



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

NAVCRUITDISTNOLAINST 5400.1C  
30  
25 Sep 2012

NAVCRUITDIST NEW ORLEANS INSTRUCTION 5400.1C

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: IDENTIFICATION AND REPORTING OF PROBLEM SCHOOLS

Ref: (a) COMNAVCRUITCOMINST 5400.2E

Encl: (1) Problem School report (NRD Form 5400/1)  
(2) Instructions for Completing Problem School Report

1. Purpose. To establish procedures for identification and reporting of a problem high school, voc/tech school or two and four year college in order to initiate appropriate follow-up by supervisors or headquarters personnel as required by references (a).

2. Cancellation. NAVCRUITDISTNOLAINST 5400.1B

3. Background. The proper identification of a problem school (public or private) assigned to a recruiting station on a continuing basis is essential in order to develop the necessary strategies and tactics for maximum market penetration. A problem school is defined as one which meets any of the following conditions:

a. Refuses recruiter access (applies to voc/tech schools, two/four year colleges and/or high schools public or private).

b. Limits recruiter access.

c. Refuses to schedule the ASVAB, schedules on a non-school day, or test very low numbers relative to the junior/senior enrollment.

d. Other problems defined by recruiter.

Once a school is identified as a problem school, it must be reported and monitored. Action to resolve the problem can be accomplished by the Recruiter, Education Specialist

(EDSPEC), Center of Influence, or other sources (Campus Liaison Officer, Recruiting District Assistance Council (RDAC), etc.). The status of problem schools is continually tracked by both Commander, Navy Recruiting Region East and Commander, Navy Recruiting Command and is a regular NTT inspection item.

4. Action.

a. Leading Chief Petty Officer (LCPO)/ Leading Petty Officer (LPO). The LCPO/LPO of each station will prepare enclosure (1) using enclosure (2) for guidance. The report should be reported at the end each school semester. Negative reports are required. The LCPO/LPO will ensure that reports are maintained in the station file.

b. Divisional Leading Chief Petty Officer (DLCPO). Upon receipt of enclosure (1) from each of his/her stations, the DLCPO will make a copy for his/her files. The DLCPO will submit the originals to the Education Specialist via the Division Officer, Chief Recruiter, and Recruiting Operations Officer no later than 10 days after completion of the school semester.

c. EDSPEC. The EDSPEC will retain enclosure (1) for each problem school and use it for compiling reports per references (a). He/she will, most importantly, use it for targeting school visits to problem schools needing attention during regular station visits.

/s/  
G. R. SHARP

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INSTRUCTIONS FOR COMPLETING PROBLEM SCHOOL REPORT

1. Division. Self-explanatory
2. Station. Self-explanatory
3. School year. Academic school year (Example: 2011-12).
4. Date. Date prepared. This will be the last day of school semester. (Example: 20 December 2012)
5. School quarter. Check the appropriate semester that this report covers.
6. Name of institution. List only those high schools, voc/tech, two or four year institutions that are problem schools. If none, write "none" beside line number one and leave rest of blocks blank.
7. Type of institution. Check appropriate block for each school listed.
8. Refuses access. (Applies to all schools). If any school totally refuses recruiter access during the entire year, check this block. Treat this block with care. It means that the recruiter has tried to visit the school, but the school officials have told the recruiter they do not want him/her on campus. Elaborate the details in the remarks section (example: "Dry Branch H.S. - Mr. Badnews, principal told me on 10 September 2012 not to return to his campus as his students are not interested in the military").
9. Limits recruiter access. (Applies to high schools only).
  - a. Once/year. Check if you are only allowed to visit the campus one time a year.
  - b. Two/year. Check if you are only allowed to visit the campus twice a year.

- c. Three/year. Self-explanatory.
- d. Four/year. Self-explanatory.

If you are only allowed to visit the campus on college and/or career days/nights, please explain under remarks section (example: "Lottoluck H.S. - only visit campus on career days which is once per year").

10. School refuses to: (applies to high schools only)

a. ASVAB: Check this block only if a recruiter has contacted the school and they have stated they will not support the ASVAB test during the school year.

b. Provide directory information: Check this block only if the school has indicated either verbally or in writing that they will not furnish school lists of graduating seniors. The previous year's list of juniors does not suffice as a senior list, nor the ASVAB list unless 70% or more of the senior class has tested this school year.

11. Need help. (Applies to all schools). If you feel you need assistance from the education specialist or other sources in resolving a problem school, so indicate as applicable. The EDSPEC will then target this school for future visits.

12. Remarks. Use this section to further amplify any area checked above. You may also use this section to explain what efforts have been made by the recruiter so far to resolve the concerns.

