



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1320.1D
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19 May 2015

NAVCRUITDISTRICT NEW ORLEANS INSTRUCTION 1320.1D

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: COMMANDING OFFICER'S STANDING ORDERS

Ref: (a) COMNAVCRUITCOMINST 1130.8J
(b) COMNAVCRUITCOMINST 1131.2F
(c) COMNAVCRUITCOMINST 5400.1H
(d) OPNAVINST 3500.39C

Encl: Navy Recruiting District New Orleans Working Hours Policy

1. Purpose. To supplement references (a) through (d) and provide specific guidance and policies for recruiting at NRD NEW ORLEANS.

2. Cancellation. NAVCRUITNOLAINST 1320.1C

3. Action. The Standing Orders contained herein provide specific guidance for NRD NEW ORLEANS. This guidance shall be interpreted as a lawful order. We will achieve mission on a continuous basis through living up to the Sailor's Creed, Navy Core Values and strong leadership at every level. Each Sailor, Federal civilian and contractor has a critical role in ensuring the success of this command. All personnel shall read and adhere to these standing orders. Documentation of this reading and understanding shall be recorded in training jackets upon initial check-in and at least semi-annually thereafter (every January and July).

4. Policy.

a. Command Philosophy. Execute the Mission! Communicate! Use teamwork! and maintain Integrity!

(1) **Command Mission**. Recruit the best men and women for America's Navy to accomplish today's missions and meet tomorrow's challenges.

(2) **Communicate**. Ideas must flow seamlessly among our peers, subordinates, superiors, and to family members. Only through open flow of communications can trust, respect, and understand be achieved.

(3) **Team work**. Being committed to our recruiting team is needed in order for us to be successful in executing our recruiting mission. Every recruiter and their family member is a part of the POWERHOUSE team.

(4) **Integrity**. Acting on what is right without expecting anything in return. Our culture's integrity is strengthened by each member living and operating by our Navy's core values.

Live by our Navy's Core Values:

(5) **Honor** (Integrity, responsibility, accountability), **Courage** (Do the right thing, for the right reasons) and **Commitment** (To our Mission, to our NRC Team, to our Nation).

Be Safe! Be Ready!

b. **Operations.**

(1) The Command Duty Officer will open and secure Building 192 on NAS/JRB New Orleans in accordance with the Command Duty Instruction.

(2) **Operational Risk Management (ORM).** Every Sailor shall use ORM throughout their daily activities. ORM is not just for high risk evolutions. Reference (d) discusses ORM and its principles.

(3) **Driving hours.** Driving is the most hazardous thing that we do in recruiting. No one individual shall drive more than 8 hours in a normal day. Exceptions to this can be approved by the Operations Officer with an in-depth ORM analysis as a briefed item during the request.

(4) **Domicile to Duty.** The use of Government vehicles is a privilege and not a right. The authority to authorize Domicile to Duty is delegated to the DIVO for each Division personnel. For headquarters personnel, the cognizant Department Head holds the authorization. Department Heads, and key principles have authority to use Domicile to Duty, but must inform the Executive Officer prior to its use.

c. **Delayed Entry Program Action Request (DAR).**

(1) A DAR will be submitted recommending appropriate action within 24 hours of any of the following:

(a) A Future Sailor fails to make contact for two consecutive weeks (Info DAR).

(b) A Future Sailor (other than 12L) has dropped out of school (Discharge DAR).

(c) Any issue is raised that affects a Future Sailor's ability or eligibility to ship (Discharge, Informational, Rollout as appropriate).

(d) Whenever a Future Sailor is within five pounds (5lbs) of max body weight "And/or",

(e) Whenever a sailor is at or above 20% body fat (male) or 31% body fat (female) (Info DAR).

Note: Liberal use of Info DARs is encouraged. Communications within the Chain of Command will reduce the number of in month attrites.

d. **DEP meetings.** DEP meetings are held at the discretion of the DLCPO and Division leadership.

(1) Future Sailors shall be weighed at each DEP Meeting. The Recruiter or LPO shall observe the weigh-in and initial next to the block on the DEP recertification.

(2) The DEPCO shall track all DEP meetings on the Outlook Master District Calendar in order to maintain CO/XO/CMC/CR visibility.

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(3) Annual DEP meeting schedules shall be immediately relayed to the DEPCO and will be approved by the Chief Recruiter or above.

5. Summary. No guidance is all-encompassing. I have provided these Standing Orders to better identify the areas where the command must be successful in order to continue to enjoy success in this difficult recruiting environment. In cases not addressed above please contact your Chain of Command for further guidance. In a time critical environment and in the absence of direct guidance, use your most professional judgment. Finally, at no time during your tour in NRD New Orleans or in the Navy should you sacrifice your integrity, career or your personal safety for mission accomplishment.

/s/

C. A. WYNTER

Distribution List:

Electronic only, via

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

NAVY RECRUITING DISTRICT NEW ORLEANS WORKING HOURS POLICY

1. Purpose. To publish guidelines and procedures for working hours for Navy Recruiting District New Orleans military personnel.
2. Background. Working hours are under the cognizant authority and responsibility of the Commanding Officer.
3. Action.
 - a. Headquarters/MEPS.

(1) Normal working hours for HQ personnel are from 0800 to 1700.

Note 1: At no time will civilian or contract personnel start their workday prior to 0600.

Note 2: Civilian Compensatory time shall be approved by the Commanding Officer prior to execution. All Comp Time will be used as soon as possible in order not to carry over from quarter to quarter.

Note 3: Department Heads have discretion to modify individual working hours to ensure mission accomplishment and personal Quality of Life (e.g., Open MEPS to process shippers).

Note 4: If HQ/MEPS personnel are required to work past 1800, Monday through Thursday, a request shall be forwarded up the chain of command from the Department Head (DH) to the Executive Officer (XO) for approval. The DH will log, track and report all approved requests to the Commanding Officer via the Executive Officer weekly, NLT 1200 Friday each week.

- b. Working hours Navy Recruiting Stations.

(1) Monday - Tuesday, 0900 - 1800. (**see Note 1**)

(2) Wednesday, 0900 - 1800. (**see Note 2**)

(3) Thursday, 0900 - 1800.

(4) Friday, 0900 - 1700.

(5) Saturdays (Approved ONLY by the Commanding Officer)

(6) Sundays (Approved ONLY for transportation of Applicant/Future Sailor to MEPS Hotel (**see Note 3**))

Note 1: If required activity on Nuke/Female blitzes is not achieved by 1800 (M-T), then recruiters are authorized to work up to, but no later than (NLT) 2000. The DIVO will log and track all activity beyond 1800. Reporting those activities to the operations officer and CO weekly.

Note 2: Command organized Physical Training (PT) in the proper Navy PT Uniform will be conducted by ALL military personnel from 0700-0800 on Wednesday. Division Officers (DIVO) and Division Leading Chief Petty Officers (DLCPPO) have the discretion to conduct either Divisional PT or Station PT.

Note 3: If a recruiter is required to transport an Applicant/Future Sailor to the MEPS Hotel on a Sunday, the recruiter WILL be compensated for that time within the upcoming work week.

Note 4: Work days for Sailors shall not exceed 12 hours without the permission of the Commanding Officer or Executive Officer. In no case should a Sailor be expected to work more than 12 hours in a 24 hour period. DIVOs and DLCPOs shall notify the Commanding Officer if someone is going to break the 12 hour day limit.

4. Policy. No NRD New Orleans Personnel will work past 2000 nor will anyone be authorized to work Saturdays **without the Commanding Officer's permission and prior approval.**

*** EXCEPTIONS TO THE WORKING HOURS POLICY:**

- (1) DEP Meetings
- (2) Applicant/Future Sailor transportation to MEPS hotel
- (3) CDO duties
- (4) Navy awareness/City Outreach events