

COMOMAGINST 1510.1  
N62  
24 MAR 1997

COMOMAG INSTRUCTION 1510.1

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) CINCPACFLT/CINCLANTFLTINST 1040.1

1. Purpose. To provide policy and administrative guidance for the Command Professional Development Board per reference (a).

2. Background. The Professional Development Board (PDB), is used to provide a fair and impartial opportunity for enlisted personnel (E1-E9) to attain positions of greater responsibility commensurate with their potential and consistent with Navy and command manning requirements. Commanding Officers/Officers in Charge should use the PDB as an intermediate quality control screening device in matters relating to the professional development of career personnel. Professional development of command personnel is a fundamental command priority to maintain the commands productivity and ensure personnel reach their full potential. The PDB assesses the professional needs of command enlisted personnel, identifies the resources available which can fulfill the needs, provides information and guidance to assist them in making career decisions.

3. Discussion. The PDB is the Command Master Chief's program, and is intended to provide guidance and encouragement to all enlisted personnel regardless of paygrade and supports initiatives being taken by a member's immediate chain of command. It is to assist personnel in upward mobility, and supplement the chain of command to encourage personnel to apply for upward mobility programs. Appearance before the board is mandatory. Per reference (a), the PDB will be chaired by the Command Master Chief with the following minimum board members present: Command Career Counselor, Department Leading Chief Petty Officer, and other personnel as determined necessary.

4. Action. All enlisted personnel will appear before the board as required for a review of professional development and goals. The Command Career Counselor will conduct an initial interview to determine the basic needs and requirements of the member and brief the remaining PDB members prior to holding the board.

a. At a minimum the PDB will review the items listed below on a schedule which allows all personnel effected to be reviewed by the PDB:

COMOMAGINST 1510.1  
24 MAR 1997

- (1) Advancement.
- (2) Commissioning Programs.
- (3) Educational Programs to include Enlisted Educational Advancement Program (EEAP), Basic Skills, Graduate Equivalent Diploma (GED) and high school completion.
- (4) Striking for a rating.
- (5) Assignment to class "A" school.
- (6) Rating change.

b. Recommended annual PDB schedule:

January - Review all personnel who fail the September Navy-wide examination and those who Passed Not Advanced (PNA) the examination for the third time.

February - Review all E6's with time in rate who fail to complete requirements for E7.

March - Open

April - Review all personnel with time in rate who failed to complete advancement requirements for the March Navy-wide examination. Review all personnel who fail or score selection board ineligible from E7 examination.

May - Review E7/E8 who fail to select for advancement. Review personnel for Chief Warrant Officer (CWO)/Limited Duty Officer (LDO).

June - Review all personnel who fail the March Navy-wide examination and those who PNA the examination for the third time.

July - Review personnel for Broadened Opportunity for Officer Selection and Training (BOOST) and Seaman to Admiral programs.

August - Review personnel for Enlisted Commissioning Program (ECP)/Naval Academy/ Naval Reserve Officer Training (NROTC).

September - Review E6's who fail to select for advancement to E7.

October - Review all personnel with time in rate who fail to complete advancement requirements for the September Navy-wide examination.

COMOMAGINST 1510.1  
24 MAR 1997

November - Review personnel for EEAP.

December - Open

c. An initial screening by the Professional Development Board to determine the need for basic skills, GED and high school completion should be conducted.

d. Rating change, striker screening and assignment to class "A" schools should be accomplished at the PDB on an as needed basis. Rules to strike for a rating and to attend class "A" school will be determined by the command and will be in writing. Additionally, they will be published frequently to ensure command striker and class "A" school assignment policies are known and understood by all hands.

M. J. GREEN

Distribution: (COMOMAGINST 5216.1R)  
List I