible: Y N
- Zone: \_\_\_\_\_
- SRB approval message DTG: \_\_\_\_\_

Enclosure (1)

i. "Bennie Book:" Y N

j. Physical date: \_\_\_\_\_

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**Personnel Support Detachment (PSD)** (Department career counselor responsibility)

NAVPERS 1070/601 "Block 32" entry should read:

STAR/SCORE \_\_\_\_\_ Approval 1306/7 date \_\_\_\_\_

GUARD 2001 1306/7 date \_\_\_\_\_ Benefits of Rate \_\_\_\_\_

Other \_\_\_\_\_

Special instructions to PSD: \_\_\_\_\_

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**Command Career Counselor/Public Affairs Office (PAO)** (Department career counselor responsibility)

PAO notified? Y N (*Jet Observer* and *marquee*)

Forward Hometown News Release form to PAO? Y N

Certificates requested? Y N Date Promised \_\_\_\_\_

\_\_\_\_\_  
Member's signature

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## REENLISTMENT BENEFIT PACKAGE

1. Choice of reenlistment officer/location/type ceremony (subject to Commanding Officer's approval).
  2. Color photographs of reenlistment ceremony from Visual Information Support Center (N/A for extensions).
  3. Picture/write up in *Jet Observer* of unusual or unique ceremony.
  4. Name on main gate marquee (if desired).
  5. Letter of Appreciation to spouse or parents (Career Counselor to provide).
  6. NAS Oceana "Bennie Book" which includes the following:
    - a. Thirty days off the watchbill. Applicable to paygrades E-1 through E-8. Individual must notify watchbill coordinator by the 20th of the month prior to month desired off.
    - b. Head of the line privileges in the galley for 30 days.
    - c. Four-day special liberty per Military Personnel Manual Article 1050-280.
    - d. Free passes to NAS Oceana recreation facilities.
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NAS OCEANA RETIREMENT/FLEET RESERVE CHECKLIST

Name \_\_\_\_\_ Rate/Rank \_\_\_\_\_

Department/Division \_\_\_\_\_

Contact phone \_\_\_\_\_

SSN \_\_\_\_\_

Actual fleet reserve/retirement date \_\_\_\_\_

Ceremony date \_\_\_\_\_

Request chit Approved? Y N Pending SDS sheet to PSD? Y N

DTG of approval message \_\_\_\_\_

Does the SNM request a ceremony? Y N

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**Ceremony Details**

Date/Time \_\_\_\_\_ Location \_\_\_\_\_

Confirmed? Y N

Sponsor assigned \_\_\_\_\_ Date assigned \_\_\_\_\_

First Lieutenant contacted (bullets, carpet, tables, chairs, etc.)? Y N

Master of Ceremonies \_\_\_\_\_

Guest Speaker \_\_\_\_\_

Sideboys \_\_\_\_\_

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Boatswain \_\_\_\_\_

Certificates completed? Y N

End of tour award? Y N Award being presented? \_\_\_\_\_

Shadowbox? (Wardroom, FCPOA, CPOA) Y N Flowers? Y N

Chaplain/benediction? Name/Rank \_\_\_\_\_

Enclosure (3)

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Family contacted? Y N Family and guests attending \_\_\_\_\_

Special attendees? Y N Band? Y N Color Guard? Y N

VIPs? Y N Names \_\_\_\_\_

NAS Oceana Notice 5050 written/approved? Y N Estimated date  
of distribution \_\_\_\_\_

PAO notified? Y N (*Jet Observer* and marquee)

Administrative Office notified? Y N (Plan of the Week  
announcement)

Servicemember signature \_\_\_\_\_

Sponsor signature \_\_\_\_\_

Department career counselor signature \_\_\_\_\_

Department head/division officer signature \_\_\_\_\_

Command Career Counselor signature \_\_\_\_\_

Command Master Chief signature \_\_\_\_\_

Commanding Officer/Executive Officer signature \_\_\_\_\_

MEDICAL SCREENING MEMORANDUM

Date: \_\_\_\_\_

MEMORANDUM

From: Director, Medical Directorate, Physical Examination  
Department, Branch Medical Clinic, Naval Air Station  
Oceana

To: Command Career Counselor, Naval Air Station Oceana

Subj: PHYSICAL EXAMINATION ICO \_\_\_\_\_

1. SNM was/was not found physically qualified for  
Reenlistment/Extension on \_\_\_\_\_.
2. Last physical exam dated: \_\_\_\_\_.  
Next exam date: \_\_\_\_\_.
3. Any questions or concerns may be directed to this department  
at 314-7005 or 314-7075 during normal working hours.

\_\_\_\_\_  
Medical Department Representative

Enclosure (2)

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MONTHLY REPORT REQUIREMENTS

Date: \_\_\_\_\_

MEMORANDUM

From: \_\_\_\_\_ Department Career Counselor  
To: Command Career Counselor, Naval Air Station Oceana

Subj: MONTHLY RETENTION REPORT

Ref: (a) NASOCEANAINST 1040.2E

1. Per reference (a), the following information is submitted:

a. Statistics

- (1) Number of personnel who reenlisted/extended: \_\_\_\_\_
- (2) Number of personnel who elected SRB: \_\_\_\_\_
- (3) Number of personnel who sold back leave: \_\_\_\_\_
- (4) Number of personnel who were not eligible for retention (include names, rates and disposition):
- (5) Number of personnel who were eligible for retention: \_\_\_\_\_

b. Special Programs

- (1) Number of personnel who submitted commissioning program packages: \_\_\_\_\_
- (2) Number of personnel who submitted packages for other special programs (i.e. STAR, SCORE, SEALS, Blue Angels, etc.). Must specify names, rates and program applied for.
- (3) Number of personnel who attended TAP: \_\_\_\_\_
- (4) Number of personnel who attended separate CARIT course: \_\_\_\_\_
- (5) Number of personnel who attended HARP or Bluejacket HARP: \_\_\_\_\_

c. Retention

- (1) Listing of personnel who are within 12 months of EAOS and their career decision (reenlist, extend, undecided, separate, retire)

Enclosure (4)

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(2) Listing of personnel 10 months from PRD and their disposition for orders (under orders, working orders, separating, LIMDU, etc.)

(3) Listing of overdue interviews and disposition

(4) Listing of personnel in 14 1/2 to 15-year window and status of election of CSB

(5) Listing of all personnel Fleet Reserve/Retirement and disposition (Approved? Ceremony? Date?)

(Signature)  
\_\_\_\_\_  
(NAME OF DEPARTMENT CAREER  
COUNSELOR)