



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

NAVCRUITDISTNOLAINST 1150.2E

30

30 Jun 2014

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1150.2E

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: NAVY RECRUITING DISTRICT (NRD) NEW ORLEANS PROCEDURES FOR ADMINISTRATION OF THE HOMETOWN AREA RECRUITING PROGRAM (HARP), OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP), SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM (SEMINAR), AND BLUEJACKET HOMETOWN AREA RECRUITING PROGRAM (BJHARP)

Ref: (a) BUPERSINST 1150.1C

Encl: (1) NAVPERS 1070/613
(2) NRD New Orleans Personnel Database Input

1. Purpose. To provide procedures established by reference (a), for NRD New Orleans Recruiting Stations, Officer Program's personnel and support staff in administration of HARP, OHARP, BJHARP and SEMINAR programs.

2. Cancellation. NAVCRUITDISTNOLAINST 1150.2D.

3. Background. HARP, OHARP, BJHARP and SEMINAR are programs which utilize the particular talents of selected individuals to help recruit quality individuals from various communities.

4. Procedures.

a. Individuals reporting to NRD New Orleans in a HARP, BJHARP or SEMINAR (E-6 - E-9) status, will check-in with the Leading Petty Officer (LPO) of the station to which they have been ordered (CW02/0-6 follow OHARP procedures). The LPO will endorse the individual's orders and provide a copy to Admin that day. The LPO will notify the Divisional Leading Chief Petty Officer (DLCPO), Division Officer (DIVO), Recruiting Operations Officer (R-OPS) and the Chief Recruiter (CR) via the Delayed Entry Program Coordinator (DEPCO) if the applicant does not meet appearance or productivity standards. The R-OPS will determine whether the participant will be terminated.

b. When an individual reports to NRD New Orleans in an OHARP status they will check-in with the LPO, Divisional LCPO, DIVO and R-OPS in person if within the local area or via telephone if outside the local area prior to being assigned to the OPS department or to a DIVO. The DIVO will notify R-OPS if the member does not meet appearance or productivity standards. The Commanding Officer (CO) will determine whether the participant will be terminated.

c. Before HARP, BJHARP, OHARP and SEMINAR members leave, forward a copy of endorsed orders to Admin.

d. Upon check out, Admin will provide a page 13.

e. The R-OPS or DIVO will endorse the individual's orders and provide a copy of the following to the Admin Officer:

- (1) Orders
- (2) PG-2
- (3) SGLI
- (4) IA and PII training certificates
- (5) Database Input sheet (Enclosure 2)

5. Awards. A Commanding Officer's Letter of Appreciation, a Commander, Navy Recruiting Command Letter of Commendation, or a Navy and Marine Corps Achievement Medal may be awarded for significant special achievement, per reference (a). Recommendations for an award will be made by the DLCPO or DIVO via the R-OPS to the CO.

6. The HARP, OHARP, BJHARP and SEMINAR program is an exceptional opportunity for individuals to promote positive awareness of Navy opportunities in the civilian community. Every effort is to be made to ensure that these individuals are made a productive member of the New Orleans TEAM.

/s/
C. A. STOVER

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NAVCRUITDISTNOLAINST 1150.2E
30 Jun 2014

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 07-06)
S/N: 0106-LF-132-8700

SHIP OR STATION:

NRD NEW ORLEANS

SUBJECT:

PERMANENT TEMPORARY

AUTHORITY (IF PERMANENT)

BUPERSINST 1150.1C

HARP, OHARP, BJHARP, SEMINAR DUTY (CIRCLE ONE)

This is to certify that _____ reported to _____ for HARP, OHARP,
(Rank First MI Last) (Station Name)
BJHARP, SEMINAR duty on _____ and successfully completed this duty on _____
(Date) (Date)

PS2(SW/AW) DIXON
CPC, USN

NAME (LAST, FIRST, MIDDLE)

SOCIAL SECURITY NUMBER

BRANCH AND CLASS

USN

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

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Enclosure (1)

NRD New Orleans Personnel Database Input

"For Official Use Only. Protected Under the Privacy Act of 1974"

LAST NAME	FIRST NAME	MI	RATE/RANK	DESIGNATION	
SSN	DOD ID#	DEPT	WORK PHONE		
BILLET	STATION	DIVISION	WORK CELL		
REPORT DATE	PRD mmm/yyyy	DOB	EAOS		

HOME ADDRESS

CITY	STATE	ZIP

ETHNICITY

Hispanic
Not Hispanic

PARISH/COUNTY	PERSONAL EMAIL

RACE

Caucasian(White)
African American(Black)
Asian Pacific Islander(API)
Other

HOME PHONE	CELL PHONE

SPOUSE	DEPENDENTS:	DOB dd/mmm/yy	SPOUSE EMAIL
CHILD 1			
CHILD 2			SPOUSE CELL
CHILD 3/4			

I AUTHORIZE THE COMMAND OMBUDSMAN TO CONTACT MY SPOUSE _____ INITIAL

GSA/OSA: Were you previously on an IA/GSA/OSA assignment? (YES/NO)

LOCATION (RETURN DATE)

EVACUATION CONTACT INFORMATION:

If required to evacuate, provide PRIMARY/SECONDARY address and phone number where you expect to evacuate to:

EVACUATION ADDRESS (PRI)	EVACUATION CITY		
EVAC HM PHONE	EVAC CELL PHONE	STATE	ZIP

EVACUATION ADDRESS (SEC)	EVACUATION CITY		
EVAC HM PHONE	EVAC CELL PHONE	STATE	ZIP

The above information is current and accurate as of this date. I will notify the NAVCRUITDIST New Orleans Admin Office in case of any changes.

SIGNATURE: DATE