



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

CANC FRP: Jun 2016

NAVCRUITDISTNOLANOTE 1130.1B
00
4 June 2015

NAVY RECRUITING DISTRICT NEW ORLEANS NOTICE 1130.1B

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: NAVY RECRUITING DISTRICT ENLISTED PRODUCTION STANDARDIZATION PLAN

Ref: (a) COMNAVCRUITCOMINST 1130.8J
(b) COMNAVCRUITCOMINST 1136.2R
(c) COMNAVCRUITCOMINST 1131.2E
(d) NAVCRUITDISTNOLAINST 1500.4C

Encl: (1) Navy Recruiting District New Orleans Standardization
Plan

1. Purpose. To provide guidance for standardized planning, training and maintenance of station systems and to ensure compliance with reference (a) through (d).

2. Cancellation. NAVCRUITDISTNOLANOTE 1130.1A.

3. Background. Reference (a) provides minimum guidelines and procedures for Recruiting. Standardization provides the basis for the development of efficient and sound operational procedures. Enclosure (1) provides policies, procedures, and sample documents for use in standardizing all Stations/Divisions recruiting efforts throughout the District.

4. Action.

a. All Division Officers (DIVO), Division Leading Chief Petty Officers (DLCPO), Leading Chief Petty Officers (LCPO), Leading Petty Officers (LPO) and Recruiters shall ensure full compliance with this directive.

b. The Chief Recruiter (CR), Enlisted Assistant Chief Recruiter (EACR), Officer Assistant Chief Recruiter (OACR), DIVO's, DLCPO's and Training Department will inspect for compliance with these procedures.

c. Adherence to these standardized procedures shall be an inspection item during DIVO/DLCPO Station Visits as well as DIVO/DLCPO and LCPO/LPO's Turnover Inspections and Production Inspections.

/s/

C. A. WYNTER

Distribution List:
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<http://www.cnrc.navy.mil/neworleans/>

NAVCRUITDISTNOLANOTE 1130.1B
4 June 2015

NAVY RECRUITING DISTRICT STANDARDIZATION PLAN

NAVCRUITDISTNOLANOTE 1130.1B



Enclosure (1)

TABLE OF CONTENTS

CHAPTER 1 GENERAL RECRUITING STATION OFFICE POLICIES

Section

100	General Recruiting Policies	1-1
-----	-----------------------------	-----

CHAPTER 2 TRAINING

Section

200	Training Jackets	2-1
201	Training Syllabus and Documentation	2-2
202	VALOR Whiteboard	2-3
203	45-Day Basic Recruiter Qualification/ Command Indoctrination	2-3
204	PQS Modules	2-3
205	Training Jacket Spot Check	2-4
Exhibit 2.1	Formal Mentor/Protégé Worksheet	2-5
Exhibit 2.2	OJT Syllabus	2-8
Exhibit 2.3	OJT Example and Follow Up	2-9
Exhibit 2.4	Training Syllabus	2-10
Exhibit 2.5	VALOR Whiteboard	2-11
Exhibit 2.6	Divisional PQS Tracker	2-13
Exhibit 2.7	Training Record Spot-Check	2-14
Exhibit 2.8	Training Record Spot-Check Monthly	2-15

CHAPTER 3 STATION BINDERS AND RECORD RETENTION

Section

300	Station Binders	3-1
301	Organization of Transition/Turnover Notebook	3-1
302	Division/NRS Record Retention	3-3
303	Recruiter Notebook	3-4
304	SOAR Binders/ School Folders	3-5
Exhibit 3.1	DEP Training Plan and Schedule	3-6
Exhibit 3.2	DEP Meeting Feedback and Evaluation Form	3-7
Exhibit 3.3	DEP Problem List	3-8
Exhibit 3.4	Division Shipping List	3-9
Exhibit 3.5	NRS EOM Reports Checklist	3-10
Exhibit 3.6	Division EOM Reports Checklist	3-11
Exhibit 3.7	Navy Questionnaires	3-12

Exhibit 3.8	Turnover Letter and Assumption of Duties	3-13
Exhibit 3.9	DEP PQS Tracker	3-14

CHAPTER 4 WEB R-TOOLS

Section

400	WEB R-TOOLS	4-1
-----	-------------	-----

CHAPTER 5 WEB R-TOOLS ENTRIES FOR FUTURE SAILORS

Section

500	Entries in WEB R-TOOLS	5-1
501	Processing day	5-1
502	72 hour indoc.	5-1
503	Initial DEP Mentor contact	5-1
504	DEP Meeting	5-1
505	DEP Mentoring contact	5-2
506	DEP action request	5-2
507	Reclassified	5-2
508	Rolled in	5-2
509	Rolled out	5-2
510	Attrited	5-2
511	DLCPO DEP EXEC	5-2
512	DEP audit	5-2
513	30 day recert	5-2
514	7 day recert	5-3
515	24 hour NIDT	5-3
516	Shipped	5-3
Exhibit 5.1	NRD New Orleans DEP Executive Screening/ 30 60 90 Shippers	5-4

CHAPTER 6 Prospecting Plans

Section

600	Prospecting Plans	6-1
Exhibit 6.1	NRS Gulfport Hot Zip WT Load	6-5
Exhibit 6.2	Calendar	6-6
Exhibit 6.3A	Recruiter (A) Monthly Plan	6-7

Exhibit 6.3B	Recruiter (B) Monthly Plan	6-8
Exhibit 6.3C	Recruiter (C)	6-9
Exhibit 6.4	Outlook Planner	6-10
Exhibit 6.5	Outlook Planner with adjustments	6-11

CHAPTER 7 SMART SYSTEM

Section

700	SMART System	7-1
701	Station Territorial Map	7-1
702	Station Territory Breakdown	7-2
703	Goal Recap	7-2
704	DEP Status Board	7-2
705	DEP PQS Board	7-3
706	DEP Photo Board	7-3
707	Recruiter PQS Board	7-3

CHAPTER 8 ENLISTED/OFFICER DELAYED ENTRY PROGRAM (FUTURE SAILOR SERVICE RECORDS)

Section

800	Enlisted Delayed Entry Program	8-1
Exhibit 8.1	DEP Training Folder Checklist	8-3
Exhibit 8.2	Section 1 documents	8-4
Exhibit 8.3	Section 2 documents	8-5
Exhibit 8.4	DEP Recertification	8-6
Exhibit 8.4	Section 3 documents	8-8
Exhibit 8.5	Section 4 documents	8-9
Exhibit 8.6	Section 5 documents	8-10
Exhibit 8.7	Section 6 documents	8-11

CHAPTER 1
GENERAL RECRUITING STATION OFFICE POLICIES

100. General Recruiting Policies

1. Standard Recruiting Station office hours shall be:
 - a. In association with CO's Standing Orders.
 - b. Friday is the designated as a Training day. This will encompass OJT, Follow Up, Station, Division, DCO, GMT, and In-Rate study.
 - c. Saturday - In association with CO's Standing Orders.
 - d. Variations and deviations from standard office will be in association with the CO's Standing Orders.
2. Office spaces, recruiting offices, and government vehicles shall be clean and present a professional appearance at all times. Government vehicles shall be washed and cleaned at least monthly.
3. Recruiting personnel shall be inspection ready and conduct themselves as professionals at all times in accordance with reference (a).
4. Physical training shall be conducted and documented on your outlook calendars three times per week at a minimum. Weekly station PT's shall be conducted in accordance with the CO's Standing Orders. DLCPO's shall coordinate mock PRT's for all division members once per quarter to include height and weight/BCA checks and record results for review by the CFL or ACFL. The CFL/ACFL will route results through the Chain of Command for review.
5. Each office shall maintain a complete printed copy of reference (a) with current changes as they occur.

Chapter 2
TRAINING

200. TRAINING JACKETS

1. Training jackets shall be maintained in a three-ring binder with names visible on the spine.

a. Jacket shall be divided into 11 sections:

(1) Command Review

(2) Standing Orders/Equal Opportunity Program and CO's Policy Statements: Recruiters will read and initial upon check-in or instruction update

(3) Formal Mentor/Protégé Worksheet (Exhibit 2.1)

(4) NRC Policies

(a) Sexual Harassment Policy

(b) Fraternalization Policy

(c) Equal Opportunity Policy

(d) Sexual Assault Policy

Note: Recruiters will read and initial all policies upon check-in or instruction update.

(5) Indoc Record/Tab D & E from RDB

(6) Letter Of Designation

(7) PQS Modules

(8) VALOR Whiteboard

(9) On The Job Training

(10) Formal/GMT Training

(11) Certificates

b. Civilian training jackets shall be divided into 7 sections:

- (1) Command Review
- (2) Standing Orders
- (3) NRC Policies
 - (a) Sexual Harassment Policy
 - (b) Fraternalization Policy
 - (c) Equal Opportunity Policy
- (4) PQS Modules
- (5) On The Job Training
- (6) Formal/GMT Training
- (7) Certificates

2. All command review pages shall be maintained from date of check in until check out. Utilizing NAVCRUITDISTNOLAINST 1500.4B Enclosure (6) (Training Record Spot-Check) for command review.

201. TRAINING SYLLABUS AND DOCUMENTATION

1. All on the Job Training (OJT) shall be documented by using the Strength/Weakness or Problem/Solution method (See Attached Example Exhibit 2.3). Strength/Weakness minimum requirements:

a. Recruiters: Day to Day or at minimum weekly (Exhibit 2.2)

b. LCPO, LPO and DLCPO: Monthly (Exhibit 2.4)

2. Follow-Up training is vital to success of a solid training program. Upon completion of OJT, a follow up date shall be set and annotated on the planner and results shall be captured on the original training log (or on a new training syllabus if additional space is needed including a clear reference to the original training). (Exhibit 2.3)

202. VALOR Whiteboards

VALOR Whiteboards are an important part of the recruiters development in the sales process. All newly reported recruiters are required to conduct weekly whiteboard sales labs until qualified Advanced Recruiter/Advanced Officer Recruiter. From that point each recruiter will be required to conduct monthly sales labs. All whiteboards will be maintained in the training jacket utilizing Exhibit 2.7.

Each sales presentation that is conducted also requires the use of a whiteboard. This is also retained and will be filed in the NRS and prospects that enlist in the Navy will have their original whiteboard retained the Future Sailors DEP residual.

203. 45-Day Basic Recruiter Qualification/Command Indoctrination

DLCPOs, LCPOs, and LPOs and are directly responsible for the proper training of new Recruiters. All Basic Recruiter training shall be documented on NAVCRUIT 1500/2 (training syllabus) Exhibit 2.4. All Basic Recruiter training evolutions shall be posted on the Recruiter and LCPO/LPO outlook calendar. Basic Recruiter Qualification is a significant investment in the future success of a recruiter and must not be shortened or abbreviated. **Recruiters SDAP shall not start until Basic Recruiter PQS Board is complete.**

204. PQS MODULES

Once a PQS module has been signed off and a board has been conducted, every recruiter shall ensure a copy of the PQS Qualification is placed in the training jacket. Original PQS sheets shall be maintained on file by the Training Department. Recruiters have 6 months to complete the Advanced Recruiter/Advanced Officer Recruiter (billet specific) and 18 months to complete the LPO/LCPO qualification. These timelines need to be monitored closely by the DIVO and DLCPO to ensure on-time qualifications.

Note: At the end of each month, DLCPO's will turn in their Divisional PQS Tracker (Exhibit 2.6) to the training department with required EOM Reports.

205. Training Jacket Spot Check

Individual Training Jackets shall be reviewed during routine Station visits, inspections, assist visits, or boards with Exhibit 2.7. DLCPO's shall spot check Training Jackets monthly during Station Visits with Exhibit 2.8

Formal Mentor/Protégé Worksheet

_____ Protégé Name/Rate	_____ Report Date
_____ Mentor Name/Rate	_____ EAOS/PRD Date of Protégé

Goals (Short, Mid and Long-term)

Qualification Milestones (e.g., watch standing qualifications, in-rate qualifications, review PQS progress)

- Achieved Highest Qual Currently Qualifying Other
(Check one)

Advancement Milestones (e.g., examinations dates, examination requirements, review Profile Sheets, develop study plan)

- 1st time eligible PNA'd Previous Not eligible Other
(Check one)

Current and desired education (e.g. college, professional courses SAT, ACT, review enrollment forms, class/course schedule)

- Enrolled/Attending On-line/In-class CLEP NKO
 Enrolled not attending None Other
(Check all that apply)

Comments

Protégé (signature) (Date)

Mentor (signature) (Date)

QUARTERLY MENTOR SESSION WORKSHEET

Protégé Name/Rate	EAOS/PRD Date of Protégé
Mentor Name/Rate	Date Mentor Assigned
Progress/Accomplishments since last meeting (e.g. qualifications, milestones and advancement achieved, education progress)	

<p>1st Quarter (JAN-MAR)</p> <p><input type="checkbox"/> Qualification <input type="checkbox"/> Milestone <input type="checkbox"/> Advancement <input type="checkbox"/> Education <input type="checkbox"/> Other (Check all achieved that apply)</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Goals for the next quarter</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Protégé</td> <td style="width: 50%; border: none;">Mentor</td> </tr> <tr> <td style="border: none;">(Signatures)</td> <td style="border: none;">Date:</td> </tr> </table>	Protégé	Mentor	(Signatures)	Date:	<p>2nd Quarter (APR-JUN)</p> <p><input type="checkbox"/> Qualification <input type="checkbox"/> Milestone <input type="checkbox"/> Advancement <input type="checkbox"/> Education <input type="checkbox"/> Other (Check all achieved that apply)</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Goals for the next quarter</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Protégé</td> <td style="width: 50%; border: none;">Mentor</td> </tr> <tr> <td style="border: none;">(Signatures)</td> <td style="border: none;">Date:</td> </tr> </table>	Protégé	Mentor	(Signatures)	Date:
Protégé	Mentor								
(Signatures)	Date:								
Protégé	Mentor								
(Signatures)	Date:								
<p>3rd Quarter (JUL-SEP)</p> <p><input type="checkbox"/> Qualification <input type="checkbox"/> Milestone <input type="checkbox"/> Advancement <input type="checkbox"/> Education <input type="checkbox"/> Other (Check all achieved that apply)</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Goals for the next quarter</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Protégé</td> <td style="width: 50%; border: none;">Mentor</td> </tr> <tr> <td style="border: none;">(Signatures)</td> <td style="border: none;">Date:</td> </tr> </table>	Protégé	Mentor	(Signatures)	Date:	<p>4th Quarter (OCT-DEC)</p> <p><input type="checkbox"/> Qualification <input type="checkbox"/> Milestone <input type="checkbox"/> Advancement <input type="checkbox"/> Education <input type="checkbox"/> Other (Check all achieved that apply)</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Goals for the next quarter</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Protégé</td> <td style="width: 50%; border: none;">Mentor</td> </tr> <tr> <td style="border: none;">(Signatures)</td> <td style="border: none;">Date:</td> </tr> </table>	Protégé	Mentor	(Signatures)	Date:
Protégé	Mentor								
(Signatures)	Date:								
Protégé	Mentor								
(Signatures)	Date:								

On-the-Job Training (OJT) Syllabus

Name:				Rank/Rate:		
TRAINING TYPE	SUBJECT	DATE	INSTRUCTOR	HOURS	ENTRY BY	
OJT						
Strengths/Weaknesses:						

Corrective Action:						

Follow-up:						

Comments:						

_____			_____			
Trainee			Trainer			

On-the-Job Training (OJT) Syllabus

Name: SAILOR, JOE			Rank/Rate: AM2/E-5		
TRAINING TYPE	SUBJECT	DATE	INSTRUCTOR	HOURS	ENTRY BY
OJT	PHONE PROSPECTING FOR REFERRALS	20141001	NCC HERO	.5	AH
<p>Strengths/Weaknesses: DURING PHONE PROSPECTING, IT WAS NOTED THAT AM2 SAILOR WAS NOT SOLICITING REFERRALS FOR THE PROSPECTS/PERSONS THAT WERE CONTACTED. THIS WILL RESULT IN AM2 HAVING TO WORK HARDER IN ORDER TO GENERATE ACTIVITY ON THE PHONE.</p>					
<p>Corrective Action: WHEN COMPLETING A PHONE CALL OR TALKING TO SOMEONE, A REFERRAL SHOULD BE SOLICITED. YOU SHOULD ASK IF THEY KNOW SOMEONE THAT COULD BENEFIT FROM THE OPPORTUNITIES THE NAVY HAS TO OFFER. AT THIS POINT, THE WORST ANSWER YOU CAN RECIEVE IS NO, OR THEY DO NOT KNOW ANYONE. YOU COULD ALSO ATTAIN A REFERRAL IN THE BEST CASE SCENARIO. THIS NEEDS TO BE A STANDARD FOR EVERY PHONE CALL THAT AM2 SAILOR MAKE. ALWAYS ASK FOR REFERRALS!</p>					
<p>Follow-up: 20141002 OBSERVED PHONE PROSPECTING TODAY AND AM2 ASKED FOR REFERRALS AFTER EACH CALL. THIS RESULTED IN ONE RA APPT SET AND THREE OTHER REFERRALS TO CALL. THIS SHOWS AM2 THAT ASKING FOR REFERRALS WORKS AND IS PRODUCTIVE.</p>					
<p>Comments:</p>					
 Trainee			 Trainer		

RECRUITER _____ OBSERVER _____ NRS / DIV _____ DATE _____
(GIVE RECRUITER A BACKGROUND ON PROSPECT, ED CODE, AGE, LIFE SITUATION ALREADY UNCOVERED
DURING SKILL OF ENGAGE)

PRESSURES - - - PLANS - - -	PROBLEMS - - -
VALUE	
UNIQUE VALUE - - -	NAVY OPPORTUNITIES - - - NAVY ADVANTAGES - - -
REFERENCE - -	

(FILL OUT WHITEBOARD AS RECRUITER (COLLABORATES WITH YOU AS THE PROSPECT))

RATE THE RECRUITER'S ABILITY TO EXECUTE THE FOLLOWING SKILLS AND MILESTONES ON A SCALE OF 1 TO 5, 5 BEING THE BEST.

DISCOVERY

1	2	3	4	5
---	---	---	---	---

Specific feedback

ALIGNMENT

1	2	3	4	5
---	---	---	---	---

Specific feedback

POSITIONING

1	2	3	4	5
---	---	---	---	---

Specific feedback

DISTINCTION

1	2	3	4	5
---	---	---	---	---

Specific feedback

COLLABORATION

1	2	3	4	5
---	---	---	---	---

Specific feedback

OBJECTION HANDLING (#1)

1	2	3	4	5
---	---	---	---	---

CIRCLE TYPE OF OBJECTION **APATHY DOUBT CONFUSION OBSTACLE**
DID RECRUITER PROPERLY HANDLE OBJECTION UTILIZIING THE STEPS OF:
RECOGNIZE, RELATE, REALIZE, RESPOND, REINFORCE
Specific feedback

OBJECTION HANDLING (#2)

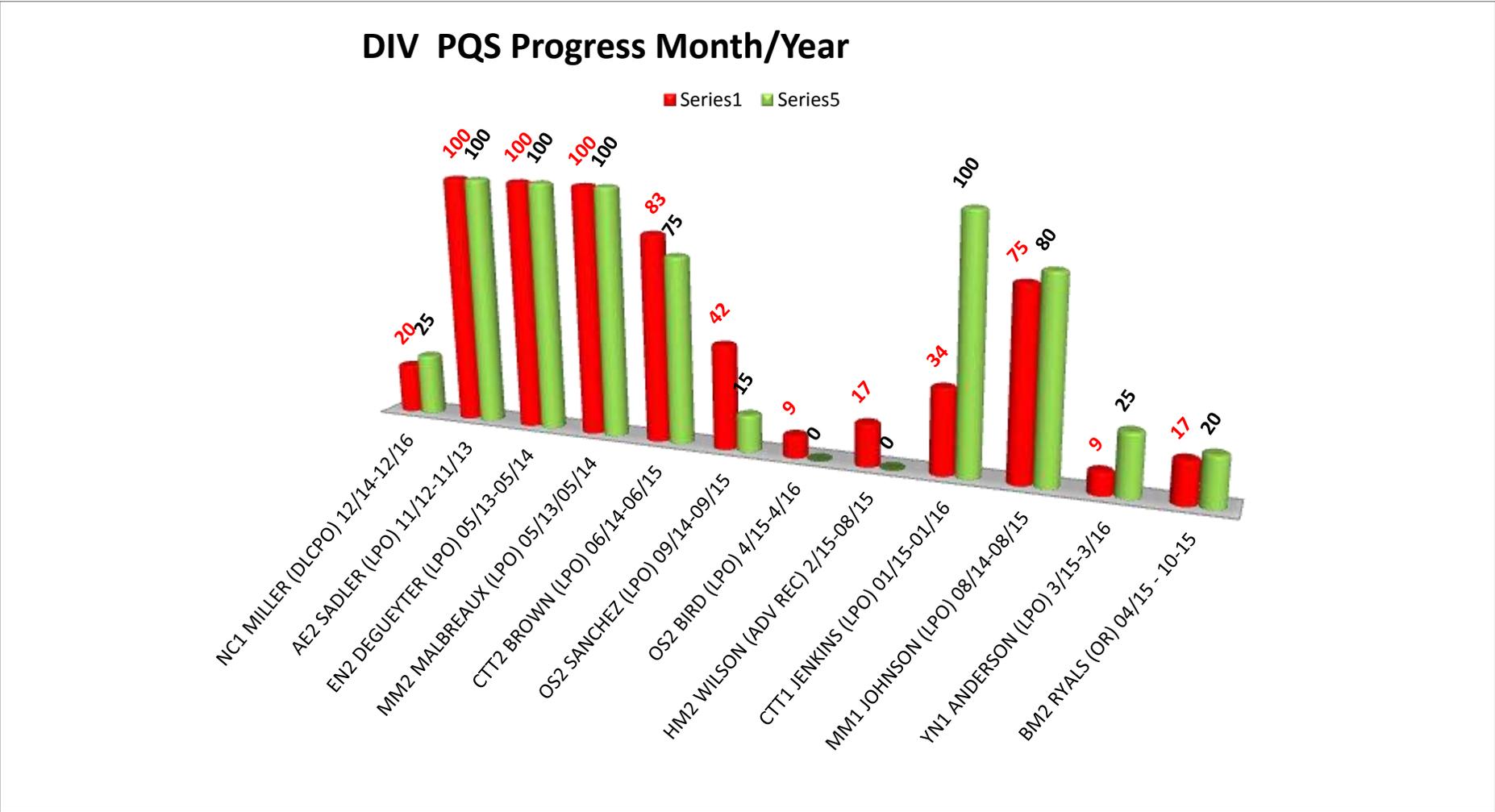
1	2	3	4	5
---	---	---	---	---

CIRCLE TYPE OF OBJECTION **APATHY DOUBT CONFUSION OBSTACLE**
DID RECRUITER PROPERLY HANDLE OBJECTION UTILIZIING THE STEPS OF: **RECOGNIZE, RELATE, REALIZE, RESPOND, REINFORCE**
Specific feedback

Additional Feedback

OVERALL SCORE _____ MAXIMUM SCORE IS 35,

DIVISIONAL PQS TRACKER



Training Record Spot-Check

Name: _____
 Date: _____
 Department/Division: _____

Quarterly Spot-Check	1st	2nd	3rd	4th
1. Does the training record contain all minimum requirements	Y / N	Y / N	Y / N	Y / N
2. Is monthly department/division training completed and documented correctly?	Y / N	Y / N	Y / N	Y / N
3. Are annual training requirements up to date and documented correctly?	Y / N	Y / N	Y / N	Y / N
4. Is Strength / Weakness training, to include corrective actions, correctly documented?	Y / N	Y / N	Y / N	Y / N
5. Is Follow-up training being conducted and correctly documented?	Y / N	Y / N	Y / N	Y / N
6. Are PQS qualifications up to date per directives?	Y / N	Y / N	Y / N	Y / N
7. Is member PQS qualified for current position?	Y / N	Y / N	Y / N	Y / N
8. If member is not PQS qualified for current position, is waiver letter current?	Y / N	Y / N	Y / N	Y / N
Initials/Position & Date				

CHAPTER 3
STATION BINDERS AND RECORD RETENTION

300. Station Binders

Station Binders are vital to the organization of a LCPO/LPO in an NRS. Each NRS is required to maintain an Operations Binder, Inspection Binder, DEP Binder and a Training Resource Binder. All binders shall be updated as necessary and used to conduct daily station operations. Station Binders shall be used as a Transition/Turnover Notebook.

301. Organization of Transition/Turnover Notebook:

Article I

- a. Turnover Binder - divided into 12 sections
 - (1) Copy of the LCPO's/LPO'S designation letter (qualification or waiver letter is required)
 - (2) A copy of the NRD Standardization Plan
 - (3) Station Applicant logs (from WebRTOOLS) from previous 12 months.
 - (4) NRS/Recruiter PATES for previous 24 months.
 - (5) Copy of Command current training and operations plan (1500 notice).
 - (6) EOM check-off lists and reports - DLCPO's will also maintain an EOM Check-off list (Exhibit 3.5).
 - (7) Station Recall Data
 - (8) NRS Turnover inspections (with POAM), last 3 years to include:
 - (a) Turnover Letter (Exhibit 3.8)
 - (b) NIT
 - (c) POA&M
 - (d) Minor Property

(9)NRS NTT/Post NTT inspections (with POAM), last 3 years

(10)NRS Production inspections (with POAM), last 3 years

(11) Waiver letters for any production inspections waived by OPS.

(12) Station Inspection Checklist (performed during DIVO's and DLCPO's visits), current +12 months and any Self Assessments using 5040 (with POAM).

Article II

b. DEP Binder - divided into 9 sections

(1) DEP training plan and schedule (Exhibit 3.1)

(2) Copies of all outstanding DARS - Completed copies go in the DEP Residual Binder

(3) DEP Meeting Muster reports

(4) DEP Meeting feedback reports (Exhibit 3.2)

(5) DEP PQS Tracking Sheet

(6) Submitted 5305's

(7) Completed 5305's

(8) DEP Problem List (Exhibit 3.3)

(9) Attrition Analysis report - Maintained monthly for NRS and Quarterly for divisions.

Article III

c. Divisional Training Resource Binder - divided into 4 sections

(1) Current + previous year (FY Departmental training plan)

(2) Current + previous year Departmental/Division Training Muster

(3) Previous 12 months training and operations plan. (1500 Notice)

(4) Monthly Training Report (DLCPO'S/DIVO'S) Due by the 3rd work day of each month

302. Division/NRS Record Retention

a. NRS End of Month (EOM) reports shall be maintained in the following manner:

(1) Station Planner (exhibit 3.1). This is the LPO/LCPO planner, recruiter's planners are printed from each week of the month maintained IAW COMNAVCRITCOMINST 1130.8J w/ch-5.

(2) Closed out App Log (WebRTools) - Electronic version for PS.

(3) Closed out PATE

(4) Janitorial Checklists

(5) Vehicle Logs closed out - include domicile to duty

(6) Qualified Interview Whiteboards

(7) Voter Registration Form

(8) DEP Problem Exhibit 3.3

(9) Closed out DEP PQS Tracker Exhibit 3.6

b. NRS EOM reports shall be filed together with the Station Planner. Planner with EOM reports shall be retained for 24 months and filed by month in a secure locked container utilizing Exhibit 3.4.

c. Division EOM Reports

(1) DLCPO next month calendar

(2) Closed out App log

- (3) Closed out division pate
- (4) Closed out Vehicle logs - all NRS
- (5) Monthly training report
- (6) DEP Muster's w/feedbacks
- (7) 60/90 Shipping validations - Recerts and Execs
- (8) Shipping Tracker Exhibit 3.7
- (9) NRS visits
- (10) PQS Tracker
- (11) DEP Problem lists Exhibit 3.3
- (12) DEP PQS Tracker

d. Divisions EOM reports shall be filed and turned into the ACR and respective departments at the production meetings each month

303. Recruiter Notebook

Recruiter Notebooks are the single most important part of a recruiter's daily operations. Recruiter Notebooks shall be monitored by LPO's to ensure proper use of Planners and PATE. Each recruiter assigned to NRD New Orleans shall maintain a Recruiter Notebook. The binder shall be divided into 6 sections, with the minimum forms and information listed below.

Organization of Binder:

a. Recruiter weekly planners. They are to be printed at the end of each week and must be printed at the end of each week to be retained in the binder.

b. Applicant Logs (from WebRTOOLS), current +12 (most Current on top).

c. PATE, current +24 months (most current on top). Recruiter PATE will be handwritten. Station PATE can be computer generated.

- d. Recruiter territory breakdown.
- e. List of Command Collateral Duties.
- f. Valor Tools (phone scripts and objection handling objections chart from cruitman)

304. SOAR Binders/ School Folders

The High Schools and Junior Colleges are prime sources of market identification. It is crucial that you maintain a positive and consistent working relationship with each school in your territory. Establish a School Folder (NAVCRUIT 1133/37) for each high school and community college in your territory. These folders are to maintain the current plus two previous school years, electronically and uploaded to the command portal.

DEP Training Plan and Schedule

TRAINING SUBJECT	O	N	D	J	F	M	A	M	J	J	A	S
Mission of the Navy	X											
General orders of a sentry		X										
Sailors Creed			X									
RTC Maxim				X								
Explain the program which you enlisted for					X							
Aircraft and ships						X						
My pay - the key to controlling your pay							X					
Personal Financial Management								X				
Navy Core Values									X			
RTC Chain of Command										X		
Physical Readiness Program											X	
Advancement												X
Military drill and etiquette	X											
Navy Terminology		X										
Rank and Recognition			X									

MEETING MONTH	DATE	TIME	LOCATION
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			

NRS EOM REPORTS CHECKLIST

MONTH OF _____

ITEM	DATE VERIFIED	LPO/LCPO INTIIALS	DLCPO/DIVO INITIALS
Planners (Recruiters and LPO/LCPO0			
Closed Out RTOOLS App Log			
Closed Out PATE			
Janitorial Checklists			
Closed Out Vehicle Logs			
Qualified Interview Whiteboards			
Motor Voter and Reports for Month			
DEP Problem List			
DEP PQS Tracker			

Items on the checklist above are to be reviewed and verified by the LPO/LCPO and the DLCPO/Divo. All documents will be inserted into a folder and filed by month in the NRS.

DIVISION EOM REPORTS CHECKLIST

MONTH OF _____

ITEM	DATE VERIFIED	DLCP0 INTIIALS	CR/ACR INITIALS
Next Month DLCP0 Calendar			
Closed Out App Log			
Closed Out Division Pate			
Closed Out Vehicle Logs			
Training Report			
DEP Muster Sheets - include Feedbacks			
60/90 Shipping Validations - Recerts & Execs			
Shipping Tracker - Exhibit 3.4			
Station Visits			
PQS Progress Tracker			
DEP Problem List - Exhibit 3.3			
DEP PQS Tracker			

Items on the checklist above are to be reviewed and verified by the CR/ACR At the monthly production meetings. All documents will be retained as required and inserted into the DLCP0 binder.

Date

From: NCC Navy Chief, Navy Recruiting District New Orleans
To: Commanding Officer, Navy Recruiting District New Orleans
Via: Executive Officer, Navy Recruiting District New Orleans

Subj: TURNOVER LETTER AND ASSUMPTION OF ASSIGNED DUTIES

Encl: (1) Completed Department/Program Command Assessment
Inspection
(2) Completed Plan of Action and Milestone (POA&M)
(3) Minor Property Turnover Inspection

1. I have been properly relieved this date by (Name),
(Position), Navy Recruiting District New Orleans.
2. Prior to having been relieved of my duties, I certify that I
have completed the following items:
 - a. Completed a National Inspection Team (NIT) Checklist
assessment with my relief on my Department/program.
 - b. Pointed out any defects or peculiarities of my program
and accounted for them to my relief.
 - c. Delivered to my relief all unexecuted orders, all
regulations and orders in force and all correspondence and
information concerning my position and the personnel thereof, as
may be of service to my relief.
3. The following is a report of my department or program, which
includes any unsatisfactory or marginal conditions:

Outgoing Sailor

Incoming Sailor

CHAPTER 4
WEB R-TOOLS

400. WEB R-TOOLS

1. WEB R-Tools shall be maintained in accordance with reference (a), Vol. 5.
2. The LCPO/LPO shall verify the following using the "Count Records" function daily:
 - a. The "none" market segment shall contain 0 records.
 - b. Records marked for DPR shall be no more than 24 hours old.
3. Working ticklers shall contain no more than (50)records 25/15/10 on M,T,W. LCPO's/LPO's shall continue to add records to the recruiter working tickler and the recruiter shall "roll records out" based on best time to contact (a "not interested" record shall be rolled out 3-6 months and then attempted again to see if situation/circumstances have changed). Working ticklers shall be loaded in accordance with the Goaling Letter.

CHAPTER 5
WEB R-TOOLS ENTRIES FOR FUTURE SAILORS

500. Entries in WEB R-TOOLS

Remarks are to be specific. General comments are unacceptable (Future Sailor called to check in. Good to Go). This transcript of interaction with Future Sailors is reviewed at every level of the Chain of Command. Remarks shall be entered with the Commanding Officer as your target audience.

501. PROCESSING DAY:

Future Sailor Joe Navy depped in on 20131001. HT: 67 WT: 210 BF: 22%. Received NUKE shipping 20140126. 72 Hour INDOC scheduled for 20131004.

502. 72 HOUR INDOC:

72 hour INDOC conducted on 2013/10/04 with Future Sailor Joe Navy at his home with ???????. COMNAVCRUITCOM DD FORM 2983, Recruit/Trainer prohibited activities acknowledgement, hold harmless, start guide pg13, drug modules, fraternization pg13, SAPR-D pg13, and enlistment contract were reviewed. IMC scheduled for 20131011.

503. INITIAL DEP MENTOR CONTACT:

INT mentoring contact conducted on 2013/10/11. Future Sailor watched Faces of Bootcamp Video, SAPR-D video and his/her goals were reviewed.

Phone contact Future Sailor called in for his or her weekly check in. No police/drug/medical issues noted. Future Sailor still motivated for the Navy.

DEP in person contact Future Sailor stopped by because he or she was in the area for his or her weekly check in. Recert completed weighed in at HT: 67 WT: 210 BF: 22%. No police/drug/medical issues noted, ready to ship.

504. DEP MEETING:

DEP meeting Future Sailor attended DEP meeting on 2013/10/20. Future Sailor PT was conducted and training subject from DEP Tool Kit were covered. Future Sailor's height and weight were ##/### and documented on recert. Ready to ship.

505. DEP MENTORING CONTACT:

DMC Future Sailor came in for mentoring. Covered _____ with Future Sailor. Future Sailor's height and weight were ##/### and documented on recert. Ready to ship.

506. DEP ACTION REQUEST:

DAR submitted Specify the type of DAR, reason for the DAR IAW CO's Standing Orders, and the date the DAR was signed and sent by LPO/DLCPO).

507. RECLASSIFIED:

Reclassified Future Sailor was reclassified from AECF to NUKE shipping 2013/10/20. New ship date 20140126.

508. ROLLED IN:

***Rolled in *** Future Sailor was rolled in from 2011/10/13 to 2010/12/10 with the same job AECF.

509. ROLLED OUT:

Rolled out Future Sailor was rolled out from 2010/11/15 to 2010/12/10 with the same job AECF.

510. ATTRITED:

Attrited Joe Navy was attrited due to ????????? on 2011/09/15.

511. DLCPO DEP EXEC:

DEP EXEC conducted on 2011/09/05. Future Sailor is ready to ship no issues to report. **Exhibit 5.1**

512. DEP AUDIT:

***DEP audit was conducted on 2011/11/11 by NCC Ricky. Future Sailor is within HT/WT standards. All DEP contacts have been made. Beers verified.

513. 30 DAY RECERT:

30 day recert conducted with LPO, Future Sailor is ready to ship. NIDT negative, sighted SSN and identification, within HT/WT standards. Future Sailor reported no change in DEP status.

514. 7 DAY RECERT:

*****7 day recert*** conducted with LPO, Future Sailor is ready to ship no issues no problems. Future Sailor reported no change in DEP status.**

515. 24 HOUR NIDT:

*****24 hour NIDT*** conducted with Future Sailor results were negative ready to ship. Future sailor reported no change in DEP status.**

516. SHIPPED:

*****Shipped on 2011/10/13 as AECF*****

NRD NEW ORLEANS DEP EXECUTIVE SCREENING/30 60 90 SHIPPERS

(Future Sailors's Name)

(Interviewer's Name and Rank)

(Date of Interview)

Hello, may I speak with (Future Sailor)? (Future Sailor), do you have a minute? The reason I'm calling is I'm the recruiting supervisor for the Navy in the (Area). (Future Sailor), I'm contacting those young men and women in the Delayed Entry to introduce myself and conduct some research. Do you mind if I ask you a few questions?

1. When did you enlist in the Navy DEP? _____
2. What is your recruiter's name? _____
3. What specific program/job did you enlist for? _____ Did you receive an enlistment bonus? Yes or No **If yes, what is the amount?** _____
4. When will you be going on active duty? _____
5. Will you be an E1, E2, or E3 at that time? _____
6. What motivated you to join the Navy? _____
7. Do you recall if your recruiter initially contacted you or did you contact him or her? _____
8. When was the last time you talked to your recruiter? _____
Date and Time
9. When was the last time that you saw your recruiter? _____
Date and Time
10. Have you completed a Re-certification Form this month? Yes or No, Date _____
11. Have you attended any DEP Meetings? Yes or No
12. Were you given a schedule of when all of the DEP Meetings will take place? Yes or No
13. Can you describe what takes place at DEP Meetings? _____
14. Did your recruiter explain to you how you can enter Active Duty as an E2 or E3? Yes or No
15. How many referrals have you provided to your recruiter? _____
16. Did your recruiter come to your home and meet your parent(s) a couple of days after you joined the Navy? Yes or No
17. Do you have any questions about the program/job you enlisted for or are there any areas in which I may be of any assistance? Yes or No
18. Do you remember the Privacy Act mentioned when you DEP'd in (explain if needed) Yes or No
19. What was your DEP in HT: _____ WT: _____ Max Weight _____
(if within 5 pounds of Max weight record the following measurements)
Neck _____ Waist _____ Hips _____ Body Fat % _____
20. What is your current HT: _____ WT: _____ Max Weight _____
(if within 5 pounds of Max weight record the following measurements)
Neck _____ Waist _____
Hips _____ Body Fat % _____

21. Have you had any reason to talk to the police while in DEP to include traffic tickets? Yes or No **(If Yes did you inform your recruiter?)** Yes or No When? _____
22. Have you had any medical problems while in DEP no matter how minor (i.e. Body Piercings, tattoos, in-grown toenails, and prescription drugs)? Yes or No Any Dental work done while in DEP? Yes or No **(If yes did you inform your recruiter?)** Yes or No When _____
23. ****FEMALES ONLY**** Have you had a menstrual cycle in the past 30 days? Yes or No **If yes what date was the cycle completed?** _____
24. Have you used any drugs while in DEP? Yes or No **If yes did you inform your recruiter?** Yes or No When _____
25. Have you had any police involvement/drug usage/medical problems/dependents before you joined that you did not disclose when you enlisted? Yes or No **If yes, were you told by anyone not to disclose/hide information prior to joining?** Yes or No
26. Has your marital status changed since DEP in? Yes or No
27. Has your dependency status changed since DEP in? Yes or No
28. Do you have a High School Diploma? Yes or No
29. What school did you receive your diploma from? _____
30. What was/is your graduation date? _____
31. Have you given your recruiter a copy of your diploma and transcripts from High School or College? Yes or No
32. Do you currently have your original Social Security Card and Birth Certificate? Yes or No
33. Are you currently working? Yes or No
34. Have you given your job a 30-days' notice yet? Yes or No
35. Have you had or do you have any reservations about shipping to RTC? Yes or No

I would like to thank you for your time.

Notes that should be known by the Chain of Command:

Future Sailor Signature/Date

Recruiter Signature/Date

LPO/LCPO Signature/Date

DLCPO Signature / Date

CHAPTER 6
PROSPECTING PLANS

600. Prospecting Plans

1. LPO will create/update annually hot zip wk tic load sheet. That breaks down each recruiter's market to show what percent of their contracts come from each zip code based on the average contracts written by all services over the past 3 years. (See Exhibit 6.1).

2. Each recruiter will create a monthly planner with all known activity for the month to include which zip code will be prospected each day. Shall be submitted at the end of month (with EOM reports) for the following month (See Exhibit 6.2). See Exhibit 6.3a-c as example on how to build monthly prospecting plan.

3. Prospecting Plans are living documents that show the hour for hour, day to day activity of an NRS and Recruiter. Break down the weeks of the month and plan monthly and weekly activity based off of current pate (based on attaining goal by the 75% gate):

21 Appointments/ 9 Interviews Monthly
7 Appointments/ 3 Interviews Weekly

Front load activity to ensure goal is made by the 75% gate to prevent a banana curve.

4. Outlined below is the required documentation for expectation setting. All planner documentation should be drafted electronically in Microsoft outlook. Use Exhibit 6.4 as a guide.

a. On the first production day of each month, the activity for the month and first week will be placed at the very top of the calendar right under the calendar day.

Example: (Month = A:21/0 I:9/0) (Week = A: 7/0 I: 3/0)

b. On the second and all consecutive weeks, the activity required for the week will be listed at the top under the calendar day.

c. Daily required appointments and interviews will be documented in the 0800 time slot of the recruiters' outlook planner.

Example: (A = Req'd/Attn I=Req'd/Attn) (A:7/0 I:6/0)

* LPO's will monitor activity and make adjustments as needed

5. When expectations are established between LPO's and Recruiter, the Recruiter will ensure all specifics are documented on the planner.

a. Appointments and interviews will be documented on the planner using the applicant **last name, ED Code, and Lead Source (i.e. Williams 12L PD)** and highlighted based on the master category color code.

b. Rescheduled/Adjusted prospecting activity will be documented on the planner in the rescheduled time slot as follows:
RS=reschedule **(RS) 12 PH PWR-38001; (RS) 11S PH PWR Wilson HS; (RS) PDC 38001.**

c. Rescheduled/Adjusted appointments will be documented on the planner in the rescheduled time slot as follows: RS-12/04 Williams 12L PH highlight in Yellow.

Example: (RS=reschedule, 12/04=date of original scheduled appointment, Sampson=prospect last name, 12L =ED Code, PH=Lead Source).

d. The initial scheduled prospecting activity/appointment will remain listed in the original time slot. The recruiter will annotate the original prospecting activity/appointment as follows to reflect it was rescheduled:

Example: 12L PH PWR-38001 (RS-Date/Time)

Example: Sampson 12L PH (RS-Date/Time)

e. Any missed activity shall remain on calendar but create another event that actually happened in that time frame.

f. All no show appointments shall remain on planner but will be adjusted to reflect this.

g. Any adjustments made to the planner shall be made before the scheduled event.

h. Highlight all appointments in **yellow**. Once an interview has been conducted change the highlighted appointment the color **green** for all interviews conducted). Rescheduled appointments shall not be highlighted until the interview is completed. Prospecting should be highlighted in **orange**. Any Future Sailor activity should be documented in **red**. Any training scheduled on your outlook calendar should be in **purple**, DPR is **blue** and leave/liberty are **maroon**. All activity that was not done should be circled and adjusted to what was completed.

i. Each appointment on the planner shall include Applicants Last Name, prospecting mode used (PD, RN, WI, PH, etc.), education code (11S, 12L, etc).

Example: Givens/PD/12L

j. During phone prospecting, list the number of attempts, contacts and appointments (A/C/A) made during that time of prospecting.

Example: A/C/A
42/17/4

6. SOARS shall only be scheduled after pre-prospecting (Pre-Soar) of that SOAR has been accomplished. SOARS that are scheduled on the planner shall include tangible goals to accomplish during the SOAR.

Example: Hand out 20 business cards
Bring back 5 cards filled out
Hang 2 posters
Put out 2 RAD racks
Follow up with 1 COI
Develop 1 new COI
4 door knocks in 76655
etc.....

7. Upon completion of the SOAR the planner, Soar Folder, COI and RAD Tracker shall be updated with what was actually attained (ie. number of COI's, business cards handed out, posters hung, and appointments made). Posters, RAD racks, and COIs shall be tracked using the tracking sheet located in the SOAR binder.

8. Daily Production Reviews (DPRs) are to be conducted as an ongoing event by the LPO throughout the day to ensure the plan is effective. DPR's are to be documented on the planner in accordance with reference (a) Vol.1, CH 5. Use Exhibit 6.5 as a guide for adjustment to planner.

9. Each Monday from 1600-1800 will be documented on the planner as "NUC Blitz". This is a known activity requirement and a minimum of 100 attempts will be made by each recruiter.

10. Each Tuesday from 1600-1800 will be documented on the planner as "Female PH Blitz". This is a known activity requirement and a minimum of a 100 attempts will be made by each recruiter.

11. On a weekly and monthly basis recruiters are expected to attain the following:

- a. 2 classroom presentations per week.
- b. 100 surveys obtained by each recruiter per month.
- c. Every Wednesday will be focused on prospecting for NATS through high schools, junior colleges and on the phone.
- d. Referral prospecting twice a week.

NRS GULFPORT HOT ZIP WT LOAD

RECRUITER (A) - -72 - 35%

39503 - 43 = 60% West Harrison High School, Harrison Central High School
39507 - 15 = 21%
39501 - 14 = 20% Gulfport High School

RECRUITER (B) - 76 - 37%

39571 - 15 = 20% Pass Christian High School
39560 - 12 = 16% Long Beach High School
39574 - 11 = 15%
39577 - 9 = 12% Stone High School
39556 - 8 = 11% Hancock High School
39520 - 7 = 10% Bay St. Louis High School
39525 - 4 = 6%
39573 - 4 = 6%
39576 - 3 = 4%
39561 - 2 = 3%
39572 - 1 = 2%

RECRUITER (C) - 66 - 32%

39532 - 37 = 57% D'Iberville High School
39531 - 19 = 29%
39530 - 5 = 8% Biloxi High School
39540 - = 8%
39534 - 0 = 0%

May 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 39503	6 39503	7 39503	8 39507	9	10
11	12 39503	13 39503 DEP MEETING	14 39503	15 39501	16	17
18	19 39503	20 39503	21 39507 SHIPPER TO HOTEL	22 39501	23	24
25	26 MEMORIAL DAY 39503	27 39503	28 39507	29 39501	30	31

6.2



RECRUITER (A) Monthly Plan

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	A	B	
A	A	A	C	
A	A	B	C	
A	A	B	C	

Zip Codes	DOD 3Yr. Ave.	% of Recruiters Market	Number of Days per Month
A- 39503	43	60%	10
B- 39507	15	21%	3
C- 39501	14	20%	3

6-3-A

NRD New Orleans

"Powerhouse New Orleans"



RECRUITER (B) Monthly Plan

Monday	Tuesday	Wednesday	Thursday	Friday
A	B	C	E	
A	B	C	E	
A	B	D	F	
A	C	D	F	

Zip Codes	DOD 3Yr. Ave.	% of Recruiters Market	Number of Days per Month
A- 39571	15	20%	4
B- 39560	12	16%	3
C- 39574	11	15%	3
D- 39577	9	12%	2
E- 39556	8	11%	2
F- 39520	7	10%	2

4.3B

NRD New Orleans

"Powerhouse New Orleans"



RECRUITER (C) Monthly Plan

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	A	B	
A	A	B	B	
A	A	B	C	
A	A	B	D	

Zip Codes	DOD 3Yr. Ave.	% of Recruiters Market	Number of Days per Month
A- 39532	37	57%	9
B- 39531	19	29%	5
C- 39530	5	8%	1
D- 39540	5	8%	1
E- 39534	0	0%	0

6.3C

NRD New Orleans

"Powerhouse New Orleans"

		January 2016							February 2016						
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	January								1	2	3	4	5	6	7
7 ⁰⁰	February								8	9	10	11	12	13	14
8 ⁰⁰									15	16	17	18	19	20	21
9 ⁰⁰									22	23	24	25	26	27	28
10 ⁰⁰									29	30	31				
11 ⁰⁰															
12 ⁰⁰															
13 ⁰⁰															
14 ⁰⁰															
15 ⁰⁰															
16 ⁰⁰															
17 ⁰⁰															
18 ⁰⁰															

**January 31, 2016 -
February 06, 2016**

MONTH: A: 21/7 E: 15/6
WEEK: A: 7/7 E: 5/6

A: 3/2 E: 0/0

SCHOOL VISIT BONNABEL
HIGH SCHOOL
500 2 CLASS PRES. 1D, 1 COL, 1
NEW 115, 25 SURVEYS, 1 APPT

SCHOOL VISIT PENSACOLA HS
500 2 CLASS PRES. 1D, 1 COL, 1D
NEW 115, 1 APPT

SOAR 39501
100 2 CLASS PRES. 1D, 1 COL, 1D
NEW 115, 1 APPT

PH PWR LEADS, 115 70065,
PRE PENSACOLA HS
25 ATTEMPTS

PH PWR LEADS, 115 70065,
PRE PENSACOLA HS
25 ATTEMPTS

PH PWR BLITZ
100 ATTEMPTS, 1 APPT

CHAPTER 7
SMART SYSTEM

700. SMART System shall be maintained in accordance with the reference (a).

701. Station Territorial Map. A map of the stations' area of responsibility (AOR) must be large enough to post the entire territory in detail. A NAVCRUITSTA with both rural and metropolitan areas may require two maps to adequately represent the AOR. One map shall cover the entire territory and the second shall cover just the metropolitan area, but in more detail than the rural map. The geographic subdivisions used shall be large enough to permit meaningful analysis and obtain reliable market data. All this may be viewed on WebSTEAM. Data provided by STEAM, LEADS, and the DoD ASAD report is distributed by zip code so the territorial map must reflect zip code boundaries. NAVCRUITSTAs unable to access and use WebSTEAM shall use the following guidelines to develop a NAVCRUITSTA Territorial Map manually. Obtain a map of the NAVCRUITSTA for the SMART Board and outline the individual recruiter AOR and NAVCRUITSTA boundary in map tape or marker. Indicate the following locations:

Red Star: is NAVCRUITSTA. To indicate a Part-Time Office (PTO) print an "P" on top of the red star to identify the PTO on the territorial map. To indicate a Naval Reserve Center print "R" on top of the red star to identify the Naval Reserve Center.

Blue Star: is a High School. To indicate a NJROTC high school, print an "N" on the top of the blue star.

Green Star: Two Year College

Gold Star: Four Year College

Silver Star: Trade school/VOTECH (post high school) Use a 3 x 5 inch card affixed to the NAVCRUITSTA territorial map to explain the coding.

702. Station Territory Breakdown is the NRS territory broken down into areas equal to the number of recruiters assigned and further broken down into **SOAR Territories** on the map. Outline the individual recruiter areas of responsibility and NRS boundary in map tape or marker. Territorial Breakdown shall be documented using Exhibit 030201. There shall be a SOAR folder for every SOAR Territory on the territory map.

703. Goal Recap shall be updated monthly by the statistician. It displays a full scope of how each Division/Station faired each month. Goal Recaps are maintained in the SMART Board and retained current plus 2 years.

704. DEP Status Board is used to maintain a twelve-month rolling picture of the DEP Pool. As an individual enters the DEP, their name, high school, ship date, program information and recruiter's name is entered in grease pencil on the DEP Status Board. DEP referrals are also tracked for each DEP member. The DEP Status Board shall be placed in a prominent location visible to both applicants and DEP members. Information must be current and correct. The blocks at the top of the DEP Status Board shall be completed as follows:

SYTD WG TARGET: SYTD WG Target, IAW NAVCRUITCOMINST 1130.8J. The total number of Will Grads assigned as a target within the NAVCRUITSTA for the present school year. This number shall be a percentage of your total 11s market and assigned by the CR. To get your SYTD WG Target take your Male Seniors from WebSTEAM and multiply it by 2 then multiply that number by .0025. **Example: 1870 x 2= 3740 x .0025= 9.35 so this stations SYTD WG Target will be 9.**

12L male Future Sailors shall be placed on the DEP status board in Black.

11S Future Sailors shall be placed on the DEP status board in Blue.

All Females shall be placed on the DEP status board in Red.

All NSW/NSO Sailors shall be placed on the DEP Status Board in Green.

When a 11s graduates and you receive his/her diploma the ship date is to be changed to black.

SYTD WG Attained: Total number of Will Grads attained for the present school year.

DEP Accessions: Number of new contracts to date for current month. This is a gross number.

Total DEP: Total number of individuals in the DEP pool. This number shall match your total DEP Report in R-Tools and number of DEP folders.

705. DEP PQS Board shall be updated at the end of every month, organized into a DEP division, and signed and dated by Future Sailor DEP upon completion of meeting training. DEP PQS Board should be laminated and posted in the stations in plain view for Future Sailors. DLCPO/DIVO will review and initial DEP PQS Board monthly.

706. DEP Photo Board shall be updated whenever a Future Sailor DEP's in or ships off into the Navy. The photo shall be colored and affixed to the NAVCRUIT 1133/60 form. The photo shall be standardized with the Future Sailor in the DEP shirt and American Flan in the background.

707. Recruiter PQS Tracker shall be updated at the end of every month from LPO's and DLCPO's who will be tracking recruiter's and LCPO's/LPO's progress on PQS board's qualifications. The board should be signed/initialed by the DLCPO monthly.

CHAPTER 8
ENLISTED/OFFICER DELAYED ENTRY PROGRAM (FUTURE SAILOR SERVICE RECORDS)

800. ENLISTED DELAYED ENTRY PROGRAM

1. Every member of the Delayed Entry Program shall have an individual Future Sailor Service Record.

2. Each Future Sailor Service Record shall be maintained until graduation from RTC.

3. Each Future Sailor Service Record will be a 6 part folder and shall contain the following information using the attached sheets. Do not add any extra items to the record unless authorized by the Commanding Officer. No other format is authorized:

- a. Future Sailor Service Record cover sheet (Exhibit 8.1).
- b. Section 1 (Exhibit 8.2)
 - (1) 72 Hour Indoc
 - (2) 72 Hour Recert
 - (3) Initial Mentoring (IMC) Recert
 - (4) Hold Harmless Agreement
 - (5) Drug Modules (Answer Sheet Only)
- c. Section 2 - (Exhibit 8.3)
 - (1) DEP Recertification (Exhibit 8.4). Label bottom of recerts as 72 hour/IMC/DEP MENTOR/30 DAY/ETC and highlight in yellow.
 - (2) Initial Whiteboard
- d. Section 3 (Exhibit 8.5) - Enlistment Contract
- e. Section 4 (Exhibit 8.6)

- (1) Copy of Beers Docs (Stamped as Certified True Copy)
 - (2) Copy of Release of Information
 - (3) SF-86
 - (4) Blank PRC
- f. Section 5 (Exhibit 8.7)
- (1) SAPR D PG 13
 - (2) Start Guide PG 13
 - (3) Frat Pg 13
 - (4) Start Guide PQS
- g. Section 6 (Exhibit 8.8)
- (1) DEP Action Request - (Blank forms are not necessary. Retain current copy until completed copy has been received.)
 - (2) 5305's - (Blank forms are not necessary. Retain current copy until completed copy has been received.)
 - (3) NIDT Documents

PRINT THE SHEETS AND USE THEM AS COVER SHEETS FOR EACH SECTION STARTING WITH THE FRONT OF THE FOLDER.

DEP TRAINING FOLDER CHECKLIST

NAME: (LAST NAME, FIRST NAME, MIDDLE NAME)		DEP DATE:	SHIP DATE:
PROGRAM:	AFQT	EDUCATION LEVEL	RECRUITER
FOLDER REVIEW (Initial During Station Visit):			
CO: _____ XO: _____ CMC: _____ R-OPS: _____ CR: _____ ACR: _____ LCPO: _____			
Date: _____			
SECTION	FORMS AND DOCUMENTS		
1	<input type="checkbox"/> 72 HOUR INDOCTRINATION *		
	<input type="checkbox"/> HOLD HARMLESS AGREEMENT		
	<input type="checkbox"/> NAVY ZERO TOLERANCE DRUG TRAINING MODULES*		
2	<input type="checkbox"/> DEP RECERTIFICATIONS (30 DAY, 7 DAY, 24 HOUR)*		
	<input type="checkbox"/> INITIAL WHITEBOARD		
3	<input type="checkbox"/> ENLISTMENT CONTRACT		
4	<input type="checkbox"/> BEERS DOCUMENTS		
	<input type="checkbox"/> RELEASE OF INFORMATION/SF-86		
	<input type="checkbox"/> BLANK POLICE REPORT CHECK (DD FORM 369)		
5	<input type="checkbox"/> SAPR-D page 13		
	<input type="checkbox"/> START GUIDE page 13		
	<input type="checkbox"/> FRATERNIZATION page 13		
6	<input type="checkbox"/> DEP ACTION REQUESTS (DARS*)		
	<input type="checkbox"/> DEP REFERRAL REPORTS (NAVCRUIT 5305/1)*		
	<input type="checkbox"/> NON-INSTRUMENTED DRUG TEST (NIDT) DOCUMENTS*		
* = REQUIRES A CORRESPONDING ENTRY IN RTOOLS			

AFFIX THIS CHECKLIST TO THE FRONT COVER OF THE DEP FOLDER

PRIVACY ACT NOTIFICATION

This Folder contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions.

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

SECTION 1 DOCUMENTS

- * 72 HOUR INDOC
- * 72 HOUR RECERT
- * INITIAL MENTORING (IMC) RECERT
- * HOLD HARMLESS AGREEMENT
- * DRUG MODULES (ANSWER SHEET ONLY)

CONGRATULATIONS!!!

SECTION 2 DOCUMENTS

***DEP RECERTS**

- PLACE MOST RECENT RECERT ON TOP.
- EACH FUTURE SAILOR MUST HAVE 2 RECERTS PER MONTH:

- 1 DEP MEETING RECERT
- 1 DEP MENTORING CONTACT RECERT
- 30 DAY/7 DAY/24 HOUR RECERT REQUIRED

- INITIAL WHITEBOARD

DELAYED ENTRY PROGRAM (DEP) RECERTIFICATION UNITED STATES NAVY "HONOR, COURAGE, COMMITMENT"		
		DIRECTIVE: COMNAVCUITCOMINST 1130.8
PRIVACY ACT STATEMENT		
AUTHORITY: 10 U.S.C. 133, 275, 503, 504, 508, 510, 672, 1071-1087, 1168, 1169, 1475-1480, 1553, 5013; and E.O. 9397 (SSN).		
PRINCIPAL PURPOSES: To provide recruiters with information concerning personal history, education, professional qualifications, mental aptitude, and other individualized items which may influence the decision to select or non-select an individual for enlistment or commission in the U.S. Navy, to provide historical data for comparison of current applicants with those selected in the past, and to provide delayed entry personnel with training modules and allow DON officials to use the Navy Applicant Management Information System (NAMIS) to conduct surveys and administer on-line screening tool that identify whether the delayed entry personnel qualify for special operations programs and other high-priority programs.		
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Merchant Marine personnel, and to other departments and agencies of the Executive Branch of government in the performance of their official duties related to the management of quality military recruitment as published in the Federal Register.		
DISCLOSURE: Disclosure is voluntary; however, failure to provide the requested information may prevent enlistment in the U.S. Navy.		
<input type="checkbox"/> 72 Hour Indoctrination <input type="checkbox"/> Monthly & 30 Days Prior to Shipping <input type="checkbox"/> 7 Days Prior to Shipping		
NAME: (LAST NAME, FIRST NAME, MIDDLE NAME)		
DEP Date	Ship Date	Enlistment Paygrade
Enlistment Program:		Other Guarantees
The following questions must be answered honestly in order to ensure your enlistment records are accurate. Failure to provide truthful responses to the questions below and applicable information to your recruiter may result in your loss of enlistment eligibility or loss of enlistment guarantees.		
		INITIALS
WHILE IN THE DELAYED ENTRY PROGRAM HAVE YOU:		YES NO
1. Have you been charged, cited, detained, questioned, or arrested for any law or civil violation? This includes but is not limited to parking tickets, speeding, or other violations.		
2. Have you spoken to a police officer for any reason while in DEP?		
3. Have you been or do you have to go court for any reason?		
4. Do you have any outstanding court payments? Traffic, Civil, or Child Support.		
5. Have you had any illnesses or injuries that have not been seen by a doctor? Have you taken any medication for any reason?		
6. Have you had any illness or injuries that could limit your ability to perform physical exercise or could be aggravated by participating in recruit training activities?		
7. Have you used marijuana, inhaled any vapors, or taken any other illegal drugs since you joined the Delayed Entry Program?		
8. Have you had a change in your marital status or the number of dependents?		
9. Have you given your current employer notice of your shipping date to enter the Navy?		
10. Have you moved, changed your address, or changed your phone number?		
11. Have you or an immediate family members traveled outside of the United States?		
12. Have you had any problems or changes in educational status? This includes being at risk to fail any classes you're currently attending or being absent from school more than five days this academic period.		
13. Have you gotten any tattoos, body markings, piercing, or any other type of body art while in DEP?		
NAVCRUIT 1133/62 (Rev 2-2013) FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE Page 1 of 2		

DELAYED ENTRY PROGRAM (DEP) RECERTIFICATION							
The following questions must be answered honestly in order to ensure your enlistment records are accurate. Failure to provide truthful responses to the questions below and applicable information to your recruiter may result in your loss of enlistment eligibility or loss of enlistment guarantees.						INITIALS	
WHILE IN THE DELAYED ENTRY PROGRAM HAVE YOU (Continued):						YES	NO
14. Have you had any change in your financial debt status?							
15. Has your child's custody status changed?							
16. Females - is there a possibility of you being pregnant?							
17. Males - have you been told by any person that you are the father of any born or unborn child?							
DEP-IN:	Height	Weight	Max Wt	BF%	Neck	Waist	Hips
PRESENT:	Height	Weight	Max Wt	BF%	Neck	Waist	Hips
Drug Module's	Complete	<input type="checkbox"/>	Date	_____			
30 Day NIDT	Complete	<input type="checkbox"/>	Date	_____	Results: Positive	<input type="checkbox"/>	Negative <input type="checkbox"/>
24 Hour NIDT	Complete	<input type="checkbox"/>	Date	_____	Results: Positive	<input type="checkbox"/>	Negative <input type="checkbox"/>
DEP PQS	Complete	<input type="checkbox"/>	Date	_____			
Faces of Navy Bootcamp Video	Complete	<input type="checkbox"/>	Date	_____			
FUTURE SAILORS NAME: (LAST NAME, FIRST NAME, MIDDLE NAME)							
Future Sailor Signature / Date				Recruiter Signature / Date			
_____				_____			
				NAVCRUITSTA _____			
Reviewed by LPO/LCPO / Date							

NAVCRUIT 1133/62 (Rev 2-2013) FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE Page 2 of 2							

SECTION 3 DOCUMENTS

***ENLISTMENT CONTRACT**

SECTION 4 DOCUMENTS

- *COPY OF BEERS DOCS (STAMPED CERTIFIED TRUE COPY)**
- *COPY OF RELEASE OF INFORMATION**
- *SF-86**
- *BLANK PRC**

SECTION 5 DOCUMENTS

- * SAPR D PG 13**
- * START GUIDE PAGE 13**
- * FRATERNIZATION PG 13**
- * START GUIDE PQS**

SECTION 6 DOCUMENTS

- * DEP ACTION REQUEST (IF REQUIRED)**
- * 5305's (IF REQUIRED)**
- * NIDT DOCUMENTS**

BLANK DAR'S AND 5305'S ARE NOT REQUIRED