

ADMINISTRATIVE MESSAGE

ROUTINE

R 052247Z APR 02 ZYB MIN PSN 387316J28

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

UNCLAS

NAVADMIN 095/02

MSGID/GENADMIN/N1//

SUBJ/BEST PRACTICE MESSAGE - NUMBER SIX//

RMKS/1. THE DETAILER CONSTITUENT RELATIONSHIP IS CRUCIAL TO OUR RETENTION EFFORTS. THERE ARE A NUMBER OF STEPS COMMANDS AND SAILORS SHOULD TAKE TO ENSURE EACH SAILOR HAS A STRONG VOICE IN THE CAREER MANAGEMENT PROCESS.

2. PREPARE EARLY - ABOUT 13 MONTHS PRIOR TO PRD/EAOS. THIS PROVIDES A SUBSTANTIAL PERIOD OF TIME FOR SAILORS TO ASSESS THEIR NEEDS (BOTH PERSONAL AND PROFESSIONAL) AND COMPARE THEM WITH REALISTIC CAREER OPTIONS. MANY SUCCESSFULLY PLACED SAILORS INDICATE THAT EARLY PROACTIVE COMMUNICATION WITH COMMAND LEADERS AND MENTORS, COMBINED WITH FAMILY INVOLVEMENT, MADE EACH CAREER DECISION A SYSTEMATIC AND LOGICAL PROCESS, RATHER THAN A SERIES OF SURPRISES.

3. THE COMMAND RETENTION TEAM MUST BE ENGAGED AND CONDUCT AN EFFECTIVE CAREER DECISION BOARD (CDB) FOR EACH SAILOR 12 MONTHS PRIOR TO PRD. THE RETENTION TEAM MANUAL CONTAINS GUIDELINES TO HELP CONCENTRATE THE CDB ON EACH SAILOR'S PREFERENCES WHILE ALIGNING EXPECTATIONS AND TAKING INTO CONSIDERATION OPPORTUNITIES, QUALIFICATIONS, LOCATION AND FAMILY. THE CDB RECOMMENDATION ESTABLISHES A REALISTIC SET OF EXPECTATIONS PRIOR TO THE SAILOR BEGINNING THE COMMUNICATION PROCESS WITH THE DETAILER.

4. SAILORS SHOULD NOT WAIT TO BE CALLED. ENCOURAGE EACH SAILOR TO CONTACT THE DETAILER VIA JASS, E-MAIL, OR DIRECTLY, PRIOR TO THE DETAILER CALLING THE MEMBER TO FOLLOW-UP ON THE 12-MONTH MESSAGE. ENCOURAGE THE SAILOR TO DO THE RESEARCH TO FIND OUT ABOUT PROSPECTIVE ASSIGNMENT AREAS, SUCH AS EDUCATIONAL OPPORTUNITIES, TRAFFIC, HOUSING AND SCHOOLS. EARLY MENTORING ENSURES ONCE SAILORS ENTER THE NEGOTIATION WINDOW, 9 TO 6-MONTHS PRIOR TO PRD, THEY HAVE AN UNDERSTANDING OF THE DETAILING PROCESS AND HAVE CONSIDERED THEIR PERSONAL AND PROFESSIONAL GOALS AS WELL AS CAREER ENHANCING BILLETTS (RECRUITING, RDC, INSTRUCTOR DUTY, DETAILERS, ETC).

5. MANY SUCCESSFUL SAILORS HAVE A LIST OF QUESTIONS PREPARED TO ASK THEIR DETAILERS BEFORE THEY MAKE CONTACT. THEY FOCUS THE DETAILERS ON THEIR PRIORITIES, BUT ARE REALISTIC AND CONVEY WHAT MAKES THEM THE BEST PERSON FOR THE JOB. SUCCESSFUL SAILORS ALSO HAVE A LIST PREPARED OF THEIR PROFESSIONAL AND PERSONAL ATTRIBUTES TO EXPLAIN WHY A PARTICULAR DETAIL IS A WIN-WIN FOR BOTH THE NAVY AND THE SAILORS.

6. MANY SUCCESSFUL CAREER COUNSELORS AND SAILORS RECEIVE ANSWERS TO THEIR QUESTIONS BY VISITING THE DETAILER SQUAWK BOX ON THE CCD WEBSITE (WWW.STAYNAVY.NAVY.MIL) .

7. REENLISTMENT DECISIONS AND DETAILING ARE ROUTINELY INTERTWINED. ONE WAY TO GENERATE EXCITEMENT ABOUT CAREER DECISIONS IS WITH CAREER MILESTONE CEREMONIES AS STATED IN NPC RETENTION BEST PRACTICES FROM THE FLEET - NUMBER THREE (NAVADMIN 121/01), MAKE THEM EXTRA SPECIAL. ENCOURAGE SAILORS TO CHOOSE A PERSONAL LOCATION. MANY SAILORS CHOOSE LOCAL MEMORIALS OR SCENIC AREAS.

8. USE OF AFLOAT MWR/RECREATION NONAPPROPRIATED FUNDS (NAF) IS AUTHORIZED, WITH SOME RESTRICTIONS, TO SUPPORT REENLISTMENT CEREMONIES. PROVIDED THE BASIC NEEDS OF THE OVERALL AFLOAT MWR/RECREATION PROGRAM ARE BEING MET, COMMANDING OFFICERS ARE AUTHORIZED TO MAKE AVAILABLE NAF UNIT RECREATION ALLOCATIONS AT A RATE OF \$2.50 PER PERSON PER QUARTER TO PARTICIPATING UNITS/ORGANIZATIONS OF THE AFLOAT MWR/RECREATION PROGRAM FOR SPECIAL EXPENDITURES OF A RECREATIONAL NATURE AND TO SUPPORT RETENTION. COMMANDING OFFICERS ARE AUTHORIZED TO USE ANY AMOUNT OF THESE SPECIFIC UNIT RECREATION ALLOCATIONS (I.E., FROM ZERO TO \$2.50 PER PERSON PER QUARTER) TO PURCHASE EMBLEMATIC, RECOGNITION, AND RECEPTION RELATED ITEMS FOR ADVANCEMENT, AWARD OR REENLISTMENT CEREMONIES.

9. RELEASED BY VADM NORB RYAN, JR., N1.//

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