



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

NAVCRUITDISTNOLAINST 1500.4C  
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7 Apr 2014

NAVCRUITDISTNOLAINST 1500.4C

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: TRAINING PROGRAM POLICY AND PROCEDURES FOR NAVY  
RECRUITING DISTRICT NEW ORLEANS

Ref: (a) Annual NAVCRUITCOM ORIENT Unit Training Schedule

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

(b) Navy Learning and GMT Website

<https://www.nko.navy.mil>

(c) OPNAVISNT 1500.22

(d) SECNAVINST 5040.3A

(e) OPNAVINT 1740.3C

(f) NAVPERS 15878

(g) COMNAVCRUITCOMINST 1000.3C

(h) COMNAVCRUITCOMINST 1136.2Q

(i) COMNAVCRUITCOMINST 4400.1D

(j) COMNAVCRUITCOMINST 1130.8J

(k) COMNAVCRUITCOMINST 1131.2E

(l) COMNAVCRUITCOMINST 5400.2E

(m) COMNAVCRUITCOMINST 1140.3G

(n) COMNAVCRUITCOMINST 5040.2R

(o) COMNAVCRUITREGEASTINST 5040.1

(p) DoD Instruction 1000.04 of 13 Sep 2012

(q) Delayed Entry Program (DEP) Recruiter Meeting Guide  
(DEP Tool Kit)

(r) CPO 365 Training Program

<http://www.365chief.com/365-development-guide.html>

Encl: (1) Command Training Plan Minimum Requirements  
(2) Command Indoctrination Checklist  
(3) Training Syllabus (NAVCRUIT 1500/2)  
(4) On the Job Training (OJT) Syllabus (NAVCRUIT 1500/9)  
(5) Desired/Optimum Training Sequence for Navy  
(6) Whiteboard Grading Sheet  
(7) Training Record Spot-Check  
(8) Departmental/Division Training Muster  
(9) CPO 365 Training Schedule  
(10) Instructor Led Training and NKO Training Schedule  
(11) Division/Department in the Spotlight (DITS) Schedule

1. Purpose. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation: NAVCRUITDISTNOLAINST 1500.4B

3. Background. ENRO and NRLA provide orientation to the basic skills of the Enlisted and Officer Recruiters. NORU's formal classroom training is followed by a sound training program at the Navy Recruiting District (NAVCRUITDIST) and is based on quality Command indoctrination and a timely Recruiter Development Board (RDB). The initial training phase concludes with a successful Personnel Qualification Standards (PQS) Board which provides personnel with a good foundation for recruiting. Training continues with meaningful demonstration of PQS criteria, ongoing leadership, professional development training, and skill-based, production-related training. The field provides the most effective environment to practice and refine those skills initially learned in the classroom. Supervisors must be the subject matter experts and therefore a primary source for this training in the field. The Executive Officer (XO) is responsible for implementing, monitoring and evaluating the training program. References (f) through (m) provide additional training resources and guidance to support the NAVCRUITCOM mission.

4. Policy.

a. Scheduling Training. Enclosure (1) contains the minimum requirements for implementing the NRD New Orleans Training Program Schedule. It includes the required formal training topics with dates for delivery (+/- 30 days acceptable) for all NRD New Orleans departments. The NRD New Orleans training program shall include the departmental training requirements of enclosure (1) plus:

- (1) Professional Training
- (2) Personnel Qualification Standard (PQS)
- (3) Recruiter Development Board (RDB)
- (4) Command Indoctrination

- (5) General Military Training (GMT)
- (6) On-the-Job Training (OJT)
- (7) In-rate Training
- (8) Sales Training
- (9) Required Annual Training
- (10) Social Media

b. Responsibilities.

(1) The NAVCRUITDIST Executive Officer (XO) is responsible for ensuring all training Command Indoctrination, on-the-job (OJT), follow-up, VALOR, in-rate and required annual Training is properly planned, accomplished, and documented as applicable in enclosures (1) through (11) and in the Fleet Training Management and Planning System (FLTMPS). The NAVCRUITDIST XO shall tailor the training program to include local requirements.

(2) NAVCRUITDIST Department heads shall be proactive in identifying and providing training to correct and identify weaknesses. Emergent weaknesses shall be identified and trained to monthly.

c. Command Indoctrination. Proper indoctrination sets the tone for an entire tour in recruiting. Indoctrination training is instrumental in familiarizing reporting personnel with the organization, procedures, and policies of the command at all levels. Per reference (c) Command Indoctrination training shall be completed within 30 days of reporting and documented using enclosure (2). The original Command Indoctrination checklist shall be included in the Command Training File, with a copy provided to the Individual's Training Record IAW administrative requirements.

(1) The NAVCRUITDIST Administrative Officer (AO) shall ensure indoctrination training is entered in the service member's record on a NAVPERS 1070/613.

(2) The NAVCRUITDIST Command Trainers shall ensure all recruiting personnel have a Defense Connect Online (DCO) account upon check-in.

d. Formal Training. NAVCRUITDISTs shall conduct formal training to include Professional Training and General Military Training (GMT), Personnel Qualification Standards (PQS) and Virtual Training (VT).

(1) Professional Training lesson materials are available electronically via the NAVCRUITCOM ORIENT UNIT Web site per reference (a).

(2) GMT subjects, with applicable Instructor Guides, can be found in reference (b).

(3) Personnel Qualification Standards (PQS). PQS training is provided by NAVCRUITCOM N7 to assist in the completion of various recruiting qualifications. While this training may fulfill the discussion requirements it does not fulfill the demonstration requirements or NAVCRUITDIST leadership responsibilities for training and qualifying their personnel. Each completed section shall be recorded in the recruiter's training jacket.

(4) Virtual Training. NAVCRUITCOM N7 provides virtual training (VT) via Defense Connect Online (DCO) on a variety of recruiting topics every month. A monthly VT schedule is published by NRC\_ELEARNING [nrc\\_elearning@navy.mil](mailto:nrc_elearning@navy.mil) via email to all Executive Officers and Command Trainers at the end of each month. The schedule is also accessible electronically via the Recruiting Quarterdeck Web site: <https://rq.cnrc/navy.mil/Default.aspx/> via the "one Stop Shop" on the first page of the RQ. NAVCRUITDISTs are encouraged to request virtual training specific to NRD/Division needs and N7 will coordinate, develop and provide the virtual training during requested time frames.

e. Informal Training. Many training topics lend themselves to training during the Daily Production Review (DPR) and other informal training settings (e.g., shared personal experiences, lessons learned or best practices, coaching mentoring, etc.). It is the responsibility of the trainer, trainee, and chain of command to ensure informal training is documented.

f. On-the-Job Training (OJT). OJT is a form of training where an individual is shown how to perform a certain task and given an opportunity to perform the task while being observed by the trainer. The following steps are provided in conducting effective OJT:

(1) Identify specific individual weaknesses or strengths during Daily Production Reviews or direct observation of a performance deficiency.

(2) Document a detailed plan with solutions and/or corrective actions on the training syllabus. Use enclosure (3) or enclosure (4). Documentation shall include specific details regarding actions the individual must take to correct the deficiencies. It shall be a stand-alone document to be used as a reference by the individual with sufficient details to refer to in the future. Simply identifying the deficiency on the syllabus is not appropriate, as it does not provide the trainee the needed tools for long-term improvement.

(3) After completion of the training session, follow-up training is required. A date must be agreed upon and documented on the training syllabus. This training must be scheduled on the Recruiter, Station, LCPO, DLCPO, DIVO, ACR, CR, or R-OPS planner as applicable. The following is a sample planner entry on March 10: F/U w/BM2 Smith on social media, see log dated 1 February.

(4) Follow-up documentation shall be captured on the original training syllabus or on a new training syllabus if additional space is needed with a clear reference to the original training.

g. Value-Oriented (VALOR) Sales Training. Ongoing formal and informal VALOR training is vital to sustaining NAVCRUITCOM production in addition to the Navy's future total force. VALOR

focuses on the unique value of the Navy to the Prospect. If conducted properly, the results will yield a competitive advantage for the Navy. The NAVCRUITDIST Executive Officer has the primary responsibility for ensuring a viable, ongoing VALOR training program exists within the entire NAVCRUITDIST. The VALOR Continuous Learning System (CLS) provides sustainment/enhancement training for officer and enlisted production recruiters, officer processors, and classifiers. Enclosure (1) lists the minimum required VALOR training for production/processing personnel. VALOR 1 CLS and the "Main Things" are available on the Training and Quality Assurance Department's (N7) department page located on the NAVCRUITCOM Recruiting Quarterdeck, accessible electronically via: <https://rq.cnrc.navy.mil/Default.aspx/>. Each production recruiter, officer and enlisted, shall conduct a monthly graded Whiteboard Grading Sheet and record results on enclosure (6).

h. In-Rate Training. Preparation for advancement examinations is a continual process for which an individual is responsible. Reference (1), Article 1107 provides minimum requirements for all personnel.

i. National Training for Recruiters. N7 offers national courses for LPO/LCPOs, DLCPO/DIVOs and Medical Recruiters. For currently scheduled courses contact the N7 Chief Recruiter (CR). To request a course for your NRD, submit and Encl 8 through your Region CR. Enclosure (5) is the optimal training sequence for Navy Recruiting personnel.

j. Required Annual Training. NRD New Orleans Leadership (CO, XO, CMC, and Department Heads) must receive and document all required annual training. This training can be accessed via Navy Knowledge Online (NKO) at <https://www.nko.navy.mil/portal/home/> or DoD's Standards of Conduct Office website at <http://dod.mil/dodgc/> or the NAVCRUITDIST CAT and CTT or CMEO or Government Travel card website at <http://www.naysup.navy.mil/ccpmd/travelcard/training>, and Privacy Act at <http://privacy.navy.mil.training.index.asp>. This training includes, but is not limited to:

- (1) Ethics Training

- (2) Privacy Act Training
- (3) Information Assurance Awareness Training
- (4) Trafficking in Persons Basic Awareness Training
- (5) ATFP Level I Awareness Training for Service Members
- (6) Prevention of Sexual Harassment Training
- (7) Prevention of Fraternization Training
- (8) Equal Opportunity Refresher Training
- (9) Navy Pride and Professionalism

k. Training Documentation.

(1) Individual Training Records. Shall capture all formal, informal, follow up, OJT, command indoctrination, completed PQS module training and all other professional, GMT, VT, follow-up and/or VALOR training.

(a) At a minimum, each Individual Training Jacket shall include copies of enclosures (2), (3), (4), (6), and (7), PQS qualification sheets, Tabs D and E from the member's RDB per reference (k) if applicable (including CRF, Officer Recruiters and Classifiers), RDB POA&M (if RDB is deemed UNSAT), designation letters, and copies of all training certificates.

(b) Should be used as a library of training resources, where an individual may refer to previously-received training to refresh skills.

1. Documentation of training shall never be one-liners or titles of training given, for such actions do not meet the intended purpose of the training jacket.

2. The individual receiving training and the individual conducting the training shall verify the training was completed by initialing the "Entry By" block or a signature after completion of the training.

(c) Individual Training Records shall be reviewed during routine station visits, inspections, training assist visits, and/or boards using page 2 of enclosure (7).

(2) Quarterly Individual Training Record Review.  
NAVCRUITDIST Departments shall ensure all training jackets are reviewed quarterly by a member of the chain of command, at least one level higher than the member documenting the training using enclosure (7). All entries on enclosure (7) shall be initialed and dated by the individual conducting the spot-check. To ensure an individual other than the person documenting the training conducts training jacket reviews, the review shall be conducted in compliance with the information provided in Table 1.

Training Record	Minimum Level Reviewer
Recruiter	Divisional LCPO
LPO or LCPO	Division Officer
DLCP0	Chief Recruiter
NRPS	Qualified R-OPS
Division Officer	Executive Officer
Command Trainer	Executive Officer
Headquarters Staff	Executive Officer

**Table 1: Quarterly Training Jacket Reviews**

(3) Training Resource Binder. Each department and division shall maintain a Training Resource Binder to document Training Jackets. Training Resource Binders shall include::

(a) Current + previous year (FY Departmental training plan).

(b) Current + previous year Departmental/Division Training Muster, enclosure (7).

(c) All lesson plans, PowerPoint presentations and training aids used during the current and previous four quarters. Any training aids used directly from another source without any changes (such as <http://www.nko.navy.mil> or <http://www.cnrc.navy.mil/noru/>) need only document the location of the source with enough specifics to be able to locate at a later date if needed.

l. Command Training File. The Training Officer is responsible for ensuring a Command Training file is maintained. Command Training files shall contain the following minimum requirements:

(1) Original enclosure (2) from this instruction for all members currently assigned to the command.

(2) Original RDB Tab (D) and (E), and RDB POA&M if RDB is deemed unsatisfactory.

(3) Original completed PQS modules.

m. Training Request.

(1) NAVCRUITCOM ORIENT UNIT Courses. Course quota requests shall be filled out and submitted using NAVCRUITCOM's Recruiting Quarterdeck web page under the NAVCRUITCOM ORIENT UNIT/Course Information page reference (a). The quota request shall be submitted far enough in advance so travel can also be submitted in DTS a minimum of two weeks in advance, when using N7 funding in order to reduce the costs. The quota request will automatically be forwarded to NAVCRUITCOM ORIENT UNIT, Student Control.

(2) Field Training Requests. The NAVCRUITDIST Training Officer shall initiate all Field Training Requests utilizing enclosure (8) and submit to NAVCRUITREG as training deficiencies are identified.

(a) Once approved and categorized by NAVCRUITREG, the field training request shall be forwarded to the following email address; NAVCRUITCOM-N7-NSAMIDSOUTH@NAVY.MIL.

(b) Enclosure (8) shall be used to request all training assists from NAVCRUITCOM N7. A complete list of course offerings from N7 and NAVCRUITCOM ORIENT UNIT is accessible electronically via the NAVCRUITCOM Recruiting Quarterdeck Web site: <https://rq.cnrc.navy.mil/Default.aspx/>.

(3) All requested information on the Enclosure (8) shall be completed in order for N7 to better assist the field.

(4) Identified Deficiencies. NAVCRUITCOM N7 trainers may provide training to deficiencies as identified by the Command Self-Assessment per reference (o) and (p).

n. Formal NORU Training. While most formal NORU training is conducted in conjunction with PCS orders, there are occasions when an individual does not get all the required training. In those instances, it is imperative that the command schedule training for the individual for the next available class. Failure to do so hinders the individual's ability to fully support the command mission.

(1) Medical Recruiters normally attend the Officer Recruiter (OR) course and NORU enroute to the NRD New Orleans. This provides an overview of medical programs and focuses on recruiting basics. All Medical Recruiters shall attend the next available Medical Recruiter Academy following completion of the OR course and the Advanced Officer Recruiter PQS. The R-OPS is responsible for ensuring the Medical Recruiter is scheduled for and attends the Medical Recruiter Academy.

o. Self-Assessment Inspections. Reference (c) provides for inspections within the Navy and states the self-assessment is the preferred method. Reference (m) requires an annual self-assessment to be completed no later than 30 September of each year with results and Plan of Action and Milestones (POA&M) provided to Region EAST, NAVCRUITCOM N& and NAVCRUITCOM 00IG, using reference (m) enclosure (1).

(1) The manner of the self-assessment is not specified in references (c) or (m) to allow NRD New Orleans the flexibility to conduct an assessment.

(2) NRD New Orleans Commanding Officer will develop an annual command training and operations plan (OPS Plan) to Region NLT 31 July for the next fiscal year that outlines a strategy to achieve required objectives, train personnel in administrative and production requirements, and self-assess the command's ability to perform and execute its mission. It is expected each NRD will review the annual OPS Plan at various times throughout the year (i.e. during PB4T) to make adjustments, not lessons learned, and provide significant changes to Region EAST.

(3) NRD New Orleans will conduct a monthly Division in the Spotlight (DITS) that ensures every division is inspected at least once during the fiscal year.

(a) DITS shall include at a minimum:

1. Personnel inspection
2. Station Zone Inspections (material condition of spaces and vehicles)
3. Station, LPO, and DLCPO Production Inspections
4. Turnover Binders
5. Training records review
6. Personal Qualifications review
7. Administrative review of admin records for BAH, SDAP, CCC, CDB, RDB, LIMDU, GLH, Special Duty Assignment screening, PRT, awards, required GMT training, etc.

(b) All headquarters programs shall be self-assessed each quarter using personnel outside of the department being inspected. A collective of all self-assessments' will be used to develop the annual requirement (i.e. use existing assessments and develop an overall score vice conducting an additional assessment).

(c) Document all discrepancies in POA&M format (discrepancy, responsible person, completion date, status). All POA&M's status shall be updated as necessary and reviewed by leadership at least monthly until completely signed off.

5. Action.

a. NRD New Orleans Commanding Officer shall:

(1) Ensure NRD New Orleans has a Command Training Team consisting of at least the following members: Executive Officer, CMC, CMEO, Chief Recruiter, and Command Trainer.

(2) Ensure compliance with this instruction.

(3) Designate the Executive Officer as the Training Officer in writing.

b. NRD New Orleans Executive Officer shall:

(1) Implement the Navy Recruiting Command Training program at NRD New Orleans headquarters and in the field in accordance with this directive. Enclosure (8) Training Officer Responsibilities Checklist summarizes the responsibilities of the Training-Officer.

(2) Review NRD New Orleans headquarters staff Training Records as required.

(3) Review field Training Records as required.

(4) Review Departmental/Divisional Training Resource Binders quarterly to include a review of enclosure (7) of this instruction and lesson plans covering identified weaknesses and emergent needs.

(a) Lead the Command Training Team. The team shall: Review command PQS tracking for all staff (including Officer and Enlisted LEADS, and MEPS staff) monthly to ensure command is in compliance with the PQS requirements contained in reference (f).

(b) Review command RDB tracking monthly for all staff (including Officer and Enlisted, LEADS and MEPS staff) to ensure command is in compliance with the RDB requirements reference (j).

(c) Ensure enough qualified VIC (VALOR Instructor Certified) Trainers are available to conduct continuous VALOR training throughout the command.

(d) Ensure all individuals requiring training at NORU have been scheduled for and attended the required training. This includes, but is not limited to any individual reassigned as R-OPS after reporting, Medical or Officer Recruiters, Recruiter Classifiers, newly converted CRF, Command Master Chief, etc.

c. NRD New Orleans Department Heads shall:

(1) Maintain Departmental Training Binders per this instruction.

(2) Ensure all training conducted is documented per paragraph 5(j) above using enclosure (9), including follow-up training when needed.

(3) Review Training Records per paragraph 5(j) above.

(4) Ensure all individuals assigned to the department have been scheduled for and attended the required training for their positions (i.e., completion of Medical Recruiter Academy by all assigned Medical Recruiters, Recruiter Classifier School; for Recruiter Classifiers, etc.).

d. NRD New Orleans Command Trainer shall:

(1) Ensure a review of all field Training Records is conducted during the course of the year using enclosure (7) per paragraph 5(j) above.

(2) Ensure follow-up training is being conducted and documented using enclosure (3) or (4). Implement command training plan to ensure all formal required training is conducted in accordance with enclosure (1) and this instruction.

(3) Implement command PQS training to ensure command is in compliance with PQS requirements reference (f) for all assigned command members.

(4) Provide the NRD New Orleans Monthly Training Report enclosure (9) to N7 by the fifth working day of the month, following the month reported on, to include: VALOR courses or other classes completed during the previous month with number of attendees and dates for each class; current inventory of all VALOR training materials on hand utilizing the Material Inventory sheet enclosure (9) and schedule of projected VALOR training for the upcoming three months.

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e. NRD New Orleans Command Master Chief is personally responsible for the overall effectiveness and administration of the Command Sponsor Program reference (i) and shall ensure local procedures for the Indoctrination Program comply with this and higher directives.

f. N7 shall maintain a training library located at <http://www.cnrc.navy.mil/noru> that will include instructor guides, lesson plans, and applicable handouts for NAVCRUITCOM Training Lessons.

/s/  
C. A. STOVER

Distribution:  
Electronic only, via  
<http://www.cnrc.navy.mil/neworleans/>

**Command Training Plan Minimum Requirements**  
**Operations Department**

Training Subject	Minimum Learning Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Identified Weaknesses and Emergent Requirements	As Applicable	X	X	X	X	X	X	X	X	X	X	X	X
Reserve/Active Programs	Program Authorizations Active Programs (Officer/Enlisted) Reserve Programs (Officer/Enlisted)	X	X	X	X	X	X	X	X	X	X	X	X
Awards and Recognition	RCAP NRD Region NRC	X			X			X			X		
WEBSTEAM	System Function/Purpose Report Analysis		X							X			
SMART	System Function/Purpose ASAD SOAR Development Territory Breakdown		X			X			X			X	
RPMS	System Function/Purpose Planner/Itinerary Development PATE Analysis (Officer/Enlisted) Applicant Log Analysis			X			X			X			X
VALOR	Roadmap/Prospect Engagement Skills Whiteboard/PSVP Objections/Discovery Questions POINTS/Coaching		X			X			X			X	
Prospecting	Phone/LEADS PDC/Social Networking Referrals COI Development	X			X			X			X		
WEBRTOOLS/CIRIMS	Database Maintenance Market Segments Working Tickler Market ID/Penetration		X			X			X			X	
High School/College Program	Purpose/Goals Yearly Planning VALOR Presentations Relationship Building			X			X			X			X
Applicant Processing	Testing (Officer/Enlisted) Kit Development/Quality Waivers JPAS / NASIS	X			X			X			X		

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**Command Training Plan Minimum Requirements**

**Operations Department Cont.**

Training Subject	Minimum Learning Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
DEP Leadership & Management (Officer/Enlisted)	DEP Meeting Development/Procedures Contact Requirements/Reports Attrition Analysis (DEP,RTC,OCS,ODS) Referral Techniques		X			X			X			X	
NAVCRUITSTA Inspections	As Applicable			X			X			X			
Command Inspection Trend Analysis	N7 Provided Training	X*			X*			X*			X*		
Marketing Operations Plan (MOP)	Purpose and Responsibilities Development Utilization and Analysis Program Calendars		X			X			X			X	

**NOTE:** Minimum Learning Objectives is required minimum training to be given throughout the FY. They are not to be taught at one time.

Example: Under the topic SMART, Minimum Learning Objectives require System Function/Purpose, ASAD, SOAR Development, and Territory Breakdown to be taught in Nov, Feb, May, and Aug. At a minimum, ONLY one Minimum Requirement shall be taught in Nov, another in Feb, etc.. to achieve the required training throughout the year.

Asterisk(\*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

**Command Training Plan Minimum Requirements**

**Enlisted Processing/Classifier Training**

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Advanced Pay Grade	X						X					
Moment of Truth		X						X				
Physical Requirements			X			X					X	
BEERS Requirements	X			X			X			X		
NAVET/OSVET Processing		X						X				
Dependency	X				X				X			
Program Eligibility			X									X
Enlistment Bonuses/LRP	X			X			X			X		
Nuclear Field Program		X					X					
Education Verification			X					X				
Testing(ASVAB, NAPT, ETC)				X					X			
SF-86 Processing & Tracking					X					X		
NASIS/JPAS	X			X			X			X		
Custody Determination						X						X
Prohibited Practices	X							X				
Financial Statements					X						X	
Waivers/Eligibility Determinations/Physical Violence			X			X				X		
PSSQ Requirements & Procedures						X					X	
Reclassification/Roll-out Procedures		X					X					
NAPT security & Reporting Procedures			X					X				
Navy Challenge Program					X						X	
Command Inspection Trend Analysis	X*			X*			X*			X*		
VALOR - PSVP/Objection Handling		X		X			X				X	

NOTE: Asterisk(\*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

**Command Training Plan Minimum Requirements**

**Operations Administration Department Training**

Training Subject	Oct	Nov	DEC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Handling of DEP Action Requests	X				X				X			
Handling Waivers		X				X				X		
Statistical Reports			X				X				X	
MEPS Processing/Kit Processing				X				X				X
Customer Service	X				X				X			
DEP/RTC/OCS Attrition Analysis		X				X				X		
Handling of Referral Recognition Request 5305's			X				X				X	
Office ADP Security				X				X				X
Field/MEPS Communications	X				X				X			
Command Inspection Trend Analysis	X*			X*			X*			X*		

**NOTE:** Asterisk(\*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

**Command Training Plan Minimum Requirements**

**Administration Department**

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SEP
Identified Weaknesses and Emergent												
Incoming Personnel	X						X					
Fault/No Fault Transfers				X								
Legal	X			X			X			X		
Reports Management			X						X			
Personal Awards				X						X		
Security Clearance	X						X					
Correspondence/Files						X						
EDVR/ODCR/MPA Verification		X			X			X			X	
Evaluations/Fitness Reports			X			X			X			X
Advancements				X						X		
Directives Issuance Procedures	X						X					
SDAP			X						X			
Freedom of Information Act	X						X					
GLH	X						X					
Customer Service	X					X					X	
Inter/Intra District Transfers					X							X
Canvasser Recruiter (CANREC) Program (BUPERSINST 1001.40)											X	
SITREP Procedures			X			X			X			X
Command Inspection Trend Analysis	X*			X*			X*			X*		

**NOTE:** Asterisk(\*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD 'use.

**Command Training Plan Minimum Requirements**

**Officer Processing**

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
<b>BASIC ELIGIBILITY REQUIREMENTS (CH2)</b>												
Citizenship	X											
SSN Requirements		X										
Education Requirements			X									
Professional Qualifications				X								
Physical Requirements					X							
Medical Documentation/Physical Examination						X						
Drug & Alcohol Screening Requirements							X					
Waivers								X				
<b>OFFICER PROGRAMS PROCESSING (CH 4)</b>												
General Processing Information		X							X			
Applicant Testing										X		
Application Preparation and QA		X			X			X			X	
Application Submission Procedures			X				X					X
NAVET/OSVET Processing	X											
JAG/CTO Processing		X										
Recall Processing/Submission			X									
NASIS/JPAS/SCROLL Procedures				X								
Enlistments/Commissioning/Superseding Appointments	X				X				X			
Orders						X						
Discharge							X					
Reserve Affiliations								X				
<b>OFFICER DEP MANAGEMENT (CH8) FORMS COMPLETION (CH7)</b>												
Collegiate Management and Reporting			X					X				X
Collegiate Academics										X		
Collegiate Medical/physical											X	
Collegiate Readiness												X
Collegiate Advancement	X											
Collegiate Leave and Liberty		X										
CIRIMS			X					X				
MEDWAIVE Procedures				X								

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**Command Training Plan Minimum Requirements****Leads Production Team**

<b>Training Subject</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>
Identified Strengths/Weaknesses/Emergent Requirements/POA&Ms	X	X	X	X	X	X	X	X	X	X	X	X
Navy Advertising Leads Tracking System (NALTS)	X			X			X			X		
AC/RC Officer & Enlisted Basic Eligibility Requirements			X			X			X			X
Advertising Analysis (NP/DM/OM) Reports*	X			X			X			X		
Local/National Leads Generation/Processing		X			X			X			X	
Overdue LEADS Reporting			X			X			X			X
Advertising Plan/Budget	X						X					
Conversion Rates/Ratios		X			X			X			X	
Advertising Placement Procedure	X		X		X		X		X		X	
WEB Rtools/CIRIMS Interface	X			X			X			X		
Local Direct Marketing (LDM) Web Order System	X		X		X		X		X		X	
Station Visit Procedures		X						X				
Command Structure and Communication			X						X			
Command Inspection Trend Analysis	X*			X*			X*			X*		

**NOTE:** Asterisk(\*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

**Command Training Plan Minimum Requirements**

**Supply Department**

<b>Training Subject</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Procurement	X						X					
Vehicle Management		X						X				
Official Mail Management					X						X	
Out-of-Pocket Expenses				X						X		
Communications			X						X			
Plant/Minor Property		X						X				
Accounting/Budget Planning					X						X	
Travel						X						X
Facilities Management						X						X
Command Inspection Trend Analysis	X*			X*			X*			X*		

**NOTE:** Asterisk (\*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

**Command Indoctrination Checklist**

Rate/Name	Date Reported to Command

DEPARTMENT	CHECKLIST	INITIALS	DATE
ADMIN	<p><b>Initial Check-in Procedures</b></p> <ul style="list-style-type: none"> <li>- Obtain &amp; verify SGLI and NAVPERS 1070/602; copy to command file</li> <li>- Complete all NAVPERS 1070/613 as required</li> <li>- Verify Navy Pride &amp; Professionalism completion in FLTMPs</li> <li>- Start gold wreath tracking</li> <li>- Verify GCM eligibility</li> <li>- Update recall bill</li> <li>- Assist with travel claim and TLA preparation (Member/Family Member)</li> <li>- Verify entitlement to SDAP &amp; SRB</li> <li>- Exceptional Family Member Program if applicable</li> <li>- Verify current security clearance investigation</li> <li>- Verify member's Family Care Plan if applicable</li> <li>- Provide copies of command mission and philosophy</li> <li>- POW/POD Welcome Aboard note</li> <li>- Pre-indoctrination requirement for CANREC Program</li> </ul>		
VARIOUS	<p>Educational Services Officer</p> <ul style="list-style-type: none"> <li>- Verify eligibility for advancement examinations</li> </ul> <p>Urinalysis Coordinator</p> <ul style="list-style-type: none"> <li>- Add member to NDSP</li> </ul> <p>-Provide Defense Connect Online (DCO) registration information</p>		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
	Command Fitness Leader - Update PRIMS  Command Trainer - Issue Individual Training Jacket - Add member to training database  NAVCRUITDIST Statistician - Add member to database  Vehicle Coordinator - Obtain copy of driver's license - Verify completion of AAA Driver's Course - Training and written exam covering state traffic regulations - Complete road check with NAVCRUITDIST Vehicle Coordinator  Travel Coordinator - Verify possession of government travel card  Government Cell Phones - Custody card  SYSAD - ADP procedures  Alcohol Detection Device Coordinator - Add member to database  <b>Initial Check-in Complete</b>		
HEALTH BENEFIT ADVISOR	- Military/Civilian medical and dental care - TRICARE/TRICARE Supplements		
VOTING OFFICER	- National Voter Registration Act (NVRA)		
COMMAND	- Roles and responsibilities		

**Command Indoctrination Checklist**

<b>DEPARTMENT</b>	<b>CHECKLIST</b>	<b>INITIALS</b>	<b>DATE</b>
CAREER COUNSELOR	<ul style="list-style-type: none"> <li>- Counseling interview</li> <li>- Advancement eligibility</li> <li>- Schedule Career Development Board</li> <li>- Verify C-WAY status</li> <li>- Verify Enlisted Retention Board status</li> </ul>		
PUBLIC AFFAIRS	<ul style="list-style-type: none"> <li>- RAP/HARP utilization</li> <li>- Publicity/Media Relations</li> <li>- News Releases</li> <li>- Newsletters (e.g., DEP, COI, etc.)</li> <li>- Special events</li> <li>- Complete Hometown News Release</li> <li>- Social media policies</li> </ul>		
COMMAND MANAGED EQUAL OPPORTUNITY	<ul style="list-style-type: none"> <li>- Role in command mission</li> <li>- Sexual Harassment and Fraternization Policies</li> <li>- Equal Opportunity Program</li> <li>- Grievance procedures</li> <li>- Provide copies of NRD EO and Fraternization Instructions</li> </ul>		
DAPA	<ul style="list-style-type: none"> <li>- Roles and responsibilities</li> <li>- Drug and alcohol abuse</li> <li>- Tobacco prevention</li> <li>- Verify member's name and SSN in ADMITS</li> </ul>		
LEGAL OFFICER	<ul style="list-style-type: none"> <li>- Role and responsibilities</li> <li>- NJP appeals &amp; Page 13s</li> <li>- ADSEPS</li> <li>- Investigations</li> <li>- Power of attorney</li> <li>- Wills</li> </ul>		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
LEADS DEPARTMENT	<ul style="list-style-type: none"> <li>- Explain the purpose of local advertising, budgeting, NALTS application</li> <li>- National and local LEADS generation</li> <li>- LPT Phone Center/LEADS Screening Procedures (local/national)</li> <li>- WEBRTools/CIRIMS LEADS Delivery Process and Disposition</li> <li>- Use of Recruiter LEADS Follow-up Scripts</li> <li>- Local Newspaper/Direct Mail/Other media advertising campaigns, i.e., who accomplishes/how to request advertising</li> <li>- School list obtainment/utilization (mailings only)</li> </ul>		
COMMAND FITNESS LEADER	<ul style="list-style-type: none"> <li>- Physical Fitness Program</li> <li>- Physical Fitness Assessment Cycle</li> <li>- Fitness Enhancement Program (FEP)</li> <li>- Verify PRIMS record</li> </ul>		
SYSAD	<ul style="list-style-type: none"> <li>- ADP procedures</li> <li>- Computer security</li> <li>- Ensure completion of Information Assurance Awareness Training on NKO</li> <li>- Validation of PKI certificates and profile/account information</li> </ul>		
EDUCATION SPECIALIST	<ul style="list-style-type: none"> <li>- School visits</li> <li>- Directory of information/school lists</li> <li>- ASVAB testing</li> <li>- Tours/Events/EOVs</li> </ul>		
COMMAND HOUSING COORDINATOR	<p><b>Government Lease Housing (GLH)</b></p> <ul style="list-style-type: none"> <li>- File for each member in GLH with:               <ul style="list-style-type: none"> <li>o Copy of application</li> <li>o Signed and witnessed SOU</li> <li>o Copy of updated Page 2</li> <li>o Copy of current lease</li> <li>o Copy of move-in/out inspection sheet</li> <li>o Any written or electronic</li> </ul> </li> </ul>		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
	communication o Confirmation of BAH termination o Investigations for any damages of GLH in excess of \$1,000 Maintain files for one year after termination from GLH		
OPERATIONS DEPARTMENT	<b>R-OPS</b> - Welcome aboard - Role in command mission - Department organization/chain of command - Personal issues - PQS/gold wreath awards * STATS and PRIDE - DEP leadership/attrition procedures * DEPCO responsibilities - NROTC		
OPERATIONS DEPARTMENT	<b>Chief Recruiter</b> - Role in command mission - Expectations - CRF Program - CANREC Program (BUPERSINST 1001.40) - Recruiter Evaluation Board Procedures - Ethics/prohibited practices		
OPERATIONS DEPARTMENT	<b>Enlisted Assistant Chief Recruiter</b> - Role in command mission - NRS goaling/teamwork - NRC/NRD competition and awards system - Production evaluation tracking - DEP Leadership - DEP Integrity		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
OPERATIONS DEPARTMENT	<b>Officer Assistant Chief Recruiter</b> - Role in command mission - Officer goaling/teamwork - NRC/NRD competition and award system - Production evaluation tracking - Collegiate leadership - Collegiate integrity		
OPERATIONS DEPARTMENT	<b>Command Trainer</b> - Roles and responsibilities - Defense Connect Online (DCO) - Training pipeline - Personnel Qualification Standards (PQS)		
OPERATIONS DEPARTMENT	<b>Nuclear Field Recruiter</b> - Role in command mission - Program qualifications - Waiver procedures - Testing - Field communications - School presentations		
OPERATIONS DEPARTMENT	<b>NSW/NSO Coordinator</b> - Program qualifications - School presentations - Waiver procedures - Testing - Field communications		
OPERATIONS DEPARTMENT	<b>Enlisted Processing Division Supervisor (EPDS)</b> - Roles and responsibilities - Position descriptions (MLPO, EPA, etc.) - Scheduling procedures (MEPS/METS) - Processing procedures (MEPS/METS) - Testing/retesting procedures - Waiver processing - Kit quality - MEPS policies		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
	<ul style="list-style-type: none"> <li>- MEPS tour (optional)</li> </ul>		
SUPPLY DEPARTMENT	<p><b>Supply Officer</b></p> <ul style="list-style-type: none"> <li>- Care, maintenance, and repair</li> <li>- Purchasing fuel</li> <li>- Vehicle credit card utilization</li> <li>- Domicile to duty</li> <li>- Vehicle logs</li> <li>- Prohibited practices</li> <li>- Mishap reporting</li> <li>- Parking regulations, including POV and GOV violations</li> </ul>		
SUPPLY DEPARTMENT	<p><b>Government Travel Credit Card (GTCC)</b></p> <ul style="list-style-type: none"> <li>- Complete online training course</li> <li>- Signed SOU</li> <li>- Signed Page 13 on "Proper Use of Card"</li> <li>- Verify no outstanding debt on GTCC for prior travel</li> </ul>		
SUPPLY DEPARTMENT	<p><b>Government Cell Phones</b></p> <ul style="list-style-type: none"> <li>- Staff/Recruiter eligibility</li> <li>- Policy regarding use</li> <li>- Procedures for reporting lost, stolen or inoperative phones</li> <li>- Prohibited practices</li> </ul>		
SUPPLY DEPARTMENT	<p><b>OPE &amp; Miscellaneous Items</b></p> <ul style="list-style-type: none"> <li>- Business cards</li> <li>- DTS training and validation</li> <li>- OPE (Out of Pocket) submission</li> </ul>		
OMBUDSMAN	<p>Spouse meets with Command Ombudsman (If Command Ombudsman cannot meet spouse in person, telephone contact should be initiated)</p>		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
COMMAND MASTER CHIEF	<ul style="list-style-type: none"> <li>- Role in command mission</li> <li>- Navy core values</li> <li>- Chain of command</li> <li>- Expectations</li> <li>- Professional growth</li> <li>- Career Development Boards</li> <li>- Perform to Serve requirements</li> <li>- Enlisted Retention Board requirements</li> <li>- Grievance procedures</li> <li>- Request Mast procedures</li> <li>- CANREC Program (BUPERSINST 1001.40)</li> <li>- Personal issues (if applicable)</li> <li>- Sponsor Program Critique</li> </ul>		
EXECUTIVE OFFICER	<ul style="list-style-type: none"> <li>- Role in command mission</li> <li>- Expectations</li> <li>- Enlisted performance evaluations</li> <li>- Command Training Program</li> <li>- Personal appearance/physical fitness</li> <li>- Security/terrorist briefing</li> <li>- Morale, Welfare, and Recreation (MWR) funded activities</li> <li>- Command goals</li> <li>- Operational Risk Management/Safety</li> <li>- Tobacco prevention/cessation</li> <li>- Accountability</li> </ul>		

**Command Indoctrination Checklist**

DEPARTMENT	CHECKLIST	INITIALS	DATE
COMMANDING OFFICER	<ul style="list-style-type: none"> <li>- Mission/vision</li> <li>- Command philosophy</li> <li>- Expectations</li> <li>- Fraternization</li> <li>- Recruiter integrity</li> <li>- DEP integrity</li> <li>- Ombudsman Program</li> <li>- Leave and Liberty Policy/working hours</li> <li>- Morale and welfare</li> </ul>		
ADMIN	<ul style="list-style-type: none"> <li>- File original in command training file (copy to member's training jacket)</li> <li>- NRD check-in complete</li> </ul>		

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Administration Officer Signature)

Copy to:  
Member's Training Jacket



**On-the-Job Training (OJT) Syllabus**

Name :		Rank/Rate :			
TRAINING TYPE	SUBJECT	DATE	INSTRUCTOR	HOURS	ENTRY BY
OJT					
Strengths/Weaknesses :					
<hr/>					
Corrective Action :					
<hr/>					
Follow-up :					
<hr/>					
Comments :					
<hr/>					
Trainee _____			Trainer _____		

NAVCUITDISTNOLAINST 1500.4C  
7 Apr 2014

**Desired/Optimum Training Sequence for Navy Recruiting Personnel**

<b>TOPIC</b>	<b>WHO RECEIVES</b>	<b>WHERE</b>	<b>WHEN</b>	<b>NOTES</b>
NATIONAL LPO/LCPO COURSE	LPO/LCPO	Designated locations	As Per N7 Training Schedule	Foundation Of LPO/LCPO Leadership And NRS Management
NATIONAL DLCPO/DIVO COURSE	DLCPO/DIVO	Designated locations	As Per N7 Training Schedule	Regions will solicit input from NAVCRUITDISTs and provide to N7
MEDICAL RECRUITER ACADEMY	MEDICAL RECRUITERS	Designated locations	After completion of the Advanced Officer Recruiter PQS. As Per N7 Training Schedule	Specialized Training For Medical Officer Recruiters—Quotas are requested from the respective CNRC Region OACR.



**DISCOVERY**  
Specific feedback

1	2	3	4	5
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**ALIGNMENT**  
Specific feedback

1	2	3	4	5
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**POSITIONING**  
Specific feedback

1	2	3	4	5
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**DISTINCTION:**  
Specific feedback

1	2	3	4	5
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**COLLABORATION:**  
Specific feedback

1	2	3	4	5
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**OBJECTION  
HANDLING (#1)**

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

CIRCLE TYPE OF OBJECTION **APATHY**                      **DOUBT:**      **CONFUSION**                      **OBSTACLE**

DID RECRUITER PROPERLY HANDLE OBJECTION UTILIZING THE STEPS OF:

**RECOGNIZE, RELATE, REALIZE, RESPOND, REINFORCE**

Specific feedback

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**OBJECTION  
HANDLING (#2)**

1	2	3	4	5
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CIRCLE TYPE OF OBJECTION **APATHY**                      **DOUBT**                      **CONFUSION**                      **OBSTACLE**

DID RECRUITER PROPERLY HANDLE OBJECTION UTILIZING THE STEPS OF: **RECOGNIZE, RELATE, REALIZE,**

**RESPOND, REINFORCE**

Specific feedback

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**Additional Feedback**

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OVERALL SCORE \_\_\_\_\_

MAXIMUM SCORE IS 35,

**Training Jacket Spot-Check**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Division: \_\_\_\_\_

<b>Quarterly Spot-Check</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>
1. Does the training jacket contain all minimum requirements per directives?	Y / N	Y / N	Y / N	Y / N
2. Was 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				





**CPO 365 TRAINING SCHEDULE PHASE I**

TRAINING SUBJECT	O	N	D	J	F	M	A	M	J	J	A	S
CNO Sailing Direction and Navigation Plan	X											
MCPON's Zeroing in on Excellence Initiative		X										
21 <sup>st</sup> Century Sailor and Marine			X									
Navy Operational Stress Control				X								
Sexual Assault Prevention and Response (SAPR)			X			X			X			X
Suicide Awareness and Prevention					X							X
Command Managed Equal Opportunity (CMEO)						X						
Ethics							X					
Family Advocacy Training								X				
Navy Alcohol and Drug Prevention									X			
Sexual Harassment Policy										X		
Hazing Policy											X	
Fraternization Policy	X											
Brilliant on the Basics (BOB)											X	
CPO Mess Training (CMT) at NKO		X			X			X			X	
DECKPLATE LEADERSHIP	X											
INSTITUTIONAL AND TECHNICAL EXPERTISE		X										
PROFESSIONALISM			X									
CHARACTER AND LOYALTY				X								
ACTIVE COMMUNICATION					X							
SENSE OF HERITAGE						X						
NAVY CLARIFIES IA PARENT COMMAND RESPONSIBILITIES							X					
CARRYING ON A PROUD TRADITION								X				
NAVY CORE VALUES									X			
FIRST THERE WERE FIRSTS (ORIGIN)										X		
FROM THE DESK OF THE MCPON										X		

**INSTRUCTOR LED TRAINING (ILT)**

**GMT REQUIREMENTS**

TRAINING TOPIC	O	N	D	J	F	M	A	M	J	J	A	S
HAZING POLICY AND PREVENTION		X										
EQUAL OPPORTUNITY, SEXUAL HARRASSMENT, GRIEVANCE PROCEDURES		X										
PERSONAL FINANCIAL MANAGEMENT-CREDIT MANAGEMENT*	X											
ALCOHOL PREVENTION AND CONTROL ALCOHOL ABUSE						X						
SEXUAL ASSAULT PREVENTION AND RESPONSE AWARENESS							X					
STESS MANAGEMENT- OPERATIONAL STRESS CONTROL											X	
SUICIDE AWARENESS AND PREVENTION												X
FRATERNIZATION AWARENESS AND PREVENTION		X										
PHYSICAL READINESS*								X				
Counterintelligence Awareness and Reporting**									X			
ADAMS FOR SUPERVISORS*			X			X			X			X

**NOTE:** Asterisk(\*) denotes training delivered via Defense Connect Online by NAVCRUITDISTNOLA Training Department.

**NOTE:** Double Asterisk (\*\*) denotes training delivered via Defense Connect Online by NCIS.

**NAVY KNOWLEDGE ONLINE (NKO) TRAINING**

**GMT REQUIREMENTS**

TRAINING TOPIC	O	N	D	J	F	M	A	M	J	J	A	S
Information Assurance - DOD Cyber Awareness Challenge V1		X										
Privacy and Personally Identifiable Information			X									
Records Management			X									
Combating Trafficking in Persons (CTIP) General Awareness				X								
Drug Abuse Prevention and Control						X						
Tobacco Use Prevention and Cessation						X						
Sexual Health and Responsibility								X				
Antiterrorism/Force Protection - CONUS									X			
Antiterrorism/Force Protection - OCONUS									X			
Operational Security									X			
Operational Risk Management										X		
Anger Management											X	
Domestic Violence Prevention and Reporting											X	

**NOTE:** Upon completion of training requirements certificates must be forwarded to the COMNAVCUITDISTNOLA training department by the DLCPO/DIVO.

NAVCRUITDISTNOLAINST 1500.4C  
7 Apr 2014

**DIVISION/DEPARTMENT/PROGRAM IN THE SPOTLIGHT (DITS) SCHEDULE**

DEPARTMENT/DIVISION	O	N	D	J	F	M	A	M	J	J	A	S
DIVISION 1						X						
DIVISION 2			X									
DIVISION 3					X							
DIVISION 4		X										
DIVISION 5												X
DIVISION 6				X								
HEADQUARTERS							X					

**NAVY PROGRAM ASSESSMENTS**

OCTOBER	STEM	CNO's Sailing Directions
OCTOBER	TRAINING PROGRAM	CNRCINST 1500.4Q
OCTOBER	CFC / NAVY RELIEF	
NOVEMBER	CO SUGGESSTION BOX EFFECTIVENESS	
NOVEMBER	VEHICLES / TRAVEL	CNRCINST 4400.1D
DECEMBER	TELEPHONE	CNRCINST 2061.2C
DECEMBER	FINANCIAL MANAGEMENT	CNRCINST 7132.2C W/CH1
JANUARY	PRIMS / CFL	OPNAVINST 6110.1J
JANUARY	UPC / DAPA	OPNAVINST 5650.4 / SECNAVINST 5750.7
FEBRUARY	VOTING ASSISTANCE	<a href="http://www.fvap.gov/">http://www.fvap.gov/</a>
FEBRUARY	COMMAND FINANCIAL SPECIALIST	OPNAVINST 1740.5B
MARCH	E-LEAVE / "USE-IT-OR-LOOSE-IT"	
MARCH	TRAFFIC SAFETY / MOTORCYCLE SAFETY PROGRAM / ESAMS	OPNAVINST 5100.12 (Traffic Safety Program)
APRIL	EDUCATIONAL SERVICES OFFICER/ STA-21/ LDO & CWO PGMS	BUPERSINST 1430.16F
APRIL	SAPR / VICTIM ADVOCATE	OPNAVINST 1752.1B, <a href="http://www.donsapro.navy.mil">http://www.donsapro.navy.mil</a> CNRCINST 5354.2B W/CH1, CNRCINST 5370.1F
MAY	CMEO	OPNAV Equal Opportunity Policy (5354.1F), CNRCINST 5354.1F
MAY	OMBUDSMAN	OPNAVINST 1750.1G CH-1, <a href="http://WWW.OMBUDSMANREGISTRY.ORG">WWW.OMBUDSMANREGISTRY.ORG</a>
JUNE	INFORMATION ASSURANCE (IA)	SECNAV M-5510.36, CNRCINST 5239.1A
JUNE	CCC – CAREER DEVELOPMENT BOARDS	OPNAVINST 1040.11D
JULY	SDAP AND PII	OPNAVINST 1160.6B, ALNAV 070.07
JULY	DISASTER PREPAREDNESS / COOP PLANS (CNIC INSTRUCITON 3440.17)	NAVY INSTALLATION EMERGENCY MANAGEMENT (EM) PGM
AUGUST	SECURITY MANAGER / JPAS	SECNAV M-5510-30 / SECNAVINST 5510.30A
AUGUST	COMMAND INDOC	OPNAVINST 1740.3C
SEPTEMBER	EXCEPTIONAL FAMILY MEMBER / FAMILY CARE PLANS	OPNAVINST 1754.2D, SECNAVINST 1754.5B
SEPTEMBER	MWR/WARDROOM/DPO/1 <sup>ST</sup> CLASS ASSOC REVIEW AND AUDITS	
SEPTEMBER	CADO / CDO	MILPERSMAN 1770-160