



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

NAVCUITDISTNOLAINST 5300.2L
30
8 Aug 2014

NAVCUITDIST NEW ORLEANS INSTRUCTION 5300.2K

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: COMMAND INDOCTRINATION PROCEDURES FOR PERSONNEL REPORTING
TO NAVY RECRUITING DISTRICT NEW ORLEANS

Ref: (a) COMNAVCRUITCOMINST 1500.4R
(b) OPNAVINST 1740.3C
(c) NAVCRUITDISTNOLAINST 1320.1B
(d) COMNAVCRUITCOMINST 5370.1F
(e) NAVCRUITDISTNOLAINST 5354.1L

Encl: (1) Command Indoctrination Checklist
(2) Command Sponsor and Indoctrination Programs
Questionnaire
(3) NRD New Orleans Spouse Contact Sheet
(4) NAVPERS 1070/613 (REV.08-2012)
(5) Schedule of Events

1. Purpose. To promulgate Indoctrination procedures in accordance with references (a) through (e) for personnel reporting to Navy Recruiting District (NRD) New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 5300.2K.

3. Background. The majority of personnel reporting to this command are entering the recruiting field for the first time in their Navy career. Recruiting duty is special and unique, unlike other duty assignments in the Navy. For the most part, we are working and living in a civilian environment which requires some adjustment in both living and working conditions. We are constantly in the public eye and must maintain our appearance, behavior, and professional conduct in an impeccable manner at all times. It is the responsibility of all hands to ensure that newly reporting personnel are properly indoctrinated.

4. Discussion. A recruiting orientation program was established to ensure newly reporting personnel experience a meaningful check-in. Enclosure (1) of reference (a) will be used by all officers, enlisted, and civilian personnel reporting onboard for duty.

5. Action. It is essential that all personnel reporting to NRD New Orleans receive a thorough indoctrination by each department as applicable.

a. All department heads will familiarize themselves with references (a) and (b). Department heads will ensure their personnel are adequately cross-trained to thoroughly brief reporting personnel on topic items pertinent within their department. Applicable items will be initialed and signed as appropriate in the member's indoctrination record.

b. Officers and Support Personnel are required to complete NRD Command Indoctrination within 90 days from the date of reporting utilizing enclosure (1). Members must also complete enclosure (2) through (4) before completion of Indoc.

c. Recruiters have 90 days to complete NRD Command Indoctrination and 45 days to complete their basic recruiter Personal Qualification Standards (PQS).

d. MEPS INDOC All 9585 reporting onboard NRD New Orleans will be required to attend MEPS Indoc within 90 days of reporting onboard.

e. All newly reporting personnel will be provided a copy of reference (c) CO's Standing Orders, reference (d) Fraternalization and reference (e) Equal Opportunity Program. Newly reporting personnel will acknowledge having read these policies by signing a page 13 which will be filed in member's junk jacket prior to member assuming any recruiting duties.

/s/
C. A. STOVER

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

Command Indoctrination Checklist

Rate/Name	Date Reported to Command

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

Command Indoctrination Checklist

DEPARTMENT	CHECKLIST	INITIALS	DATE
	<p>Command Fitness Leader</p> <ul style="list-style-type: none"> - Update PRIMS <p>Command Trainer</p> <ul style="list-style-type: none"> - Issue Individual Training Jacket - Add member to training PQS database <p>NAVCRUITDIST Statistician</p> <ul style="list-style-type: none"> - Add member to database <p>Vehicle Coordinator</p> <ul style="list-style-type: none"> - 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 <p>Travel Coordinator</p> <ul style="list-style-type: none"> - Verify possession of government travel card <p>Government Cell Phones</p> <ul style="list-style-type: none"> - Custody card <p>SYSAD</p> <ul style="list-style-type: none"> - ADP procedures <p>Alcohol Detection Device Coordinator</p> <ul style="list-style-type: none"> - Add member to database <p>Initial Check-in Complete</p>		
HEALTH BENEFIT ADVISOR	<ul style="list-style-type: none"> - Military/Civilian medical and dental care - TRICARE/TRICARE Supplements 		
VOTING OFFICER	<ul style="list-style-type: none"> - National Voter Registration Act (NVRA) 		
COMMAND	<ul style="list-style-type: none"> - Roles and responsibilities 		

Command Indoctrination Checklist

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

Command Indoctrination Checklist

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

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	R-OPS - 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	Chief Recruiter - Role in command mission - Expectations - CRF Program - CANREC Program (BUPERSINST 1001.40) - Recruiter Evaluation Board Procedures - Ethics/prohibited practices		
OPERATIONS DEPARTMENT	Enlisted Assistant Chief Recruiter - 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	Officer Assistant Chief Recruiter - Role in command mission - Officer goaling/teamwork - NRC/NRD competition and award system - Production evaluation tracking - Collegiate leadership - Collegiate integrity		
OPERATIONS DEPARTMENT	Command Trainer - Roles and responsibilities - Defense Connect Online (DCO) - Training pipeline - Personnel Qualification Standards (PQS)		
OPERATIONS DEPARTMENT	Nuclear Field Recruiter - Role in command mission - Program qualifications - Waiver procedures - Testing - Field communications - School presentations		
OPERATIONS DEPARTMENT	NSW/NSO Coordinator - Program qualifications - School presentations - Waiver procedures - Testing - Field communications		
OPERATIONS DEPARTMENT	Enlisted Processing Division Supervisor (EPDS) - 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
	- MEPS tour (optional)		
SUPPLY DEPARTMENT	Supply Officer - Care, maintenance, and repair - Purchasing fuel - Vehicle credit card utilization - Domicile to duty - Vehicle logs - Prohibited practices - Mishap reporting - Parking regulations, including POV and GOV violations		
SUPPLY DEPARTMENT	Government Travel Credit Card (GTCC) - Complete online training course - Signed SOU - Signed Page 13 on "Proper Use of Card" - Verify no outstanding debt on GTCC for prior travel		
SUPPLY DEPARTMENT	Government Cell Phones - Staff/Recruiter eligibility - Policy regarding use - Procedures for reporting lost, stolen or inoperative phones - Prohibited practices		
SUPPLY DEPARTMENT	OPE & Miscellaneous Items - Business cards - DTS training and validation - OPE (Out of Pocket) submission		
OMBUDSMAN	Spouse meets with Command Ombudsman (If Command Ombudsman cannot meet spouse in person, telephone contact should be initiated)		

Command Indoctrination Checklist

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

Command Indoctrination Checklist

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

(Member's Signature)

(Administration Officer Signature)

Copy to:
Member's Training Jacket

**COMMAND SPONSOR AND COMMAND INDOCTRINATION PROGRAMS
QUESTIONNAIRE**

Your help is requested in evaluating the effectiveness of our Command Sponsor and Command Indoctrination Programs. You do not have to include your name if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary and your views will help us make the program better.

LAST NAME: _____ FIRST NAME: _____ INITIAL: _____
RANK/RATE: _____ DEPARTMENT: _____
PREVIOUS COMMAND: _____

1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits? Yes No
2. Did you receive information and communication from the gaining command in advance of your arrival? Yes No
 - a. If yes, was the information an adequate representation of this command? Yes No
 - b. If yes, was the information adequate to inform you about this geographical area? Yes No
 - c. If yes, was the information received in time to permit adequate advance planning? Yes No
 - d. If no, what additional information would have made your transfer and relocation easier? _____
3. Did you request/elect to have a sponsor? Yes No
4. Were you assigned a sponsor? Yes No
5. Who is your sponsor? _____ (May omit name if desired).
6. Did your sponsor contact you prior to your departure from your previous command? Yes No

7. Did your sponsor meet you upon your arrival? Yes No
8. Was your sponsor knowledgeable about this command and the local community and able to answer your questions? Yes No
9. When did you receive your orders? _____
10. When did you transfer from your last command? _____
11. Did you attend school(s) or take leave in transit to this command? Yes No If yes, list dates: _____
12. Did your previous command inform you of the resources available to you at your nearest Fleet and Family Service Center (FFSC)? Yes No
13. How many days were you onboard before attending the Command Indoctrination Program? _____
14. Please list topics that you would like to see covered in the Command Indoctrination Program.

15. Overall, were you satisfied with this Command Sponsor Program? Yes No
16. Overall, were you satisfied with the Command Indoctrination Program? Yes No
17. Please list any suggestions you have for improving the Command Sponsor and Indoctrination Programs.

**(RETURN THIS QUESTIONNAIRE TO THE COMMAND SPONSOR COORDINATOR OR
COMMAND MASTER CHIEF WHO WILL APPRISE
THE COMMANDING OFFICER)**

Navy Recruiting District New Orleans Spouse Contact Sheet



Members Name: _____

Spouse Name: _____

Spouse Information:

Phone: _____

Email: _____

NAVCRUITDISTNOLAINST 5300.2L
8 Aug 2014

COMMAND INDOC
NRD NEW ORLEANS HQ (DATES)

Day 1

INDOC Schedule for (DAY, DATE)

1000-1045 CO Welcome
1045-1130 SAPR Brief (GMT)
1130-1200 XO Welcome
1200-1230 CMC Welcome
1230-1330 LUNCH
1330-1400 CR Welcome
1400-1430 Financial Management (GMT)
1430-1500 Dept Head
1500-1530 CMEO (GMT)
1530-1600 Command Career Counselor
1600-1700 District Trainer/PAO

Day 2

INDOC Schedule for (DAY, DATE)

0900-0930 ORM/UPC/Safety Brief
0930-1000 CFL/PRT
1000-1045 DEPCO/Mentorship/DAPA (GMT)
1045-1100 BREAK
1100-1130 EDSPEC
1130-1200 ADMIN
1200-1300 Lunch
1300-1330 Command Ombudsman
1330-1400 LSO/Vehicles/Gov. Phones/DTS
1400-1430 Leads
1430-1500 EPDS

Enclosure (5)