



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1130.1C  
00

26 Jul 16

### NAVCRUITDISTNY INSTRUCTION 1130.1C

Subj: STANDARDIZATION PLAN

Ref: (a) COMNAVCRUITCOMINST 1130.8J W/CH 8  
(b) COMNAVCRUITCOMINST 1500.4R  
(c) COMNAVCRUITCOM NOTICE 5000

Encl: (1) DEP Folders  
(2) Station Binder

1. Purpose. To promulgate a Navy Recruiting District (NRD) New York Standardization Plan to ensure all stations are effective and efficient and all systems are maintained in a standardized manner.

2. Cancellation. NAVCRUITDISTNYINST 1130.1B

3. Background. Reference (a) provides minimum guidelines and procedures for enlisted recruiting. Reference (b) establishes minimum training requirements. Enclosures (1) through (2) standardize recruiting operations. The guidance herein is intended to complement and provide procedural guidance for effective management and uniformity throughout the command.

#### 4. Action

a. The Recruiting Operations Officer, Chief Recruiter, Assistant Chief Recruiters, Division Officers, Division Leading Chief Petty Officers (DLCPOs) and Command Trainer will inspect for compliance.

b. All DLCPOs, Leading Petty Officers (LPOs) and Recruiters shall ensure full compliance with this directive.

c. Adherence to these standardized procedures shall be listed as inspection items on DLCPO and LPO Turnover Inspections and all Production Inspections.

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DEP FOLDERS

1. Every member of the Delayed Entry Program (DEP) will have an individual DEP folder maintained until graduation from Recruit Training Command.
2. The only authorized folder is the 6-part brown folder, which is provided by the NRD New York supply department.
3. Each Future Sailor folder will contain:
  - a. Future Sailor training folder and checklist stapled to outside front cover. (Appendix A-1)
  - b. White label sticker for Future Sailor name and ship date attached to folder lip.
  - c. Appendix A-2 through A-5.

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**APPENDIX A  
DEP TRAINING FOLDER CHECKLIST**

NAME: (LAST, FIRST, MIDDLE)		DEP DATE:	SHIP DATE:
PROGRAM:	AFQT	EDUCATION LEVEL	RECRUITER
FOLDER REVIEW (Initial During Station Visit):			
CO: _____	XO: _____	CMC: _____	R-OPS: _____ CR: _____ ACR: _____
DLCPO: _____			
SECTION	FORMS AND DOCUMENTS		
1	<input type="checkbox"/> 72 HOUR INDOCTRINATION *		
2	<input type="checkbox"/> HOLD HARMLESS AGREEMENT		
3	<input type="checkbox"/> DEP RECERTIFICATION'S (30 DAY, 7 DAY, 24 HR)		
4	<input type="checkbox"/> DEP REFERRAL REPORTS (NAVCUIT 5305/1) *		
REQUIRES CORRESPONDING ENTRY IN RTOOLS			

**AFFIX THIS CHECKLIST TO THE FRONT COVER OF THE DEP FOLDER**

**PRIVACY ACT NOTIFICATION**

This Folder contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions.

**FOR OFFICIAL USE ONLY**

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Monthly Verification Sheet

MONTH	LPO	DLCPO	REMARKS
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			

<input type="checkbox"/> 72 HOUR INDOCTRINATION *
<input type="checkbox"/> HOLD HARMLESS AGREEMENT
<input type="checkbox"/> DEP RECERTIFICATIONS (30 DAY, 7 DAY) *
<input type="checkbox"/> DEP REFERRAL REPORTS (NAVCUIT 5305/1) *

\*Documents and RTOOLS entries required by COMNAVCUITCOMINST 1130.8J, Vol V.



SECTION 1

- 72 HOUR INDOCTRINATION \*
- HOLD HARMLESS AGREEMENT

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V



SECTION 2

- DEP RECERTIFICATIONS (30 DAY, 7 DAY, 24 HOUR)\*

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V

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SECTION 3

- DEP REFERRAL REPORTS (NAVCRUIT 5305/1) \*

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V

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NAVY RECRUITING STATION BINDER

1. Each Navy Recruiting Station (NAVCRUITSTA) shall create and maintain a NAVCRUITSTA Binder.
2. Each station will use a 2" or 3" Binder which will contain a cover sheet that reads "NAVCRUITSTA Binder". Appendix B-1. Binder will be separated by Tabs in numerical order.
3. Binder will contain at a minimum all documents or items listed in Appendix B-2.

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# NAVCRUITSTA BINDER



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APPENDIX B

Date:

NAVCRUISTA BINDER

Tab 1. INSTRUCTIONS Tab

- (1) CNRCINST 1500.4R
- (2) 5370.1F
- (3) 5354.1F
- (4) 5354.2B W/CH-1

Tab 2. PQS Status Tab

- (1) Current working PQS
- (2) Qualified PQS
- (3) Copies of PSS Application/Coaching  
Certificates/VALOR Certificates / CPR Card
- (4) COMNAVCRUITCOMINST 1136.2R

Tab 3. Inspections Tab

- (1) Turnover
- (2) NIT
- (3) Production
- (4) POA&M

Tab 4. Designation letters / waivers Tab

Note: Ensure current documents and instructions are in, AS  
NEEDED.