



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

CANC FRP: AUG 2015

NAVCRUITDISTNOLANOTE 5215  
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20 Apr 2015

NAVCRUITDIST NEW ORLEANS NOTE 5215

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: INDEX OF EFFECTIVE NAVY RECRUITING DISTRICT NEW ORLEANS  
INSTRUCTIONS AND NOTICES

Ref: (a) OPNAVINST 5215.17

Encl: (1) Numerical index of effective instructions  
(2) Numerical index of effective notices  
(3) Numerical index of cancelled instructions

1. Purpose. To comply with reference (a) and publish a current index of effective Navy Recruiting District, New Orleans instructions.

2. Action.

a. Enclosure (1) is numerical index of Navy Recruiting District New Orleans effective instructions. Enclosure (2) is numerical index of effective Navy Recruiting District New Orleans notices. Enclosure (3) is a numerical index of cancelled instructions and reason for cancellation.

3. Cancellation Contingency. This notice remains in effect until the issuance of a new index of effective instructions.

/s/

C. A. WYNTER

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

**NRD NEW ORLEANS NUMERICAL INDEX OF EFFECTIVE INSTRUCTIONS**

<b>INST NUMBER</b>	<b>CHANGE #</b>	<b>DATE</b>	<b>ORIG</b>	<b>SUBJECT</b>
1000.1E		10APR15	01A	COMMAND MENTORING PROGRAM
1040.1D		8AUG14	01A	COMMAND RETENTION AND CAREER DEVELOPMENT PROGRAM
1050.2G		17JUL14	00	LEAVE, LIBERTY AND OCONUS LEAVE FOR MILITARY PERSONNEL
1130.1C		18SEP14	00	MEPSTRACK DEPBOARD POLICIES AND GUIDELINES
1130.2C		26AUG14	30	COPY CERTIFICATION POLICY
1130.9		4NOV14	30	(NIDT) MANDATORY PRE-ACCESSION NON-INSTRUMENTED DRUG TESTING OF DELAYED ENTRY PROGRAM (DEP)/DELAYED ENTRY RESERVIST (DER) PERSONNEL
1133.4C		5AUG14	00	ENLISTED PRODUCTION, PERFORMANCE AND TRAINING STANDARDS
1136.1C		19JUN13	30	RECRUITING OPERATIONS DEVELOPMENT BOARD PHASE II PROGRAM
1150.2E		30JUN14	30	NRD NEW ORLEANS PROCEDURES FOR ADMINISTRATION OF THE HARP, OHARP, SEMINAR AND BJHARP
1230.1D		11FEB15	30	ARMED SERVICES VOCATIONAL APTITUDE BATTERY TESTING
1306.1G		2MAR15	00	SPECIAL REQUEST ROUTING MATRIX
1320.1C		2OCT14	00	COMMANDING OFFICER'S STANDING ORDERS
1500.4C		7APR14	00	TRAINING PROGRAM POLICY AND PROCEDURES FOR NRD NEW ORLEANS
1601.2C		2MAR14	01	DISTRICT WATCH ORGANIZATION
1610.1		18MAR13	00	DELEGATION OF REPORTING SENIOR AUTHORITY FOR EVALUATION REPORTS
1620.1F		10DEC12	30	EMI POLICY GUIDANCE FOR NRD NEW ORLEANS
1626.1K		8AUG14	00	POLICY AND PROCEDURES FOR DESERTERS AND ABSENTEES
1650.1R		6MAY14	10	COMMAND AWARDS PROGRAM
1650.2E		16APR15	00	SENIOR/JUNIOR/SUPPORT SAILOR OF THE QUARTER/YEAR
1650.3C		17JAN14	00	CIVILIAN AND CONTRACTOR OF THE QUARTER/YEAR
1720.1L		10MAR15	01A	NRD NEW ORLEANS NAVY SPONSOR PROGRAM
1720.4A		12JUN14	00	SUICIDE PREVENTION PLAN
1740.1K		22JAN15	01A	GUIDANCE ON THE POLICIES AND PROCEDURES APPLICABLE TO PROCESSING OF COMPLAINTS OF INDEBTEDNESS AND FAILURE TO PROVIDE SUPPORT FOR DEPENDENTS
1750.1J		29JUL13	01A	NAVY FAMILY OMBUDSMAN PROGRAM WITHIN NRD NEW ORLEANS
1770.1D		23JUL12	00	CASUALTY ASSISTANCE CALLS PROGRAM (CACP) SUPPLEMENT
2060.1F		24OCT12	14	TELEPHONE CONTROL AND MANAGEMENT
3440.1M		16JUL13	10	DESTRUCTIVE WEATHER PLAN
3500.39D		2MAR15	00	OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM
4200.1P		2JUL13	14	PURCHASE REQUESTS
4400.1C		29JUL13	14	PROCUREMENT
4400.2D		25SEP14	14	INTERNAL OPERATING PROCEDURES FOR USE OF THE GOVERNMENT PURCHASE CARD AS PAYMENT METHOD FOR THE PROCUREMENT OF APPLICANT MEALS

INST NUMBER	CHANGE #	DATE	ORIG	SUBJECT
				AND LODGING AT MILITARY ENTRANCE AND PROCESSING STATIONS
4400.3D		10MAR15	14	INTERNAL OPERATING PROCEDURES FOR USE OF THE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM
4400.4A		14APR14	14	VEHICLE MANAGEMENT AND TRAFFIC SAFETY PROGRAM
4600.1H		10MAR15	14	GOVERNMENT CONTRACTOR-ISSUED TRAVEL CHARGE CARDS
4651.2A		3JUN13	14	INVENTORY AND CONTROL OF APPLICANT SHUTTLE/BUS TICKETS
5100.2A		21JAN14	00	OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR NRD NEW ORLEANS
5100.3B		29JUL13	01A	TOBACCO USE PREVENTION AND CESSATION
5211.1		24OCT12	10	COMMAND PRIVACY PROGRAM
5216.5T		8AUG12	10	NRD NEW ORLEANS DISTRIBUTION LIST
5218.1F		25SEP12	14	POSTAGE MANAGEMENT PROCEDURES
5239.1J		20APR15	40	AUTOMATIC DATA PROCESSING (ADP) SECURITY PROGRAM FOR NAVY RECRUITING DISTRICT NEW ORLEANS
5239.2D		6OCT14	40	INFORMATION SYSTEMS (IS) CONTINGENCY PLAN
5239.3E		20FEB15	40	NAVY RECRUITING DISTRICT INFORMATION SYSTEMS (IS) TRAINING PLAN
5239.4C		29APR14	40	MOBILE RECRUITER INITIATIVE POLICY
5300.2L		18AUG14	10	COMMAND INDOCTRINATION PROCEDURES FOR PERSONNEL REPORTING TO NRD NEW ORLEANS
5330.1C		20OCT14	10	CHECK-IN/CHECK-OUT PROCEDURES FOR PERSONNEL REPORTING TO NRD NEW ORLEANS
5350.4D		10MAR15	00	COMMAND URINALYSIS PROGRAM
5354.1M		10MAR15	00	EQUAL OPPORTUNITY PROGRAM AND CO POLICY STATEMENTS
5400.1C		25SEP12	30	IDENTIFICATION AND REPORTING OF PROBLEM SCHOOLS
5400.4A		18SEP14	30	OFFICER PROCESSING STANDARD OPERATING PROCEDURES
5401.1B		18FEB14	01	SAILOR HEALTH AND READINESS PROGRAM (SHARP)
5510.2H		5SEP12	01	COMMAND SECURITY PROGRAM
5530.1L		10MAR15	01	PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM
5720.1		24OCT12	10	RELEASING NRD NEW ORLEANS RECORDS TO MEMBERS OF THE PUBLIC UNDER THE FREEDOM OF INFORMATION ACT (FOIA)
5800.1C		15JUL14	01A	DISCIPLINARY REVIEW BOARD (DRB)
6110.1N		10MAR14	01	PHYSICAL READINESS PROGRAM (PRP)
7200.2L		10MAR15	14	PROCEDURES FOR REIMBURSEMENT OF OUT OF POCKET EXPENSES OPE INCURRED IN PERFORMANCE OF OFFICIAL RECRUITING DUTY
7322.1K		10MAR15	14	ACCOUNTABILITY OF MINOR PROPERTY

**NRD NEW ORLEANS NUMERICAL INDEX OF EFFECTIVE NOTICES**

<b>NOTICE</b>	<b>DATE</b>	<b>ORIG</b>	<b>SUBJECT</b>
1120	1OCT14	00	NAVY RECRUITING DISTRICT NEW ORLEANS WORKING HOURS POLICY
1130.1A	27JUN14	00	STANDARDIZATION PLAN
1133	3MAR15	00	RECRUITING REQUIREMENTS
1500	3MAR15	00	MONTHLY TRAINING AND OPERATIONS PLAN
5214	10MAR15	00	REPORTING REQUIREMENTS FOR NRD NEW ORLEANS
5215	1JAN15	00	INDEX OF NAVCRUITDIST NEW ORLEANS INSTRUCTIONS AND NOTICES
5420	2MAR15	00	PRIMARY DUTIES, COLLATERAL DUTIES, BOARDS AND COMMITTEE ASSIGNMENTS

**NRD NEW ORLEANS NUMERICAL INDEX OF CANCELLED INSTRUCTIONS**

<b>INSTRUCTION</b>	<b>SUBJECT</b>	<b>REASON</b>
1000.1D	COMMAND MENTORING PROGRAM	REVISED
1000.15A	NRD NEW ORLEANS HEADQUARTERS COFFEE MESS FUND	CANCELLED
1230.1C	ARMED SERVICES VOCATIONAL APTITUDE BATTERY TESTING	REVISED
1306.1F	NRD NEW ORLEANS SPECIAL REQUEST ROUTING MATRIX	REVISED
1601.2C	DISTRICT WATCH ORGANIZATION	REVISED
1650.2D	SENIOR/JUNIOR/SUPPORT SAILOR OF THE QUARTER/YEAR	REVISED
1720.1K	NAVY RECRUITING DISTRICT NEW ORLEANS NAVY SPONSOR PROGRAM	REVISED
3500.39C	OPERATIONAL Risk Management (ORM) PROGRAM	REVISED
4400.3C	INTERNAL OPERATING PROCEDURES FOR THE USE OF THE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM	REVISED
4600.1G	GOVERNMENT CONTRACTOR-ISSUED TRAVEL CHARGE CARDS	REVISED
5239.1H	AUTOMATIC DATA PROCESSING (ADP) SECURITY PROGRAM FOR NAVY RECRUITING DISTRICT NEW ORLEANS	REVISED
5239.3C	NAVY RECRUITING DISTRICT INFORMATION SYSTEMS (IS) TRAINING PLAN	REVISED
5350.4C	COMMAND URINALYSIS PROGRAM	REVISED
5354.1.L	EQUAL OPPORTUNITY PROGRAM AND COMMANDING OFFICER'S POLICY STATEMENTS	REVISED
5401.1A	SAILOR HEALTH AND READINESS PROGRAM (SHARP)	REVISED
5530.1K	PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM	REVISED
7200.2K	PROCEDURES FOR THE REIMBURSEMENT OF THE OUT OF POCKET EXPENSES INCURRED IN PERFORMANCE OF OFFICIAL RECRUITING DUTY	REVISED
7322.1J	ACCOUNTABILITY OF MINOR PROPERTY	REVISED