

Work Processes Schedule

COUNSELOR (PROFESSIONAL & KINDRED)

RAPIDS: 0569N

O*NET/SOC: 21-1012.00

REVISION DATE: 04/2016

Advises and assists in organizing and implementing a career information program. Ensures individuals and other family members are presented information concerning career opportunities, services, incentives, rights and benefits. Performs recruiting and recruiting management duties. Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS 4821, 8411, 8412, 8999, ALL

USCG ALL, YN

USN ALL, NC

Related Instruction

Naval personnel on recruiting duty must hold NEC 9585,9586 (ENRO/ NORU) or NEC 2612. USCG Personnel must have completed recruiting school and be currently assigned as a Recruiter. Naval personnel must be assigned as (CCC) full time billet and must hold NEC 9588. CMDCS must have NEC 9578 RESERVE CAREER INFORMATION course does not qualify for this trade USMC must hold qualifying MOS 4821, 8411, 8412 OR 8999 and be currently assigned in the MOS full time billet. CMDCS and CMCs must have completed Senior Enlisted Academy and currently assigned as the CMDCS or CMC full time billet. USCG - Must be a Yeoman or appropriately assigned to a CDA or CMC position. Both must have completed the USCG Chief Petty Officer Academy.

Additional Requirement

RESERVE CAREER INFORMATION course does not qualify for this trade

Total Hours: **4000**

Skill	Description	Hours
A	<p>GENERAL ADMINISTRATION</p> <p>Maintain directives, files, publications, and records. Operate office equipment. Establish and maintain tickler system. Write correspondence and messages. Screen and route correspondence. Prepare contracts and agreements. Prepare pre-enlistment and reenlistment waiver kits. Review service records. Administer, score, and record results of required tests. Conduct surveys. Screen personnel for reenlistment, advancement, and program eligibility. Make recommendations for pre-enlistment waivers. Plan and organize the administrative procedures of an office.</p>	1750
B	<p>TECHNICAL ADMINISTRATION</p> <p>Use directives. Utilize recruiting activity analysis system. Provide staff with civilian employment trends. Collect and prepare information for dissemination concerning enlistment career programs. Review and evaluate retention instructions. Prepare and submit recruiting/retention reports. Maintain reenlistment and retention statistics.</p>	500
C	<p>LOGISTIC AND FINANCIAL SUPPORT</p> <p>Order office supplies and equipment. Prepare travel requests. Prepare and submit operating budget for an office. Use and distribute recruiting and retention materials.</p>	250

D	<p>MECHANICAL MAINTENANCE</p> <p>Perform operator maintenance on office equipment.</p>	50
E	<p>SAFETY</p> <p>Conform to prescribed safety procedures.</p>	50
F	<p>MARKETING AND ADVERTISING SUPPORT</p> <p>Provide market data for marketing plans, analysis, and goals. Conduct marketing analysis for recruitment. Use mass media advertising.</p>	200
G	<p>PUBLIC AFFAIRS SUPPORT</p> <p>Establish liaison with command and community media representatives. Identify the use of civilian community personnel resources. Maintain contact with cognizant commands and offices. Prepare and deliver presentations/lectures to civic and social groups, school officials, and other concerned groups regarding military opportunities. Prepare for and set up special events including displays and exhibits. Arrange for photographer.</p>	200
H	<p>PERSONNEL SUPPORT</p> <p>Use sound principles of customer relations at customer contact points. Solicit applications for advancement or education programs. Assist personnel in completing forms, letters, and requests. Conduct interviews and counseling sessions. Interview military and civilian personnel to determine their suitability for placement into specific military occupations. Provide information to individuals on matters concerning career opportunities, incentives, military rights, benefits, and advantages of a military career. Assist with overseas screening programs. Recommend career development programs based on results of testing and counseling. Provide information to individuals on matters pertaining to social security, veterans administration, and uniform service health benefits program. Counsel personnel on civilian occupations and opportunities as they relate to military occupations.</p>	1000