



WELCOME ABOARD NRD NEW ENGLAND

NAVY RECRUITING DISTRICT NEW ENGLAND  
(MA, CT, RI, VT, ME, NH, Eastern NY, Europe)

GENERAL INFORMATION SHEET

This information is intended to furnish advance data for prospective personnel before reporting for duty at Navy Recruiting District (NRD) New England. **You are strongly encouraged to read this in its entirety.**

AREA. Although our headquarters is located in Boston, MA, the District covers territory in seven states and Europe. The NRD encompasses all of Massachusetts, Connecticut, Rhode Island, Vermont, New Hampshire, Eastern New York, Naples Italy, and Kaiserslautern Germany. As the NRD encompasses a vast area, it is not possible to adequately cover the specifics of each region in this packet. Much of this general information is applicable around the NRD; more specific information should be obtained from your sponsor.

WEATHER. New England has four district seasons. The summer weather averages between 80-85 degrees Fahrenheit. The fall weather averages between 45-50 degrees Fahrenheit. Peak foliage season is typically early to mid-October in the mountains. Fall color starts in the north in September and works its way south to Massachusetts/Connecticut. The winter weather averages around 25 degrees Fahrenheit. Snowfall: Southern New England snowfall averages around 35 inches per year while the upper mountainous regions often receive over 100 inches annually. The spring weather averages between 40-60 degrees Fahrenheit.

OFFICE HOURS (HEADQUARTERS). 0800 TO 1700, Monday through Friday. Stations are closed Saturday and Sundays and legal holidays listed in the U.S. Navy Regulations. Navy Recruiting Processing stations have their own schedule.

CHECKING IN. Once you arrive at your Navy Recruiting Station, your sponsor will bring you to headquarters that same day to start your check in process. When checking in, you are required to be in your dress uniform and at headquarters no later than 0930. Make sure to bring all the documents required for the check in process. These documents include stamped orders, NORU zero balance receipt, page two, and transfer evaluation. To complete the full check-in process, which includes indoc, you may possibly make three different trips to headquarters.

UNIFORM OF THE DAY. Navy recruiters should use the following schedule as a guide to the Uniform of the Day reporting for duty: Summer Uniform - the last Monday in April; Winter Uniform - the first Monday in October. The Navy uniform is worn exclusively, and a good supply is required. Facilities for obtaining new uniforms while assigned to recruiting duty are very limited and normally difficult to obtain. For obtaining new uniform items while on recruiting duty, the Navy Exchange Uniform mail-order service is recommended. They can be reached by calling 1-800-368-4088 and will ship your order overnight for a reasonable fee.

**PRESCRIBED UNIFORMS**

	<u>Prescribed Winter/ Alternate Uniforms</u>	<u>Prescribed Summer/ Alternate Uniforms</u>
Officers/CPO	(P) Service Dress Blues (A) Service Khaki (A) Navy Working Uniform (NWU)	(P) Summer White (A) Service Khaki (A) NWU
E-1 to E-6	(P) Service Dress Blue  (A) Navy Service Uniform (A) NWU	(P) Service Dress White (A) Navy Service Uniform (A) NWU

**DRESS UNIFORM IS REQUIRED WHEN REPORTING TO NRD NEW ENGLAND  
HEADQUARTERS FOR INITIAL CHECK IN**

SERVICE AND PAY RECORD MAINTENANCE. A command version of a service record will be kept at NRD New England Admin Office. Anticipate a delay of one pay cycle before your allowance take effect (i.e., BAH change, travel claim liquidation for member and family members, per diem, dislocation allowance). To track your LES's online, ensure you have your "MyPay" account access at [www.dod.mil/dfas](http://www.dod.mil/dfas). Also, please bring a hard copy of your transfer evaluation and personal awards to your check in with the Admin team. In addition ensure that you verify your record via BUPERS Online (BOL) at the Official Military Personnel File (OMPF) and that you established self-service Electronic Service

Record (ESR). It is highly encouraged that you view your online record to ensure the information is accurate. In the past, some new personnel have experienced an **overpayment** upon liquidation of their travel claims resulting in financial hardship when the overpayment is rectified. **The overpayment is a result of too much advance pay or allowances. The overpayment is often the result of receiving additional advances while assigned TEMDU at NORU Pensacola.** Therefore, it is recommended that you limit your advances on your PCS transfer and plan ahead with careful budgeting. If you have questions, contact your Personnel Officer, local PSD or NRD New England's Admin Office Personnel, YNCS Davila at (617) 753-4683 or PS2 Mills at (617) 753-4586.

REQUIRED RECEIPTS. Keep BEQ receipts from your stay at NORU, all airline tickets (pre-paid by the government and/or individually purchases), and hotel/motel receipts if you're claiming Temporary Lodging Allowance (TLA) for overseas transfer or Temporary Lodging Expense (TLE) for CONUS transfer.

TEMPORARY LODGING EXPENSE (TLE). TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to PCS. You and your dependents could be entitled to a maximum of 10 days and up to \$180.00 rate per day to TLE if eligible. To find out if you are eligible for this allowance, contact your Personnel Office, local PSD or the Admin Contacts above.

Keep copies of all shipping documents relating to your household good shipment! You may need these documents if you have to file damaged household good claim.

SDAP PAY. The individual must obtain NEC 9585 through Navy Recruiting Orientation Unit, completed COMNAVCRUITCOM Personnel Qualification Standards (PQS) and be assigned to an authorized billet to receive SDAP of \$450.00 monthly. Classifiers will receive \$225.00 monthly.

BASIC ALLOWANCE HOUSING. Married Sailors automatically draw BAH with dependents rate for their assigned Navy Recruiting Station. Single members will draw BAH at the single rate for their assigned Navy Recruiting Station - so BAH rates may be less than the amount paid for Boston. If you need any assistance, please contact the Admin Department.

OFFICIAL BUSINESS TRAVEL. A government car is furnished for use when on official business. Recruiters can expect to do a lot of driving. Travel time involved will depend upon the Navy Recruiting Station location in relations to the Military Entrance Processing Station and Navy Recruiting District headquarters.

NAVY-WIDE EXAMINATIONS. Personnel transferring to NRD New England before the administration of the Navy-wide advancement examination must contact their Personnel Officer/PSD to ensure they forward an examination to NRD New England, Attn: Education Service Officer, 495 Summer Street, Boston, MA 02210. It is your responsibility to make arrangements with the Personnel Officer to have your exam forwarded to an alternate site while in transit on PCS orders. If you are going to report to NRD New England and your reporting date is near the exam date, you must contact our Education Service Officer, OSC Williams at (203) 539-2438, prior to the exam to make arrangements to take the test. If at the time of the examination you are still attached to NORU, then it is NORU's responsibility to ensure that you take the exam. Be advised that regular PCS transit/leave **does not** constitute eligibility for a substitute exam.

MEDICAL/DENTAL CARE. Active duty members and their families are enrolled in one of three TRICARE programs (PRIME, EXTRA or STANDARD). If your family is currently enrolled in TRICARE PRIME **DO NOT DISENROLL** prior to your transfer. Any medical attention while in transit will be covered by your previous Primary Care Manager (PCM). You must contact them, unless it is an emergency, to obtain prior authorization. During your check-in process, you will receive a briefing from the command Health Benefits Advisor (HBA), HM1 Dyal, on entitlements, benefits, etc. of each program. If you are not enrolled in TRICARE Dental Plan (TDP), which is optional, you are strongly encouraged to do so.

COMMAND LOCATION ADDRESS. NRD New England Headquarters in located at the Seaport District by the Boston Logan International Airport. Our address is:

Commanding Officer  
Navy Recruiting District New England  
495 Summer Street  
Boston, MA 02210

We look forward to your arrival and having you join "Team Patriot", the finest recruiting district in the nation. I hope you find this general information sheet and checklist for your move useful. Please do not hesitate to contact my staff or I should you have any additional questions or concerns. I can be reached at (617) 753-4683 or email at [tania.l.davila@navy.mil](mailto:tania.l.davila@navy.mil).

T. L. DAVILA  
YNCS USN  
Administration Officer

## **GOVERNMENT LEASED HOUSING (GLH) PROGRAM**

The Government Leased Housing (GLH) Program is approved by Commander, Navy Recruiting Command (CNRC) and ran by the Army Corps of Engineers (ACE). The following is the correct way to apply for GLH.

a. The member fills out the GLH application on the CNRC website ([www.cnrc.navy.mil](http://www.cnrc.navy.mil)). (May be completed upon receipt of orders and ultimate duty assignment).

NOTE: It will take 33 days to process the application.

b. Application comes to NRD HQ.

c. HQ certifies that the member is qualified and forwards application request to CNRC Headquarters.

d. CNRC reviews, approves and coordinates funding and forwards to the District ACE realty specialist.

e. The realty specialist determines fair market value, locates home, contacts member and signs lease.

Although it is possible to negotiate your own lease/rental agreement it is strongly recommended that you contact the ACE to see if the home would qualify for a GLH contract. This is not the preferred method of securing a lease, because you may incur security deposits and down payments and if the GLH contract does not become effective, you will be liable for your rent and utility payments.

All CNRC Sailors eligible for Basic Allowance for Housing (BAH) are eligible. If accepted, you will forfeit your BAH at the time of move in. To qualify, both of the following unsuitable conditions must exist:

a. Actual or anticipated out-of-pocket expenses are greater than BAH + 7.5%.

b. Permanent duty assignment is located in a remote location which is greater than one hour commute from a military installation with family house assets (or bachelor housing assets for bachelors) or distance is greater than 20 miles.

c. Members are also required to have at least 12 months remaining before anticipated Projected Rotation Date (PRD), as it costs the Navy approximately \$2,400.0 for the ACE to research, negotiate, and execute a lease. If approved, the following are the bedroom entitlements:

**FAMILY**

- No parent will have to share a bedroom with a child.
- No more than two children per bedroom.

- A child 6 years or older will not have to share a bedroom with a child of the opposite sex.
- A child 10 years or older is eligible for a separate bedroom.
- Married dependent parents will be assigned one bedroom. If the dependent parents are not married, each will be assigned a bedroom.
- Family with no children, two bedroom maximum.

#### **BACHELOR**

Pay grades E6 and above: Two bedrooms

Pay grades E4 - E5: One bedroom.

If desired, single E4 and E5 recruiters can request a standard furnished one bedroom apartment which includes the following:

Bed

Dresser

Two night stands

Dining table and chairs

Sofa

Coffee table

Two end tables

For further information refer to CNRCINST 11101.1 (Series) on the CNRC website or contact the GLH Coordinator, NCC Bingham at (781) 296-7378 or the Command Master Chief, Jonathon Redfield at (617) 753-4363 or visit:

<http://www.cnrc.navy.mil/reporting/htm>.