

LESSON PLAN

STATION INSPECTION

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

I. Presentation

Ref: COMNAVCRUITCOM INST 1133.6 series

- A. The NRS/NRRS Inspection and Discrepancy Correction Program strives to ensure that all Zone, NRS, and Recruiter discrepancies are identified and that corrective action is taken using a Plan of Action and Milestones (POA&M).
 - 1. NRD Inspections will be conducted as directed by CNRC.
 - 2. Minimum of three stations per zone will be inspected.
 - 3. All NRS's/NRRS's not inspected by the IG Team will be internally inspected by the NRD within four months of the IG Inspection.
 - 4. Within 7 working days, a copy of the inspection checklist shall be forwarded to the NRD.
 - 5. POA&M will be submitted in writing to the NRD EPO no later than 30 days following the NRS inspection.
 - 6. Completed inspection checklist will be retained for three years.

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B. Production Inspections

1. Production Inspections are a management tool designed to identify and resolve production deficiencies.
2. Inspections shall be conducted when a Zone or NRS does not achieve the assigned new contract goal for two consecutive months.
3. If **extenuating circumstances** arise that prohibit the District from performing the required Production Inspection, a one time, one-month waiver may be authorized, in writing by the EPO, or XO as appropriate.
4. In no case will Zone/NRS exceed three consecutive months of missing assigned new contract goal without a Production Inspection being conducted.
5. Within 7 working days, a copy of the inspection checklist shall be forwarded to the NRD.
6. POA&M will be submitted in writing to the NRD EPO no later than 30 days following the NRS inspection.
7. Completed inspection checklist will be retained for three years.

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8. After the inspection is completed, the 2-month requirement starts over.

C. Turnover Inspections

1. Every transferring RINC, ZS, and CR will receive a turnover inspection.
2. Within 7 working days, a copy of the inspection checklist shall be forwarded to the NRD.
3. POA&M will be submitted in writing to the NRD EPO no later than 30 days following the NRS inspection.
4. Completed inspection checklist will be retained for three years.

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