



DEPARTMENT OF THE NAVY

NAVAL DENTAL CENTER
2310 CRAVEN ST.
BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENS DIEGO INST 1440.1

OOM

22 APR 1998

NAVDENCEN SAN DIEGO INSTRUCTION 1440.1

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) OPNAVINST 1160.4G
(b) CINCPACFLT/CINCLANTFLTINST 1040.1D
(c) CIPM Manual
(d) Enlisted Transfer Manual
(e) Naval Military Personnel Manual
(f) Retention Team Manual

Encl: (1) Sample PDB Profile
(2) Sample PDB Results

1. Purpose. To designate policies, procedures and guidance for the Professional Development Board (PDB).
2. Discussion. The Professional Development Board provides professional guidance for Sailors. Additionally, the PDB may be used as an intermediate quality control screening device in matters relating to the professional development of career personnel. There will be two PDBs, a command PDB for screening of all personnel requiring action on the part of the Commanding Officer and a branch dental clinic PDB for other matters.
3. Responsibilities. All personnel will be familiar with references (a) through (f). Specific guidance and responsibilities are as follows:

a. Executive Officer

(1) Reviews all actions and recommendations of the Command PDB and recommends approval/disapproval to the Commanding Officer.

(2) Ensures compliance of all branch clinics/departments in matters recommended by the PDB.

b. Command Master Chief (CMC)

(1) Chairs the Command PDB.



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(2) Ensures the command PDB meets at least monthly.

(3) Assigns PDB members in rotation.

(4) Ensures board recommendations are forwarded to the Commanding Officer via the Executive Officer within 72 hours of conclusion of the board, using enclosure (2).

Command Career Counselor

(1) Schedules and coordinates PDB with CMC.

(2) Provides technical assistance and guidance to board members on program qualifications and requirements. Assembles all request chits, records and supporting data for board members on personnel appearing before the PDB.

(3) Ensures command approved recommendations, that require BUPERS approval, are submitted at the earliest date.

(4) Provides technical assistance and guidance to branch dental clinic PDBs.

d. Clinic Director

(1) Ensures active participation by the Senior Enlisted Leader, Leading Petty Officer and Division Officers at branch dental clinic PDBs as required and, when directed, participates in Command PDBs.

(2) Reviews and forwards all branch dental clinic PDBs recommendations.

e. Division Officers

(1) Ensure all personnel are scheduled to appear before the PDB when requested or when the need is indicated.

(2) Accompany personnel to all appearances before Branch Dental Clinic or Command PDBs.

(3) Make recommendations to the board concerning manning requirements.

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f. Senior Enlisted Leader (SEL)

(1) Schedules Branch Dental Clinic PDBs monthly.

(2) Reports results of all Branch Dental Clinic PDBs to the Commanding Officer via clinic director, Command Career Counselor, and the Command Master Chief, using enclosure (2).

g. Branch Dental Clinic Retention Team Member

(1) Serves as technical advisor to Branch Dental Clinic PDBs.

(2) Provides PDB with all instructions, notices and references.

(3) Provides each PDB member with information sheets on all personnel appearing before the PDB using enclosure (1).

(4) Completes and forwards to via chain of command, all required documentation or requests recommended by the board.

h. Leading Chief/Petty Officer (LCPO/LPO)

(1) Accompanies personnel to all appearances before both Branch Dental Clinic and Command PDBs.

(2) Provides clinic PDB with all necessary instructions, notices and references.

4. Command and Branch Dental Clinic PDB Composition

a. Command PDB

(1) Command Master Chief (Chair).

(2) Command Career Counselor (Non-voting member, advisory capacity only).

(3) CPOs (minimum of three).

b. Branch Dental Clinic PDB

(1) Senior Enlisted Leader (Chair)

(2) Branch Dental Clinic Retention Team member (Non-voting member, advisory capacity only).

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(3) One E-7 or above, otherwise one E-6/5.

c. Situational Member (both boards)

(1) Division Officer, CPO, and LPO of each candidate.

(2) Members designated to attend by the Chairperson.

5. Professional Development board Responsibilities. The PDB is charged with providing each candidate the best possible guidance and advice regarding future career goals in the Navy. The board will base its recommendations on the individual's basic qualifications and career goals. The following is a basic guide for the conduct of the PDB:

a. Board members will review each individual's service record and enclosure (1) prior to interviewing the candidate.

b. The Chairperson of the PDB shall control the interview and allow each member of the board to ask pertinent questions of the candidate.

c. The interview should determine:

(1) Whether the member has a particular desire in relation to a specific rating/special program, what the desire is based upon and whether this basis is valid.

(2) In the case of a member with no particular desire or strong feeling toward a program(s), the board must establish, through review of all available data, the program(s) that will best suit the member's interests and ability as well as the Navy's needs. The board will also qualify each member's eligibility and qualifications based on the requirements for program(s) to which they are being recommended.

(3) Preliminary Recommendations for assistance from external commands or departments in the form of TAD to give the member an opportunity for On-the-Job Training (OJT) and to provide professional evaluation prior to a final PDB recommendation, should be made as required.

d. Command PDB will be responsible for evaluating:

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(1) All "C" school requests on a nonreturnable (BUPERS - funded) basis.

(2) All E4 personnel requesting waiver of high year tenure (HYT).

(3) All E5 personnel not attaining E6 within 12 years of ADSD or who fail the Navy-wide exam.

(4) All E6 personnel not selected for E7 after their third attempt on the Navy wide exam, or who fail the Navy-wide exam.

(5) All personnel requesting reenlistment under the Selective Conversion and Reenlistment (SCORE) Program.

(6) All lateral conversion requests.

(7) All EOD/SEAL/DIVER/SPEC Warfare applicants.

(8) All personnel requesting officer commissioning programs.

(9) All junior personnel requesting to strike for Repair, Prosthetics, Oral Surgery etc.

e. Branch Dental Clinic PDB will evaluate and advise:

(1) All personnel within six weeks of reporting on board.

(2) All E-1 and E-2 personnel not attaining E-3 within 18 months of reporting aboard.

(3) All E-3 personnel not attaining E-4 within 36 months of Active Duty Service Date (ADSD) or who fail the Navy-wide exam.

(4) All E-4 personnel not attaining E5 within seven years of ADSD or who fail the Navy-wide exam.

(5) All personnel nominated for accelerated advancement, one month prior to advancement date.

(6) All Personnel requesting advanced training via the Selective Training and Reenlistment (STAR) Program.

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(7) All requests to retake the Armed Services Vocational Aptitude Battery Test (ASVAB).

6. Qualifications to appear before the PDB. There will be no restrictions other than those already specified for appearances before the PDB. All personnel should avail themselves of counseling with their Retention Team Members, LCPOs and LPOs to answer questions concerning qualifications and request process. Once basic qualifications are met and the individual is ready to apply, a request should be submitted to the appropriate PDB.


R. C. MELENDEZ

Distribution:
List I, Case 1, 2