



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

CANC FRP: JAN 16

NAVCRUIDTISTNOTE 5214
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10 Mar 2015

NAVCRUITDIST NEW ORLEANS NOTICE 5214

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: REPORTING REQUIREMENTS TO NAVY RECRUITING COMMAND FOR
NAVY RECRUITING DISTRICT NEW ORLEANS

Ref: (a) SECNAV M-5214.1
(b) COMNAVCRUITCOMNOTE 5214

Encl: (1) Explanation/Information
(2) Index of Required Reports

1. Purpose. Per references (a) through (B), a listing of current reports required by Commander, Navy Recruiting Command, Commander, Navy Recruiting Region EAST, and Commanding Officer, Navy Recruiting District New Orleans are provided.

2. Action. Enclosure (1) provides an explanation of format and codes used in enclosure (2). Enclosure (2) is a Summary of Action Items.

3. Cancellation Contingency. This notice shall remain in effect until superseded.

/s/
C. A. STOVER

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

EXPLANATION/INFORMATION

1. The reports contained in enclosure (2) are listed by due date order, i.e. Monthly, Quarterly, Semi-annual, Annual, Tri-annual or Situational.

2. The explanation of column titles are:

a. RCS: Report Control Number

b. TITLE: Title or subject report

c. FREQ: Frequency codes for report submission.

D - Daily; W - Weekly; M - monthly; BM - Bi-monthly;
Q - Quarterly; SA - Semi-Annually; A - Annually;
AR - As Required; V - Varies; S - Situation;
TRA - Tri-Annually; BA - Bi-Annually; OT - One-time

d. FORM: How the report is to be submitted (letter, form, E-mail, etc).

e. ORIG CODE: The code sponsoring the report.

f. AUTHORITY: The instruction or other document requiring the report.

g. RESPONDENT: The code or individual responsible for submitting the report.

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INDEX OF REQUIRED REPORTS

RCS NO	TITLE	FREQ	FORMAT	ORIG CODE	AUTHORITY	RESPONDENT
NAVCRUIT 1100-5	CLO MONTHLY DRILL ACTIVITY REPORT	M	TAB C	00C	COMNAVCRUITCOMINST 1100.8, TAB C	ROPS. SUBMIT RPT TO CO WITH COP TO CNRC (00C) CO NLT THE 5 TH WORKING DAY OF EACH MONTH
NAVCRUIT 1100-6	CERTIFICATE OF CLO DRILL PERFORMANCE	M	LTR	CNRC 00C	COMANCRUITCOMIST 1100.8, TAB D	ROPS. SUBMIT NLT 10 TH OF EACH MONTH REPORTING THE NUMBER OF DRILLS PERFORMED BY THE CLO DURING THE PREVIOUS MONTH. COPY TO NOSC, CLO, AND 00C
NAVCRUIT 1131-1	COLLEGIATE MANAGEMENT REPORT	SA	NAVCRUIT 1131/40	N315	COMNAVCRUITCOMINST 1131.2 080103	ROPS. SUBMIT VIA CO TO PER 080201 WITHIN 30 DAYS OF COLLEGIATE COMPLETION, A COPY OF TRANSCRIPT
NAVCRUIT 1131-5	RECRUITING POST-PROSPECTING ACTIVITY REPORT	S	NAVCRUIT 1131/25	N31	1131.2 SECTION 010407.A.(B) (2) - REFERRED TO BY FORMER TITLE OF OFFICER RECRUITING POST VISIT REPORT	ROPS. SIGNIFICANT SOCIAL, ECONOMIC OR POLITICAL EVENTS OCCUR THAT COULD CHANGE THE RECRUITING ATMOSPHERE. THIS SHALL BE REVIEWED AND INITIALED BY THE NAVCRUITDIST CO AND MAINTAINED IN THE RESPECTIVE CDN.
NAVCRUIT 1131-6	COLLEGIATE CONTACT REPORT	BM	NAVCRUIT 1131/39	N332	COMNAVCRUITCOMINST 1131.2 080103	ROPS. DOCUMENT MONTHLY & QUARTERLY MEETINGS. RESIDUAL FILE & UPLOAD INTO CIRIMS.
NAVCRUIT 1131-7	NUPOC COLLEGIATE MGMT REPORT	SA	NAVCRUIT 1131/65	N36	COMNAVCRUITCOMINST 1131.2 080103	ROPS. FALL SEMESTER NLT 31 JAN AND SPRING SEMESTER NLT 30 JUN SEE CRUITMAN OFF 070202B. FOR DETAILED INFORMATION XO WILL SIGN REPORTS CONTAINING ADVERSE INFO
NAVCRUIT 1133-1	MISSION GOALING LETTER	M	FAX/EMAIL	NRC N35D3	COMNAVCRUITREGEAST NOTE 1133	ROPS. SUBMIT TO REGION NLT THE 5 TH WD OF EACH MONTH

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NAVCRUIT 1140-4	REPORT OF RADIO, TV, NEWSPAPER & OUTDOOR BILLBOARD MARKET DATA	A	NAVCRUIT 1140/4	N921	COMNAVCRUITCOMINST 5400.2 SECTION 3305.B(8)	PAO. SUBMIT MEDIA OUTLETS CONTACTED DURING THE PREVIOUS FISCAL YEAR VIA REGION EAST TO REACH NAVCRUITCOM N95 NLT 30 MAR OF THE YEAR FOLLOWING THE REPORTING YEAR.
NAVCRUIT 1140	DIRECT MAIL REPORT	M	NALTS		COMNAVCRUITCOMINST 1140.3	ADCO FWD TO REGION NLT 7 TH WD OF EACH MONTH
NAVCRUIT 1140	NEWSPAPER EVALUATION	M	TAB G/EMAIL		COMNAVCRUITCOMINST 1140.3	ADCO FWD TO REGION NLT 7 TH WD OF EACH MONTH
NAVCRUIT 1140	PROJECTED EXPENDITURE REPORT	M	NALTS		COMNAVCRUITCOMINST 1140.3	LPTS REPORT TO REGION NLT 10 TH CD OF EACH MONTH
NAVCRUIT 1140	MILITARY PROCESSING STATION CHARGES BY VENDOR	M	TAB G/EMAIL		COMNAVCRUITCOMINST 1140.3	ADCO FWD TO REGION NLT 7 TH WD OF EACH MONTH
PERS 1301	ODCR/EDVR UPDATE	M	BUPERS	BUPERS	BUPERSINST 1301.40	ADMIN DOWNLOAD REPORT ON THE 7 TH OF EACH MONTH
PERS 1304	SDAP VERIFICATION	A	LTR	DODINST 1304.24	COMNAVPERCOM (PERS 4811F)	ADMIN SUBMIT TO PERS-4811 NLT 31 AUG
DD-PA (A) 1365 (5720)	FREEDOM OF INFORMATION ACT (FOIA) ANNUAL REPORT	A	DD FORM 2564 OR LTR FOR NEG RPT	00J	SECNAVINST 5720.42F ENCL(7)	XO/PAO FORWARD TO CNRC(00J) BY 25 OCT. NEG REPORTS REQUIRED
NAVCRUIT 1400-1	REPORT STATUS UPON CHANGE OF COMMAND	S	LTR	00IG4	COMNAVCRUITCOMINST 5400.2 ARTICLE 1201	ADMIN SEND TO 001G4 A REPORT OF CHANGE OF COMMAND AFTER CHANGE IS EFFECTIVE, COPY TO REGION EAST
NAVCRUIT 1430-1	RCAP NOMINATIONS E5/E6	A	NAVCRUIT 1650/14	CNRC N1	COMNAVCRUITCOMINST 1430.7	CMC/ROPS SUBMIT TO N1 WITH IN 5 WDS FOLLOWING SEP NAVY WIDE ADV EXAM RESULTS
NAVCRUIT 1430-1	RCAP NOMINATIONS E7	A	NACRUIT 1650/14	CNRC N1	COMNAVCRUITINST 1430.7	XO/CMC TO N121A1 NLT 1 DEC. NEGATIVE REPORTS REQUIRED
NAVCRUIT 1500-17	NAVCRUITDIST MONTHLY TRAINING REPORT	M	NAVCRUIT 1500/3 (REV 10/10)	CNRC N72	COMNAVCRUITCOMINST 1500.4M Para 6.d. (5)	COMMAND TRAINER. SUBMIT TO N72 NLT 5 TH EACH MONTH

RCS NO	TITLE	FREQ	FORMAT	ORIG CODE	AUTHORITY	RESPONDENT
PERS 1610-1	FITNESS REPORTS	A	NAVPERS 1610/2 (O1-O6)	PERS-311	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHEDULE (01-31MAY) (02-28/29FEB) (03-31JAN) (04-31OCT) (05 30APR)
PERS 1610-1	EVALUATION REPORTS	A	NAVPERS 1616/27 (E7-E9)	PERS-311	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHEDULE (E7/8-15SEP) (E9-15APR)
PERS 1610-1	EVALUATION REPORTS	A	NAVPERS 1616/26 (E1-E6)	PERS-311	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHEDULE (E6-15NOV) (E5-15MAR) (E4-15JUN) (E3/2/1-15JUL)
NAVCRUIT 1650	ADMIRAL TOP RECRUITER AWARD	M	LTR	CNRC OOP	COMNAVCRUITCOMINST 1650.1	ROPS. FWD NOMINATION TO REGION EAST BY 3RD WD OF EVERY MONTH
NAVCRUIT 1650	BEST STATION OF THE MONTH (S/M/L)	M	LTR	CNRC OOP	COMNAVCRUITCOMINST 1650.1	ROPS. FWD NOMINATION TO REGION EAST BY 3 RD WD OF EVERY MONTH
NAVCRUIT 1650	BAKARIAN MEMORIAL AWARD/DISTINGUISHED GRADUATE AWARD	Q	LTR/EMAIL	NORU (30)	COMNAVCRUITREGEASTIN ST 1650	ROPS. FWD NOMINATION TO REGION EAST BY 3 RD WD OF EVERY MONTH (JAN-APR-JUL-OCT)
NAVCRUIT 1650-6	ADMIRAL'S ACCELERATOR AWARD	Q	EXCEL FORMAT ENCL (2) - EMAIL	CNRC N35B- 002SA	COMNAVCRUITCOMNOTE 1650 OF SPECIFIC QUARTER	ROPS. FWD NOMINATION TO REGION EAST BY 11 TH CD OF EVERY MONTH (JAN-APR-JUL-OCT)
NAVCRUIT 1700-3	SAILOR OF THE YEAR NOMINATION	A	LTR FORMAT AS PER OPNAVINST 1700.3 ENCL (1)	CNRC 00E	COMNAVCRUITCOMINST 1700.3	CMC. PREPARE BOARD TO NOMINATE NRD NEW ORLEANS SAILOR OF THE YEAR BY 1 OCT. SUBMIT TO REGION EAST NLT 15 OCT FOR SUBMISSION TO ARRIVE AT CNRC NLT 1 NOV FOR SELECTION BOARD CONSIDERATION.
NAVCRUIT 2060-1	TELEPHONE LINE REVIEW	A	LTR/EMAIL	CNRC N63	COMNAVCRUITCOMINST 2061.2 PARA 4.C(3)	LSO. FWD REPORT TO CNRC (N63) BY 1 JUL
NAVCRUIT 3121	MARKETING OPERATIONS PLAN	A	LTR	NORU	COMNAVCRUITCOMINST 3121.2	XO/ROPS. GENERATE NRD NEW ORLEANS MARKETING PLAN NLT 30 SEP AND FW TO NORU

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RCS NO	TITLE	FREQ	FORMAT	ORIG CODE	AUTHORITY	RESPONDENT
OMB NO. 3209-0001	EXECUTIVE BRANCH ANNUAL FINANCIAL DISCLOSURE REPORT W/BILLET DESCRIPTION	A	SF-278	00J	DOD 5500.7	SUBMIT TO REACH BUPERS ETHIC COUNSELOR NLT 15 MAY
NAVCRUIT 4050-1	REGION REPORT OF NO COST/PERMISSIVE MOVES	M	NAVCRUIT 4050/1	N1	COMNAVCRUITCOMINST 5400.2E (SOPMAN) CH 1 SECTION 5	ADMIN. SUBMIT MONTHLY TO N1
NAVCRUIT 4400	MINOR PROPERTY INVENTORY REPORT	A	ADP/MINOR PROPERTY DATABASE	CNRC N41	COMNAVCRUITCOMINST 4400.1 PARA 305.5C	LSO. CONDUCT ANNUAL CERTIFICATION OF INVENTORY VALIDITY AND A TRI-ANNUAL INVENTORY TO BE SUBMITTED 15 APR
NAVCRUIT 4400	COMMAND QUARTERLY POSTAL AUDIT	Q	LOCALLY GENERATED	CNRC	COMNAVCRUITCOMINST 4400.1	ROPS. CONDUCT POSTAL AUDIT BY 30 TH OF THE FOLLOWING MONTHS (MAR-JUN-SEP-DEC)
NAVCRUIT 4400	OUT OF POCKET EXPENSE	M	LTR	CNRC	COMNAVCRUITCOMINST 4400.1	ROPS. FWD COMPLETED LTR TO LSO NLT 10 TH WD OF EACH MONTH
NAVCRUIT 4400-1	DELINQUENCY ACTION PROGRESS (DAP) REPORT	M	EXCEL SPREAD SHEET	N418	COMNAVCRUITCOMINST 4400.1 604.2(f)	NAVCRUITCOM PROVIDES A CITIBANK CUSTOM REPORTING SYSTEM (CCRS) WEEKLY TO IDENTIFY CARDHOLDERS WITH ACCOUNT BALANCES MORE THAN 30 DAYS DELINQUENT. LSO WILL SUBMIT A FULLY COMPLETED DAP REPORT CONTAINING CARDHOLDERS ACCOUNTS THAT ARE 30+ DAYS PAST DUE, TO NAVCRUITCOM
NAVCRUIT 4600-1	GOVERNMENT TRAVEL CHARGE CARD PROGRAM REPORT	M	TABG/EMAIL	CNRC N41	COMNAVCRUITCOMINST 4400.1C CH 3	SUPPLY FWD TO CNRC(N41) BY THE 10 TH WD OF EACH MONTH
NAVCRUIT 5040-1	CORRECTIVE ACTION TAKEN ON ALL UNSAT DISCREPANCIES	S	LTR	N71	COMNAVCRUITCOMINST 5040.2	00 VIA N7 NAVCRUITREG RPT STATUS OF ALL UNSAT DISCREPANCIES AT NRD INSP NLT 90 DAYS AFTER INSPECTION COMPLETION DATE TO 00 VIA N7

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NAVCRUIT 5041-2	INVESTIGATIVE COMPLETION REPORT	S	NAVCRUIT 5041/2	CNRC 00IG	COMNAVCRUITCOMINST 5370.2	SUBMIT UPON COMPLETION OF INVESTIGATION. THE IO WILL SUBMIT THE NAVCRUIT 5041/2 TO NAVCRUITCOM 00IG VIA THE NAVCRUITDIST CO.
5102-1 & OPNAV 5102-4 (MV)	MOTOR VEHICLE MISHAP REPORT	S	LTR FORMAT TAB 8H	CNRC N42	COMNAVCRUITCOMINST 4400/8 812.1 & OPNAVINST 5102.1	LSO PREPARE AN ADVANCE MISHAP NOTIFICATION AND SEND DTO CNRC (N42) WITHIN 2 WDS OF A VEHICLE ACCIDENT WITH COPY TO NAVCRUITREGEAST
NAVCRUIT 5110-2	OFFICIAL MAIL FINANCIAL EXPENDITURE REPORT (RCS) DD P&L(Q) 1833	SA	NAVCRUIT 5110/2	N8	COMNAVCRUITCOMINST 4400.1 904, PAGE 10- 10	SUBMIT TO N8 NLT THE 15TH OF THE MONTH FOLLOWING THE END OF THE SEMI-ANNUAL REPORTING PERIOD
NAVCRUIT 5211-1	UNAUTHORIZED DISCLOSURE OF PERSONAL IDENTIFIABLE INFORMATION (PII)	S	EMAIL/ VERBAL/ OPREP NAVY BLUE	00J	COMNAVCRUITCOMINST 5211.4 ENCL (1) AND OPNAVINST 3100.6	IMMEDIATELY NOTIFY NAVCRUITCOM PII COORDINATOR (00J) OF UNAUTHORIZED DISCLOSURE AND COMPLY WITH OPNAVINST 3100.6
NAVCRUIT 5239-2	AIS SECURITY INCIDENTS	S	NAVCRUIT 5239/1	CNRC N6	COMNAVCRUITCOMINST 5239.1 CHAPTER 5	ISSO'S FWD INCIDENTS TO CNRC AIS INFORMATION ASSURANCE MANAGER WITHIN 24 HOURS OF EACH INCIDENT
NAVCRUIT 5305	DEP MONTHLY REPORT	M	FORMAT ENCL (11)	CR-EPO	COMNAVCRUITCOMINST 5301.1	DEP COORD FWD TO ROPS VIA CR NLT THE 15 TH WS OF THE FOLLOWING MONTH
NAVCRUIT 5305	RECRUITING REFERRAL	M	RECRUITING REFERRAL RECOGNITION REQUEST FORM	CNRC	COMNAVCRUITCOMINST 5305.1	DEPCO SUBMIT MONTHLY REPORT TO CNRC VIA ROPS/XO/CO NLT 15 TH CD OF EACH MONTH
NAVCRUIT 5354-1	SEXUAL HARASSMENT REPORT	Q	LTR	00IA	COMNAVCRUITCOMINST 5354.2 PARA 9.F	CMEO SUBMIT QTRLY RPT TO CNRC(00IA) FOR THE PRIOR QUARTER TO ARRIVE NAVCRUITCOM NLT 15APR, 15 JUL, 15 OCT, AND 15 JAN, NEGATIVE REPORT REQUIRED.

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NAVCRUIT 5370-2	NAVCRUITDIST MONTHLY INVESTIGATION STATUS REPORT	M	NAVCRUIT 5570/2	CNRC 00IG	COMNAVCRUITCOMINST 1137.3 AND 5370.2	LEGAL OFFICER. SUBMIT NAVCRUIT 5370/2 NLT THE 5TH WORKING DAY OF EACH MONTH. NEGATIVE REPORTS REQUIRED.
NAVCRUIT 5400	INFORMATION MANAGEMENT PLANS (IMP)	A	WEBSITE	CNRC N63	COMNAVCRUITCOMINST 5400.2	SYSAD SUBMIT UPDATED IMP TO CNRC (N63) NLT 15 JUL
NAVCRUIT 5400	AFTER ACTION REPORT BLUE ANGELS	S	TAB H	CNRC	COMNAVCRUITCOMINST 5400.2D	PAO SUBMIT REPORT WITH IN 10 DAYS AFTER EVENT
NAVCRUIT 5530-1	RECRUITING REGION/DISTRICT STATUS REPORT	S	ONLINE RRDSR VIA EMAIL	N002/HQ CDO	COMNAVCRUITCOMINST 3300.1.5 ENCL (5)	DISTRICT REPORT TO CNRC HQ VIA THE RRDSR UPON RECEIPT OF CNRC MSG ACTIVATE RECRUITING REGION /DISTRICT STATUS REPORT
NAVCRUIT 5700-1	MUSIC FOR RECRUITING (MFR) AFTER ACTION REPORT	S	NAVCRUIT 5700/1	00P1	COMNAVCRUITCOMINST 5700.1D	PAO SUBMIT WITHIN 5 DAYS FOLLOWING MFR EVENTS TO N913 VIA FOLLOWING CHAIN OF COMMAND, ROPS/AOPS, CR, XO, CO COURTESY COPY FWD TO PERFORMANCE UNIT
OPNAV 5750-1	COMMAND OPS REPORT	A	LETTER/ EMAIL	00P	OPNAVINST 5750.12	ADMIN. SUBMIT REPORT FOR PREVIOUS YEAR NLT 1 MAR.
JAG 5800- 4A	QUARTERLY CRIMINAL ACTIVITY REPORT	Q	LTR/00J	CNRC 00J	COMNAVCRUITCOMINST 5800.3	ADMIN FWD TO CNRC (00J) BY 10 TH OF THE FOLLOWING MONTHS (JAN- APR-JUL-OCT)
NAVCRUIT 7132	ACTIVE DOCUMENT LISTING	M	EMAIL	CNRC N825	COMNAVCRUITCOMINST 7132.2	CTC/CPA/LSO/ADCO SUBMIT REPORT TO BA NLT 20 TH CD OF EACH MONTH
NAVCRUIT 11240-1	VEHICLE SUMMARY AND ACCIDENT REPORT	Q	FORMAT TAB 7F EMAIL/FAX	CNRC N42	COMNAVCRUITCOMINST 4400.1 708.1	LSO FWD CNRC (N42) VIA CO BY 20 TH DAY FOLLOWING THE MONTH AFTER QTR END (JAN-APR-JUL- OCT)
NAVCRUIT 12430	CIVILIAN EVALUATIONS (MID YEAR/ANNUAL)	S/A	NAVCRUIT 12430/2	CNRC N1214	COMNAVCRUITCOMINST 12430.3	ADMIN FORWARD ANNUAL TO CNRC (N1214) BY 20 MAR MID YEAR KEEP LOCALLY

RCS NO	TITLE	FREQ	FORMAT	ORIG CODE	AUTHORITY	RESPONDENT
EXEMPT FROM REPORTS CONTROL	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT	A	OGE FORM 450	CNRC 00J	DODINST 5500.7	CO/XO SUPPLY DUE NLT 31 OCT
EXEMPT FROM REPORTS CONTROL	GIFTS OF TRAVEL AND RELATED EXPENDED FROM NON-FEDERAL SOURCES IN EXCESS OF \$250.00	SA	OPNAVINST 4400.1FD ENCL (1)	00J	31 U.S.C 1353 41 C.F.R PARTS 301 &304-1	CO/XO ADMIN FWD TO CNRC (00J) NLT 18 APR & 18 OCT
EXEMPT FROM REPORTS CONTROL	PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS) REPORT	SA	SUBMITTED ONLINE	CFL	OPNAVINST 6100.1	COMMAND CFL WILL REPORT TWO PFA'S PER PERSON PER CALENDAR YEAR.
EXEMPT FROM REPORTS CONTROL	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (NEW ENTRANT REPORT)	S	OGE FORM 450	00J	DODINST 5500.7	CO/XO DUE WITHIN 30 DAYS OF ASSUMING A POSITION DESIGNATED FOR FILLING
NO RCS ASSIGNED	COMMAND BUS TICKET AUDIT	Q	LOCALLY GENERATED	DISTRICT	NRD NEW ORLEANS	ROPS CONDUCT CHECK/BUS TICKET AUDIT BY THE 30 TH OF THE FOLLOWING MONTHS (MAR-JUN-SEP-DEC)
NO RCS ASSIGNED	PUBLIC AFFAIRS PLAN	A	LTR	DISTRICT	NRD NEW ORLEANS	PAO GENERATE PUBLIC AFFAIRS PLAN NLT 5 AUG
NO RCS ASSIGNED	COMMAND CHECK AUDIT	A	LOCALLY GENERATED	DISTRICT	NRD NEW ORLEANS	ROPS CONDUCT CHECK AUDIT BY 30 TH OF SEP