



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 1040.2D
05

06 JAN 1993

FASOTRAGRUPAC INSTRUCTION 1040.2D

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) CINCPACFLT/CINCLANTFLTINST 1040.1C
(b) Career Information Program Management Manual
(NAVEDTRA 10238)

Encl: (1) PDB Profile Sheet
(2) ASVAB/Rating Qualification Worksheet

1. Purpose. To provide policy, procedures and responsibilities for the administration of the FASOTRAGRUPAC Professional Development Board (PDB). Due to extensive revisions, paragraph markings have been omitted.

2. Cancellation. FASOTRAGRUPACINST 5440.2C.

3. Scope. The provisions of this instruction specifically apply to FASOTRAGRUPAC Headquarters personnel. However, Detachment Officers-in-Charge will institute similar procedures within their detachments to establish a Professional Development Board.

4. Discussion. Professional development, career growth and advancement in the Navy have never been more competitive. Career decisions that are made without full knowledge and understanding of Navy personnel policies, assignment criteria, rating and program qualifications and career management guidelines result in wasted time, effort and individual potential.

a. The PDB is established to provide enlisted personnel with 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 personnel.

b. The PDB is intended to provide guidance and encouragement to all enlisted personnel, regardless of paygrade. Its function is to assist those who are experiencing difficulty in upward mobility, who desire assistance in their professional development, or to supplement chain of command attempts to encourage identified personnel to submit for reenlistment incentive programs, special duty assignments, education programs, commissioning programs, or rating entry/conversion.

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5. Procedures

a. Appearance before the PDB shall be at the recommendation of a member's department/division chain of command, the Command Career Counselor, the Educational Services Officer or at the request of the member by submitting an Enlisted Special Request Chit through their chain of command.

b. Department Career Counselors will complete enclosure (1) and forward it to the Command Career Counselor not later than 5 working days prior to the member's appearance at the PDB. For non-designated personnel or those desiring conversion to another rating, Department Career Counselors will also complete and forward enclosure (2).

c. The board shall interview those personnel appearing before it to determine their eligibility, suitability, and probability of succeeding in the program/rating requested and provide their recommendation to the commanding officer.

d. The commanding officer makes the final resolution on all recommendations made by the board. If the request is disapproved, the individual shall be made aware of the reasons for disapproval.

6. Membership

a. Permanent members. The following personnel are assigned as permanent members of the PDB:

(1) Command Master Chief (Chairman)

(2) Command Career Counselor (Recorder)

Department Leading Chief Petty Officers

(4) Manpower Analyst (when reviewing cases which involve inter-departmental transfer)

(4) Educational Services Officer

b. Supplemental members. The supplemental members of the PDB shall consist of the chain of command of the member being interviewed (as available and appropriate).

(1) Division Officer

Division LCPO/LPO

(3) Department Career Counselor

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(4) Such other personnel as deemed appropriate by the Chairman.

6. Responsibilities. The PDB is designed to provide expertise in complicated striker/advancement/special program procedures not normally available at supervisory and lower management levels. It is not designed to circumvent the chain of command but rather to function within the chain of command to give those personnel requiring its specialized services accurate and up-to-date information and sound advice. Specifically, the PDB will:

a. Interview all non-designated personnel within 6 weeks of reporting to the command to provide guidelines and advice on choosing a career path, advancement procedures, rating entry, and courses of action that will benefit the member and the Navy most.

b. Review requests for career path selection of individuals meeting the requirements as prescribed in current directives and forward the recommendations to the commanding officer.

c. Establish a follow-up program. As members of the board, the interviewee's division officer, leading chief petty officer/leading petty officer, and department career counselor shall monitor, assist, and encourage members in making progress toward advancement.

d. Interview individuals desiring special programs, advanced training, and other programs to include the following:

(1) All requests for "A" or "C" School training.

(2) All candidates for accelerated advancement to E-4 based upon "A" School class standing.

(3) All requests for STAR, SCORE, or rating conversion/reversion.

(4) All requests for Navy Diver, Explosive Ordnance Disposal (EOD), and Special Warfare (SEAL) Team Training.

(5) All requests for ASVAB retakes.

(6) All Enlisted Education Advancement Program (EEAP) requests.

e. Provide advice and/or assistance to those personnel who have failed advancement exams or are having prolonged difficulty in attaining required PQS. Additionally, the board shall interview all personnel in the following categories:

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(1) E-1/E-2 personnel who have not attained paygrade E-3 within 18 months of active service.

(2) E-3 personnel who have not attained paygrade E-4 within 4 years of active service.

(3) E-4 personnel who have not attained paygrade E-5 within 8 years of active service.

(4) E-5 personnel who have not attained paygrade E-6 within 12 years of active service.

(5) E-6 personnel who have not been selected for E-7 after 3 years of selection board eligibility.

(6) E-6 personnel who have not achieved selection board eligibility after two E-7 rating examinations.

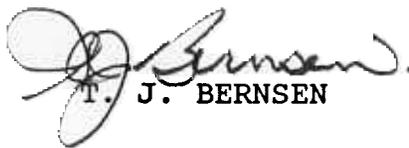
(7) All personnel who failed the previous Navy-wide advancement examination.

(8) All personnel within 2 years of high year tenure.

g. Interview those personnel who are qualified but reluctant to apply for commissioning programs, as recommended by their chain of command.

7. Reports. The minutes of each meeting shall be maintained and forwarded to the commanding officer, via the executive officer, for approval or disapproval. The minutes shall contain, as a minimum, progress reports and recommendations concerning all those interviewed.

8. Meetings. The PDB shall be convened bi-monthly on the third Tuesday of each odd numbered month. The meetings and a list of scheduled attendees shall be published in the plan of the day.



T. J. BERNSEN

Distribution:
FASOTRAGRUPACINST 5216.2S
Lists A and B

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PROFESSIONAL DEVELOPMENT BOARD PROFILE SHEET

Date: _____

NAME: _____ RATE/RATING: _____

SSN: _____ CITIZENSHIP: _____ DOB: _____

ABBD: _____ EAOS: _____ EXT: _____ YRS ACTIVE DUTY: _____

DATE REPORTED: _____ SHDCD/SDCD: _____ PRD: _____

PRIMARY NEC: _____ SECONDARY NEC: _____ WARFARE QUAL: _____

SECURITY CLNC: _____ based on _____ compl _____

BROKEN SERVICE: Yes No If yes, how long & why: _____

EFFECTIVE DATE OF RATE: E-1: _____ E-2: _____
 E-3: _____ E-4: _____ E-5: _____
 E-6: _____ E-7: _____ E-8: _____

MARITAL STATUS: _____ DEPNS: _____ LOCATION: _____

FORMAL EDUCATION COMPLETED: _____ Years

HIGH SCHOOL DIPLOMA: Yes No G.E.D. COMPLETED: Yes No

COLLEGE DEGREE: Associates Bachelors MAJOR: _____

CORRESPONDENCE COURSES/ADVANCEMENT REQUIREMENTS

<u>MILITARY RQMTS</u>	<u>PROFESSIONAL RQMTS</u>	<u>OTHERS (List)</u>
BMR Yes No	AN/SN/FN Yes No	_____
PO3 Yes No	PO 3/2 Yes No	_____
PO2 Yes No	PO 1/C Yes No	_____
PO1 Yes No		_____

	<u>MIL/LEAD EXAM:</u>	<u>OTHER QUALIFICATIONS:</u>
CPO Yes No	E-4: Yes No	Normal Color Percep Yes No
SCPO/MCPO Yes No	E-5: Yes No	Normal Hearing Yes No
<u>PARS:</u>	E-6: Yes No	Speech Impediment Yes No
E-4: Yes No	E-7: Yes No	Clnc Eligibility Yes No
E-5: Yes No		DLAB Yes No
E-6: Yes No		NFQT Yes No
E-7: Yes No		RCAT Yes No

NJP/COURTS-MARTIAL (Past 24 months): Yes No (If yes, explain in remarks)

CURRENT DIVISION: _____ PROSPECTIVE DIVISION: _____

RATING(S) DESIRED: 1. _____ 2. _____ 3. _____ 4. _____ 5.

SPECIAL PROGRAM(S) DESIRED: 1. _____ 2. _____

ATTACH COPY OF LAST TWO PERFORMANCE EVALUATIONS

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ADDITIONAL INFORMATION DEEMED APPROPRIATE: _____

Department Counselor Signature

CURRENT DIVISION OFFICER COMMENTS: _____

Division Officer Signature

PROSPECTIVE DIVISION OFFICER COMMENTS:

I WANT THIS SAILOR IN MY DIVISION Yes No

Division Officer Signature

**ASVAB/RATING QUALIFICATION WORKSHEET
FOR ASVAB TEST 5 THROUGH 7**

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NAME: _____ RATE: _____ SSN: _____			
WORK-UP FOR ASVAB SCORES: TEST ID 5, 6, 7 DATE TESTED: _____			
AFQT: _____ GI: _____ NO: _____ AD: _____ WK: _____ AR: _____ SP: _____			
MK: _____ EI: _____ MC: _____ GS: _____ SI: _____ AI: _____			
WK: _____ MK: _____ (IM/OM min 50) GS: _____ 149 _____ HM 165 _____ IM OM	VE: _____ MK: _____ CS: _____ 147 _____ RM SM 157 _____ OS	WK: _____ AR: _____ NO: _____ AD: _____ 202 _____ CTI	AR: _____ MK: _____ EI: _____ GS: _____ 190 _____ AD AO 204 _____ GNG/M GSE/M 212 _____ IC
Notes (see below): IM - 1,2,4,7 SM - 1,2 5,8 AD - 2 GSE - 2,5 OM - 1(20/100),2,5,8 OS - 2,3 4,5,8 AO - 1(20/100),2,5,8 IC - 2,4,7 RM - 2,3,4,5(SSBI),8 CTI - 3, (SSBI),8 GNG/M - 2,5(PRP),8			
WK: _____ MC: _____ SI: _____ 150 _____ BU CM EO SW UT 158 _____ DC HT ML MN PM PR WT	AR: _____ MC: _____ SI: _____ 130 _____ ABE/F/H 158 _____ MR 164 _____ AME/H/S	MK: _____ (STG min 57) EI: _____ GS: _____ 156 _____ AQ AT AX EW AR: _____ (STG min 57) 218 _____ STG STS	WK: _____ NO: _____ AD: _____ 160 _____ CTA RP YN
Notes (see below): BU/CM/SW/UT - 7(60) WT - 2,5(PRP/SSBI),8 EW - 1,2,3,4,5,8 RP - 4 EO - 2,7(60) ABE/F/H - 1(20/100),2,3 STG - 2,3,5(PRP),8 YN - 5,8 HT/MN - 2,5,8 AME/H/S - 1,2 STS - 2,3,5(SSBI),6,8 DC - 2 AQ/AT/AX - 2,5,8 CTA - 5(SSBI),8			
WK: _____ AR: _____ 89 _____ MS 96 _____ DT SH 97 _____ QM 103 _____ AK AZ CTO/R/T EA IS LI PH SK 105 _____ DK 108 _____ DP PC PN 110 _____ JO	AR: _____ MK(x2): _____ GS: _____ 196 _____ AE AW CE EM TM AIRCREW 200 _____ AS 204 _____ OTA 210 _____ AC 214 _____ AG	MK: _____ AI: _____ 96 _____ BT EN MN AR: _____ WK: _____ Diver/BUDS* & 104 _____ HM (8493) 110 _____ HM (8403) See special notes on reverse	AR: _____ WK: _____ 110 _____ EOD (533X) 1,3,4,5(PRP/NAC),7(24) WK: _____ (Min 41) AR: _____ MC: _____ 147 _____ Sub School 2,5,6,8
Notes (see below): DT - 2,7(72) IS - 1,2,5(SSBI),8 JO - 4,7(60) TM - 2,5(PRP),8 QM - 1,2,5,8 LI - 4,7 AE - 2,5,8 AS - 1,2 AZ/PC - 5,8 PH - 1,2,5,7(60),8 AW - 1(20/100),2,3,4,5,7(60),8 OTA - 2,5,8 CTO/R/T - 3,5(SSBI),8 DP - 5,7(60),8 CE - 1,2,7(60) AG - 2,5,8 EA - 7(60) EM - 2 AC-1(20/100),2,3,4,5,7(60),8			

ADVANCED ELECTRONICS FIELD: 06 JAN 1993			STRATEGIC WEAPONS SYSTEM ELECTRONICS	
MK: _____	AQ/AT/AX/OTM-2,5,7(72),8	DS*-2,5,7(72),8	WK: _____	(Min 41)
EI: _____	STG*-2,3,5(SSBI/PRP),7(72),8	ET*-2,3,5,7(72),8	AR: _____	
GS: _____	FC*-1,2,5,7(72),8	EW*-1,2,3,4,5,7(72),8	MC: _____	
156 _____	CTM-2,3,5(SSBI),7(72),8	STS-2,3,5(SSBI),7(72),8	147 _____	
AR: _____	CTM*- AR+MK+EI+GS=212	STS**- WK+AR+MC=147		
218 _____	* Min AR = 57/Min MK = 57	** Min WK = 41		
			ET/ETB/MT-2,3,5(SSBI/PRP),6,7(72),8	

ADVANCED TECHNICAL FIELD: (Those ratings marked with * must qualify in both scores)

WK: _____	AR: _____	WK: _____	WK: _____
MK: _____	MK: _____	AR: _____	MC: _____
GS: _____	EI: _____	113 _____	HM* HT*
149 _____	HM*	GS: _____	115 _____
		204 _____	IC*
		210 _____	BT EN MM GSE/M
			167 _____
			HT*

Notes:
 BT/MM/HM - 7(72) GSE/M - 2,7(72) HT - 2,5,7(72),8 IC - 2,4,5,6,7(72),8
 EN - 7(72),8

NUCLEAR FIELD: EM ET MM

WK: _____	MK: _____	AR: _____	MK: _____
AR: _____	AI: _____	NE(x2): _____	EI: _____
108 _____	#	96 _____	GS: _____
113 _____	*		196 _____
			156 _____
			AR: _____
			218 _____

* If NFQT is 48+ ET - 2,3,5,7(72),8
 # If NFQT is 55+ EM/MM - 2,5,7(72),8

- NOTES FOR ALL RATINGS:**
- 1 - Vision correctable to 20/20
 - 2 - Normal color perception (NCP)
 - 3 - Normal hearing (NH)
 - 4 - No speech impediment (NSI)
 - 5 - Security clearance eligible (SCE)
 - 6 - Submarine Qualified
 - 7 - Months obligated service required
 - 8 - U. S. Citizenship required

SPECIAL NOTES: (Diver/BUDS)
 NEC's 5345/8136 - 1,3,4,5(PRP/NAC),7(12)
 NEC 5343 - 1,3,4,5(PRP/NAC),7(24); Min MC = 50

**ASVAB/RATING QUALIFICATION WORKSHEET
FOR ASVAB TEST 8 THROUGH 17**

FASOTRAGRUEACINST 1040.2D

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NAME: _____ RATE: _____ SSN: _____			
WORK-UP FOR ASVAB SCORES: TEST ID 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 DATE TESTED: _____			
AFQT: _____ GS: _____ AR: _____ WK: _____ PC: _____ NO: _____ CS: _____			
AS: _____ MK: _____ MC: _____ EI: _____ VE: _____			
VE: _____ MC: _____ (IM/OM min 50) GS: _____ 149 _____ HM 165 _____ IM OM	VE: _____ MK: _____ CS: _____ 147 _____ RM SM 157 _____ OS	VE: _____ AR: _____ NO: _____ CS: _____ 202 _____ CTI	AR: _____ MK: _____ EI: _____ GS: _____ 190 _____ AD AO 204 _____ GNG/M GSE/M 212 _____ IC
Notes (see below): IM - 1,2,4,7 SM - 1,2,5,8 AD - 2 GSE - 2,5 OM - 1(20/100),2,5,8 OS - 2,3,4,5,8 AO - 1(20/100),2,5,8 IC - 2,4,7 RM - 2,3,4,5(SSBI),8 CTI - 3,5(SSBI),8 GNG/M - 2,5(PRP),8			
VE: _____ MC: _____ AS: _____ 150 _____ BU CM EO SW UT 158 _____ DC HT ML MN PM PR WT	AR: _____ MC: _____ AS: _____ 130 _____ ABE/F/H 158 _____ MR 164 _____ AME/H/S	MK: _____ (STG min 57) EI: _____ GS: _____ 156 _____ AQ AT AX EW AR: _____ (STG min 57) 218 _____ STG STS STS- VE+AR+MC=147 (Min VE 41)	VE: _____ NO: _____ CS: _____ (CTA/YN only) AD: _____ (RP only) 160 _____ CTA RP YN
Notes (see below): BU/CM/SW/UT - 7(60) WT - 2,5(PRP/SSBI),8 EW - 1,2,3,4,5,8 RP - 4 EO - 2,7(60) ABE/F/H - 1(20/100),2,3 STG - 2,3,5(PRP),8 YN - 5,8 HT/MN - 2,5,8 AME/H/S - 1,2 STS - 2,3,5(SSBI),6,8 DC - 2 AQ/AT/AX - 2,5,8 CTA - 5(SSBI),8			
VE: _____ AR: _____ 89 _____ MS 96 _____ DT SH 97 _____ QM 103 _____ AK AZ CTO/R/T EA IS LI PH SK 105 _____ DK 108 _____ DP PC PN 110 _____ JO	AR: _____ MK(x2): _____ GS: _____ 196 _____ AE AW CE EM TM AIRCREW 200 _____ AS 204 _____ OTA 210 _____ AC 214 _____ AG	MK: _____ AS: _____ 96 _____ BT EN MN VE: _____ AR: _____ Diver/BUDS & 104 _____ HM (8493) 110 _____ HM (8403) See special notes on reverse	VE: _____ AR: _____ 110 _____ EOD (533X) 1,3,4,5(PRP/NAC),7(24) VE: _____ (Min 41) AR: _____ MC: _____ 147 _____ Sub School 2,5,6,8
Notes (see below): DT - 2,7(72) IS - 1,2,5(SSBI),8 JO - 4,7(60) TM - 2,5(PRP),8 QM - 1,2,5,8 LI - 4,7 AE - 2,5,8 AS - 1,2 AZ/PC - 5,8 PH - 1,2,5,7(60),8 AW - 1(20/100),2,3,4,5,7(60),8 OTA - 2,5,8 CTO/R/T - 3,5(SSBI),8 DP - 5,7(60),8 CE - 1,2,7(60) AG - 2,5,8 EA - 7(60) EM - 2 AC-1(20/100),2,3,4,5,7(60),8			

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ADVANCED ELECTRONICS FIELD:

MK: _____ AQ/AT/AX/OTM-2,5,7(72),8 DS*-2,5,7(72),8
 EI: _____ STG*-2,3,5(SSBI/PRP),7(72),8 ET*-2,3,5,7(72),8
 GS: _____ FC*-1,2,5,7(72),8 EW*-1,2,3,4,5,7(72),8
 156 _____ CTM*-2,3,5(SSBI),7(72),8 STS-2,3,5(SSBI),7(72),8
 AR: _____ STS** - VE+AR+MC=147
 218 _____ * Min AR = 57/Min MK = 57 ** Min VE = 41

**STRATEGIC WEAPONS
SYSTEM ELECTRONICS**

VE: _____ Min 41
 AR: _____
 MC: _____
 147 _____
 ET/ETB/MT-2,3,5(SSBI/PRP),6,7(72),8

ADVANCED TECHNICAL FIELD: (Those ratings marked with * must qualify in both scores)

VE: _____ AR: _____ VE: _____ VE: _____
 MK: _____ MK: _____ AR: _____ MC: _____
 GS: _____ EI: _____ 113 _____ HM* HT* AS: _____
 149 _____ HM* GS: _____ 115 _____ IC* 167 _____ HT*
 204 _____ IC*
 210 _____ BT EN MM GSE/M

Notes:

BT/MM/HM - 7(72) GSE/M - 2,7(72) HT - 2,5,7(72),8 IC - 2,4,5,6,7(72),8
 EN - 7(72),8

NUCLEAR FIELD: EM ET MM

VE: _____ MK: _____ AR: _____ MK: _____
 AR: _____ AS: _____ MK(x2): _____ EI: _____
 108 _____ # 96 _____ GS: _____ GS: _____
 113 _____ * 196 _____ 156 _____
 AR: _____
 218 _____

* If NFQT is 48+ ET - 2,3,5,7(72),8
 # If NFQT is 55+ EM/MM - 2,5,7(72),8

NOTES FOR ALL RATINGS:

- 1 - Vision correctable to 20/20
- 2 - Normal color perception (NCP)
- 3 - Normal hearing (NH)
- 4 - No speech impediment (NSI)
- 5 - Security clearance eligible (SCE)
- 6 - Submarine Qualified
- 7 - Months obligated service required
- 8 - U. S. Citizenship required

SPECIAL NOTES: (Diver/BUDS)

NEC's 5345/8136 - 1,3,4,5(PRP/WAC),7(12)
 NEC 5343 - 1,3,4,5(PRP/WAC),7(24); Min MC = 50