



"MASTER"

## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
890 STEWART AVENUE  
2<sup>ND</sup> FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1740.1B

011

22 Mar 12

### NAVCRUITDISTNY INSTRUCTION 1740.1B

Subj: CHECK-IN AND INDOCTRINATION PROCEDURES FOR NEWLY  
REPORTING PERSONNEL

Ref: (a) OPNAVINST 1740.3 (Series)  
(b) COMNAVCRUITCOMINST 1136.2 (Series)  
(c) COMNAVCRUITCOMINST 1500.4 (Series)  
(d) COMNAVCRUITCOMINST 1754.1 (Series)

Encl: (1) Command Indoctrination Schedule  
(2) NRD New York Headquarters Check-in/Check-Out Sheet  
(3) Command Sponsor/Indoctrination Program Critique  
(4) NRD New York Key Personnel List  
(5) Commanding Officer's Welcome Aboard Letters  
(6) Command Master Chief Welcome Aboard Letter  
(7) Welcome Aboard Messages

1. Purpose. To promulgate a Command Indoctrination program for personnel reporting to Navy Recruiting District (NRD) New York.

2. Cancellation. NAVCRUITDISTNYINST 1740.1A

3. Background. The transition from a previous duty station to a recruiting command needs to be accomplished in an informative and supportive manner. Navy Recruiting is unique in nature, providing challenges to the Sailor in every aspect. Recruiting requires Sailors to perform their duties in an independent manner and requires them to live in the community with little or no military support. This requires newly reporting personnel to assimilate a large amount of information regarding their role in supporting the command's mission, along with how to adjust to the local environment. The indoctrination period will be fully utilized to assist new command members through this process.

4. Discussion. Reference (a) provides a handbook for command sponsorship and indoctrination. The Command Master Chief (CMC) along with the District Trainer and Command Career Counselor (CCC) will use this handbook to effectively manage a successful command sponsor and indoctrination program.

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The CMC is appointed as the Command Sponsor and Indoctrination Program Coordinator. Working with the CMC, the CR will act as the primary liaison for making initial contact with newly ordered enlisted Canvasser Recruiters, the OACR for Officer Recruiters, the EACR for Classifiers, and the Chief Administrator for all support personnel. The Chief Recruiter (CR) will be responsible for the Ultimate Duty Assignment (UDA) for all personnel reporting to NRD New York for duty as a Canvasser Recruiter.

5. Action. All personnel reporting to NRD New York, for any purpose or reason, will report initially to the NRD New York Headquarters and have their orders stamped. Time allotted for initial check-in is four days with one follow-on day for appointments with the chain of command (if unable to meet with the CO, XO and CMC on the first day). Enclosure (2) of this instruction and Enclosure (2) of reference (c) will be completed during this process. Following the initial check-in, each new arrival will attend the next available Indoctrination Sessions at Headquarters as necessary and Fort Hamilton. All spouses/significant others, are strongly encouraged to attend the Fort Hamilton Indoctrination. Schedule permitting the CO and CMC will meet with all spouses during the luncheon provided by Army Community Services (ACS).

6. Duties, Responsibilities and Authority

a. Executive Officer

(1) The Executive Officer (XO) is the Training Officer for NRD New York.

(2) The Training Officer, will monitor the CMC, the CCC and the District Trainer in the administration of the Command Indoctrination Program.

b. Department Heads

(1) Monitor the schedules of their personnel undergoing indoctrination. Delays in completion of indoctrination should be reported to the XO via the District Trainer.

(2) Ensure all newly reporting personnel report to NRD Headquarters prior to going to their UDA.

(3) Ensure standardized presentations are given by qualified presenters.

(4) Upon completion of the Command Indoctrination Session, ensure copies of enclosures (2) and (3) are given to the District Trainer for filing in the respective Training Jacket.

c. Command Master Chief

(1) The CMC is the Command Sponsor and Indoctrination Program Coordinator.

(2) The CMC will ensure the Administrative Officer (AO) sends out the "Welcome Aboard Message", enclosure (7), within three working days of receiving orders for newly reporting personnel.

(3) The CMC will ensure the AO sends out "Welcome Aboard Packages" within one week after receiving orders for newly reporting personnel, which includes enclosures (4) through (6).

(4) At the conclusion of the "Close-out Indoctrination Session", the CMC/DT will have each member complete enclosure (3).

(5) The CMC is the sponsor for all newly reporting Chief Petty Officers.

(6) Meet with newly arriving spouses/significant others at the Fort Hamilton Indoctrination session.

(7) Ensure NORU receives an updated copy of the Welcome Aboard package on CD or via email as changes are made.

(8) Assist personnel transferring out in any case where they have been unable to make reasonable contact with the gaining command.

d. Chief Recruiter

(1) The Chief Recruiter (CR) is responsible for assigning the Ultimate Duty Assignment (UDA) and sponsor for all personnel assigned to NRD New York as a Canvasser Recruiter. This normally will be completed after the newly reporting member

has made initial contact with this command. If contact has not been made before the service member arrives at Navy Orientation Recruiting Unit (NORU), the CR will assign the UDA and sponsor.

e. Assistant Chief Recruiter

(1) The Assistant Chief Recruiter (EACR)/(OACR) will serve as the initial sponsor for all personnel assigned to NRD New York as a Canvasser Recruiter. After the EACR/OACR has made initial contact with the individual, a station sponsor will be assigned.

(2) The EACR/OACR will not assign a sponsor with less than nine months remaining onboard.

f. District Trainer

(1) The District Trainer will use reference (b) to brief officer and enlisted recruiters on qualification standards expected by Commander, Navy Recruiting Command (NRC) for their assigned duties.

(2) Will be responsible to the Executive Officer to ensure all newly reported personnel are tracked and tasked to complete command indoctrination, and Recruiting Development Board.

(3) Schedule formal sponsor Training for all LCPOs and LPOs.

g. Chief Administrator

(1) Conduct the initial check-in process, ensuring all pay issues are taken care of and travel claims are processed.

(2) Upon completion of initial check-in process, provide new arrival with copies of enclosures (1) through (3).

(3) Update the "Master Recall" database.

(4) Each week, check the listing of Prospective Gains on BUPERS on Line (BOL), and balance the list with the orders received to the command via message traffic.

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(5) Each week, provide all personnel at the Department Head Meeting Prospective Gains and Prospective Loss report.

(6) Within three working days of receiving orders, send out enclosure (7) to all prospective gains.

(7) Within one week of receiving new orders for a prospective gain, mail out a "Welcome Aboard Package" to their current command to include: Enclosure (4) through (6) and the Welcome Aboard compact disk (which includes information from the Fort Hamilton ACS and Navy Housing).

h. Sponsor

(1) Responsible for contacting member immediately upon assignment. Determine marital/dependent status and any special circumstances that will require LCPO/CMC assistance.

(2) Will confirm member's expected check-in date and report such to the CA. Check-ins shall normally not be accepted at HQ on Fridays, however member may check-in with Admin via phone to establish official report date. Member will then proceed to HQ the following Monday with their assigned sponsor.

i. HQ Program Managers (Supply Officer (SUPPO), CFL, Urinalysis Program Coordinator (UPC), Command Statistician and Assistant Security Manager).

(1) These individuals will ensure ready access to requisite check-in forms while members are checking-in.

(2) In the event of a Program Manager's absence, new personnel will complete the appropriate form (to be received from Admin). The PM will enter the new member's information upon their return. This process will facilitate a one-day HQ check-in even in the event of a PM's unforeseen unavailability.

(3) CFL must coordinate to be available via email/phone to allow timely entry of new check-in information into PRIMs.

j. Immediate Supervisor

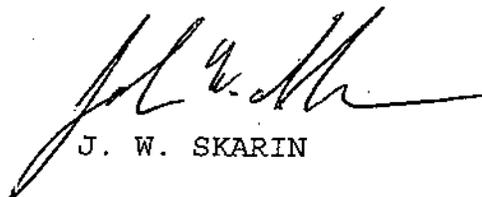
(1) Ensure the check-in process has priority over all other duties for newly reporting personnel.

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(2) Ensure new Canvasser Recruiters complete the indoctrination process by visiting with the LCPO, visits a Navy Operation Support Center (NOSC), and the Navy Recruiting Processing Station (NRPS).

(3) Inform the Department Head/CA upon completion of the Indoctrination process for new personnel assigned under your control.

(4) Upon completion of the initial check-in process, ensure copies of enclosure (2) and all NRC check-in documents are retained in the member's training jacket and a copy sent to the Command Trainer.



J. W. SKARIN

Distribution:  
NAVCRUITDISTNYINST 5216.1G  
List I and II

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Command Indoctrination Schedule

1. Initial Check-in

- a. Report to NRD NY Headquarters in Garden City, NY.

0900 Initial Check-in process with Admin

1030 Check-in with LSO to include GOV/DTS/SYSAD

1430 Check-in with UPC, Assistant Security Manager and  
Command Statistician

- b. Check-in with CMC, XO and CO (if available), if not,  
schedule appointments.

2. Command Indoctrination Session

- a. Typically conducted during the 4th Wednesday of every  
month. Check Plan of the Week for exact date.

- b. Presentations will be provided by the following  
personnel to complete the indoctrination process IAW specific  
topics on the Indoctrination Checklist:

- (1) 0900 Commanding Officer
- (2) 0915 Executive Officer
- (3) 0930 Command Master Chief (CMC)
- (4) 0945 Officer Programs Officer
- (5) 1000 Enlisted Programs Officer
- (6) 1015 Enlisted Processing Division Supervisor (EPDS)
- (7) 1030 Senior Classifier
- (8) 1045 Command DAPA
- (9) 1100 Chief Recruiter
- (10) 1120 Assistant Chief Recruiter/NSW/NSO/DEPCO  
1200 - 1300 LUNCH
- (11) 1300 Command Career Counselor (CCC)
- (12) 1315 Command Manage Equal Opportunity Officer  
(CMEO)
- (13) 1330 Command Fitness Leader (CFL)
- (14) 1345 Education Services Specialist (EDSPEC)
- (15) 1400 Leads Production Team Supervisor (LPTS)
- (16) 1415 Health Benefits Advisor (HBA)
- (17) 1430 Public Affairs Officer (PAO)
- (18) 1445 Ombudsman (as applicable/available)

Enclosure (1)

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3. Indoctrination at Fort Hamilton ASC

a. Typically conducted during the 4<sup>th</sup> Thursday of every month, followed by MEPS/NRPS Indoctrination (Check the Plan of the Week). Spouses/significant others are strongly encouraged to attend.

b. Fort Hamilton and NRPS Indoctrination Session:

(1) 0800 Check-in at ACS Center Building 137C Fort Hamilton.

(2) 1300 Check-in at NRPS Brooklyn with MILPO

# NAVY RECRUITING DISTRICT NEW YORK

## Headquarters Check-In/Check-Out Sheet

Name/Rank/Rate:		
Dept Assigned:		
NRS Assigned:		
Check-in Date:		Check-out Date:
Department/Division/POC	Check-in Date/Initials	Check-out Date/Initials
1. Phone Tree/Database: Mr. DelBarto	HQ Rm. 417	
2. Transfers/Seps/Gain: Ms. Melendez –	HQ Rm. 417	
3. Awards/Name Tag/Mail: Ms. Murphy/Ms. Vogt –	HQ Rm. 417	
4. Urinalysis Prgm Coordinator: ABFC Louis –	(917)217-6657	
5. Command Fitness Leader: HM1 Laranang –	(516)250-3546	
6. DEP Coordinator: ENC Holley –	HQ Rm. 430	
7. Educational Services Officer: LSC Akinsuyi –	HQ Rm. 408	
8. Command Career Counselor: AD1 Lynch	(917)299-9966	
9. District Trainer: NCC Rushing –	HQ Rm. 411	
10. CMEO: AD1 Rodriguez – NRS FPT	(917)295-9000	
11. DTS/TIP Coordinator: Ms. Willoughby –	HQ Rm. 408	
12. Gov't Vehicle Coordinator: Mr. Gonzalez –	HQ Rm. 408	
13. SYSAD: Mr. Andrade –	HQ Rm. 423	
14. Supply Officer: LSC Akinsuyi –	HQ Rm. 408	
15. Public Affairs Officer: MCC Mishley –	HQ Rm. 407	
16. Medical Records: LCDR Harris	(516)639-3877	
17. Marketing Officer: NCC Linan –	HQ Rm. 405	
18. Command DAPA: MAC Lillis – NCC FBF	(201)697-2068	
19. Recruiting Admin: Mrs. Messina –	HQ Rm. 430	
20. Command Statistician: Mrs. Bocalino –	HQ Rm. 430	
21. Officer ACR: NCCS Smith –	HQ Rm. 431	
22. Enlisted ACR: NCCS Daniels –	HQ Rm. 429	
23. Chief Recruiter: NCCM Agustin –	HQ Rm. 432	
24. Assistant Operations Officer: LT McLeod –	HQ Rm. 430	
25. Recruiting Operations Officer: LT Knippel –	HQ Rm. 433	
26. Command Master Chief: CMDCM Singh –	HQ Rm. 413	
27. Executive Officer: CDR Young –	HQ Rm. 415	
28. Commanding Officer: CDR Skarin –	HQ Rm. 414	
29. Admin Officer: PS1 Tindall –	HQ Rm. 417	
<p><b>Note: Items will be signed after completion of the NRD New York Closeout Indoctrination Session. Upon completion of this form, return it to Admin Office.</b></p>		

APPOINTMENT DATE TIME FOR CMC: \_\_\_\_\_ XO: \_\_\_\_\_ CO: \_\_\_\_\_

Command Sponsor/Indoctrination Program Critique

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Duty Assignment: \_\_\_\_\_

Sponsor Program

Prior to your arrival at NRD New York:

Yes	No	1	Did you receive a Welcome Aboard Message before you transferred?
Yes	No	2	Did you receive a Welcome Aboard Package?
Yes	No	3	Did your Package have a letter from the CO and CMC enclosed?
Yes	No	4	Did you receive a letter or phone call from your sponsor?
Yes	No	5	Did you try to contact your sponsor?
Yes	No	6	If yes to question 5, was your sponsor helpful?
Additional Comments:			

After your arrival at NRD New York:

Yes	No	1	Did your sponsor meet you the day you checked on board?		
Yes	No	2	Did your sponsor escort you around Headquarters and MEPS?		
Yes	No	3	Did your sponsor introduce you to command personnel?		
		4	Overall, how would you rate the command sponsor program?		
Outstanding		Excellent	Fair	Poor	Very Poor
Yes	No	5	Can you think of a way to make the sponsor program better? (If "yes", how?)		

After your arrival at NRD New York (cont):

Yes	No	6	Has your Travel Claim been Liquidated?		
Yes	No	7	Do you know who to talk to if you are having pay problems?		
Yes	No	8	Have you received your Recruiting Clothing Allowance?		
Yes	No	9	Are you getting your Special Duty Assignment Pay yet?		
Yes	No	10	Are you getting your COLA in your pay?		
Yes	No	11	Have you submitted your first Out-of-Pocket Expense (OPE) claim?		
Yes	No	12	Are you having any pay problems that you are aware of?		
Yes	No	13	Have you updated your Page 2?		
Yes	No	14	Was the indoctrination process informative?		
Yes	No	15	Do you feel enough time was allotted to provide you a good check-in process?		
Yes	No	16	Was the indoctrination provided by the Fort Hamilton ASC informative?		
		17	Overall, how would you rate the command indoctrination program?		
Outstanding		Excellent	Fair	Poor	Very Poor
		18	Can you think of a way to make the Indoctrination program better?		
Additional Comments:					

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**NAVY RECRUITING DISTRICT NEW YORK KEY PERSONNEL LIST**

Commanding Officer: CDR Skarin	(516) 683-2501 john.skarin@navy.mil
Executive Officer: CDR Young	(516) 683-2502 christopher.young@navy.mil
Command Master Chief: CMDCM Singh	(516) 683-2532 hari.singh@navy.mil
Recruiting Operations Officer (ROPS): LT Knippel	(516) 683-2525 joel.knippel@navy.mil
Chief Recruiter (CR): NCCM Agustin	(516) 683-2524 michael.m.agustin@navy.mil
Supply Officer: LSC Akinsuyi	(516) 683-3420 omotayo.akinsuyi@navy.mil
Administrative Officer PS1 Tindall	(516) 357-9369 charlisa.d.tindall@navy.mil
Command Career Counselor: AD1 Lynch	(917) 299-9966 bruce.lynch@navy.mil
Public Affairs Officer: MCC Mishley	(516) 683-2506 walter.mishley@navy.mil
Assistant Sponsor Coordinator: NCCS Claudale Daniels	(516) 683-2518 (516) 683-2517 claude.d.daniels@navy.mil
Command Ombudsman Mrs. Cherie Poole Mrs. Heather Carullo	(201) 741-4737 nyobudsman1@hotmail.com (201) 741-4006

You may view our Command Homepage at:  
<http://www.cnrc.navy.mil/newyork/> or [Navy Recruiting District - New York](#) on Facebook.

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1700  
Ser 10/

From: Commanding Officer, Navy Recruiting District New York  
To: YN3 Support N. Personnel, USN, XXX-XX-1234

Subj: WELCOME ABOARD

Encl: (1) NAVCRUITDISTNY Key Personnel List

1. Welcome aboard to the best recruiting district in the nation.
2. Duty in New York will be one of the most rewarding and challenging tours of duty you have had. Support personnel are typically assigned to the District Headquarters in Garden City, Long Island or the Navy Recruiting Processing Station (NRPS) at Fort Hamilton in Brooklyn.
3. Supporting the recruiting effort will provide you benefits and experience that will set you ahead of your peers. You will learn that NRD New York is one of the most demanding and challenging living and working environments in the nation. The opportunities that await you, and the successes you will achieve, are limited only by your drive and desire for success. I believe the NRD New York team is the best in the nation. Sailors who report with their sights set on accomplishment of their goals will succeed!
4. I encourage you to visit the NRD New York facebook page where you will find information about local medical and TRICARE options and direct links to our Command Ombudsman, Mrs. Cherie Poole and Mrs. Heather Carullo. They are our best resource for Family Readiness issues.
5. Your sponsor is CS2 XXXXXXXXX, and she can be reached at (516) XXX-XXXX. Additionally, please feel free to call the Command Master Chief or any key person listed in enclosure (1) concerning duty at Navy Recruiting District New York.
6. Again, welcome aboard and thank you for your continued service to our navy and our nation.

J. W. SKARIN

Enclosure (5)

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22 Mar 12

1700  
Ser 10/

From: Commanding Officer, Navy Recruiting District New York  
To: GSE2 Recruiter M. Ready, USN, XXX-XX-6789

Subj: WELCOME ABOARD

Encl: (1) NAVCRUITIDSTNY Key Personnel List

1. Welcome aboard to the best recruiting district in the nation.
2. Recruiting duty in the New York/New Jersey area will be the most rewarding and challenging tour of duty you've ever had. Recruiters are located in the five boroughs of New York City and the relatively rural counties of eastern Long Island and northern New Jersey.
3. Recruiting duty provides benefits that will set you ahead of your peers. NRD New York is one of the most demanding and challenging living and working environments in the nation. The opportunities that await you, and the successes you will achieve, are limited only by your drive and desire for success. I believe the NRD New York team is the best in the nation. Sailors who report with their sights set on accomplishment of their goals will succeed!
4. I encourage you to visit the NRD New York facebook page where you will find information about local medical and TRICARE options and direct links to our Command Ombudsman, Mrs. Cherie Poole and Mrs. Heather Carullo. They are our best resource for Family Readiness issues.
5. Until your sponsor is assigned, please feel free to contact the Assistant Chief Recruiter, NCCS Daniels at (516) 683-2517 or claudale.daniels@navy.mil, or any key person listed in enclosure (1) concerning duty at Navy Recruiting District New York.
6. Again, welcome aboard and thank you for your continued service to our navy and our nation.

J. W. SKARIN

NAVCUITDISTNYINST 1740.1B  
22 Mar 12

1700  
Ser 10/

From: Commanding Officer, Navy Recruiting District New York  
To: NCC Division A. Chief, USN, XXX-XX-1234

Subj: WELCOME ABOARD

Encl: (1) NAVCRUITDISTNY Key Personnel List

1. Welcome aboard to the best recruiting district in the nation.
2. Recruiting duty in the New York/New Jersey area will be the most rewarding and challenging tour of duty you've ever had. Recruiters are located in the five boroughs of New York City and the relatively rural counties of eastern Long Island and northern New Jersey.
3. Recruiting duty provides benefits that will set you ahead of your peers. NRD New York is one of the most demanding and challenging living and working environments in the nation. The opportunities that await you, and the successes you will achieve, are limited only by your drive and desire for success. I believe the NRD New York team is the best in the nation. Sailors who report with their sights set on accomplishment of their goals will succeed!
4. I encourage you to visit the NRD New York facebook page where you will find information about local medical and TRICARE options and direct links to our Command Ombudsman, Mrs. Cherie Poole and Mrs. Heather Carullo. They are our best resource for Family Readiness issues.
5. Until your sponsor is assigned, please feel free to contact the Assistant Chief Recruiter, NCCS Daniels at (516) 683-2517 or claudale.daniels@navy.mil, or any key person listed in enclosure (1) concerning duty at Navy Recruiting District New York.
6. Again, welcome aboard and thank you for your continued service to our navy and our nation.

J. W. SKARIN

NAVCRUITDISTNYINST 1740.1B  
22 Mar 12

1700  
Ser 10/

From: Commanding Officer, Navy Recruiting District New York  
To: LT John W. Officer, USN, XXX-XX-1234

Subj: WELCOME ABOARD

Encl: (1) NAVCRUITDISTNY Key Personnel List

1. Welcome aboard to the best recruiting district in the nation.
2. Recruiting duty in the New York/New Jersey area will be the most rewarding and challenging tour of duty you have ever had. Recruiters are located in the five boroughs of New York City, Nassau and Suffolk Counties of eastern Long Island, and northern New Jersey.
3. The opportunities that await you and the successes you will achieve, are limited only by your drive and desire for success. I know the NRD New York team is the best in the nation.
4. I encourage you to visit the NRD New York facebook page where you will find information about local medical and TRICARE options and direct links to our Command Ombudsman, Mrs. Cherie Poole and Mrs. Heather Carullo. They are our best resource for Family Readiness issues.
5. Until your sponsor is assigned, please feel free to contact the Assistant Chief Recruiter, NCCS Smith at (516) 683-2509 or james.m.smith12@navy.mil, or any key person listed in enclosure (1) concerning duty at Navy Recruiting District New York.
6. Again, welcome aboard and thank you for your continued service to our navy and our nation.

J. W. SKARIN



From the Desk of

**CMDCM(AW/SW) HARI SINGH**  
**Command Master Chief**

Shipmate,

Congratulations on your orders to Navy Recruiting District (NRD) New York! You should be very proud of your opportunity to contribute to one of our Navy's most important and influential organizations - Navy Recruiting Command (NRC). As you surely know, recruiting is a challenging, yet extremely rewarding assignment. Without dedicated Sailors like you seeking the most outstanding recruits and candidates, NRC could not meet the demanding needs of today's Navy. We look forward to welcoming you to NRD New York's winning team!

NRD New York Headquarters is located on Long Island, in Nassau County. We are about 15 miles east of JFK airport and a short 35-minute train ride from New York City. I encourage you to visit our website at [www.cnrc.navy.mil/newyork](http://www.cnrc.navy.mil/newyork) for more detailed information about the command, leadership, your Shipmates, and all the exciting and unique opportunities you will encounter at NRD New York.

Although you will receive comprehensive training en route, I also strongly recommend that you take some time now to review major Navy programs and become familiar with other ratings. Understandably, Sailors are generally most comfortable within their own communities - Surface, Aviation, Subs, Seabee, Medical, etc. However, remember that as a recruiter, you will be the face of ALL Sailors across all ratings.

Your sponsor is a key element in ensuring your smooth transfer. He/she will answer any questions you may have concerning the command, pay matters, housing, etc.

Your initial sponsor is our Assistant Chief Recruiter (ACR), NCCS(SW) Daniels - (516) 683-2517 or [claudio.d.daniels@navy.mil](mailto:claudio.d.daniels@navy.mil). He may make a subsequent change in your sponsor assignment. However, if you have not been contacted by a sponsor by the time you receive this letter, please contact me immediately! You are very important to us, and one of my top priorities is ensuring that you have the BEST support and resources for a smooth transfer.

Please do not hesitate to contact me for any further assistance. Email or call (516) 683-2532. I look forward to meeting you and assisting you throughout a rewarding and successful tour at NRD New York!

Very Respectfully,

  
CMDCM(AW/SW) H. SINGH  
Command Master Chief

Enclosure (6)

NAVCUITDISTNYINST 1740.1B  
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FM NAVCRUITDIST NEW YORK NY  
TO MOBDIVSALU TWO//  
INFO PERSUPP DET LITTLE CREEK VA//  
NAVCUITDIST NEW YORK NY//  
UNCLAS //N01000//  
MSGID/GENADMIN//

SUBJ/WELCOME ABOARD NRD NEW YORK ICO STG1 DAVID J. RINGHISER,  
USN, XXX-XX-0000//

RMKS/1. REQUEST PASS TO STG1 QUALITY A. SAILOR .

2. WELCOME ABOARD TO THE BEST RECRUITING DISTRICT IN THE  
NATION!

3. RECRUITING DUTY IN THE NEW YORK/NEW JERSEY AREA WILL BE THE  
MOST REWARDING AND CHALLENGING TOUR OF DUTY YOU HAVE EVER HAD.  
RECRUITERS ARE LOCATED IN SUCH DIVERSE AREAS AS THE FIVE  
BOROUGHES OF NEW YORK CITY, LONG ISLAND AND NORTHERN NEW JERSEY.

4. RECRUITING DUTY PROVIDES BENEFITS THAT WILL SET YOU AHEAD OF  
YOUR PEERS. THE OPPORTUNITIES THAT AWAIT YOU, AND THE SUCCESSES  
YOU WILL ACHIEVE, ARE LIMITED ONLY BY YOUR DRIVE AND DESIRE FOR  
SUCCESS. THE NRD NEW YORK TEAM IS THE BEST IN THE NATION.  
SAILORS WHO REPORT WITH THEIR SIGHTS SET ON ACCOMPLISHMENT OF  
THEIR GOALS WILL SUCCEED!

5. IF YOU HAVE ANY QUESTIONS REGARDING THE COMMAND OR THIS  
AREA, PLEASE FEEL FREE TO CONTACT OUR COMMAND SPONSOR  
COORDINATOR, CMDM(SW/AW) HARI C. SINGH AT COMM: (516) 683-2532  
OR VIA E-MAIL: HARI.SINGH@NAVY.MIL. OR OUR ASSISTANT COMMAND  
SPONSOR COORDINATOR, NCCS CLAUDE DANIELS AT COMM: (516) 683-  
2517 OR VIA E-MAIL: CLAUDE.D.DANIELS@NAVY.MIL. ADDITIONALLY,  
PLEASE VIEW OUR COMMAND HOMEPAGE: ADDITIONALLY, PLEASE VIEW OUR  
COMMAND HOMEPAGE: [HTTP://WWW.CNRC.NAVY.MIL/NEWYORK/](http://www.cnrc.navy.mil/newyork/) AND  
FACEBOOK PAGE [HTTP://WWW.FACEBOOK.COM/PAGES/GARDEN-CITY-NY/NAVY-  
RECRUITING-DISTRICT-NEW-YORK/164373517823](http://www.facebook.com/pages/garden-city-ny/navy-recruiting-district-new-york/164373517823).

6. THE NEAREST MILITARY MEDICAL TREATMENT FACILITY MAY BE  
LOCATED MORE THAN 20 MILES FROM YOUR ULTIMATE ASSIGMENT STATION.  
YOUR MEDICAL AND DENTAL BENEFITS FOR THIS AREA WILL BE EXPLAINED  
TO YOU UPON YOUR ARRIVAL. YOU MAY CONTACT THE COMMAND HEALTH  
BENEFITS ADVISOR YOU MAY CONTACT THE COMMAND HEALTH BENEFITS  
ADVISOR LCDR HARRIS AT (516) 639-3877.

7. MILITARY HOUSING IS AVAILABLE IN THE NEW YORK/NEW JERSEY  
AREA. DUE TO THE HIGH COST OF LIVING, IT IS HIGHLY ENCOURAGED  
THAT YOU CONTACT THE FAMILY HOUSING OFFICE.

A. MITCHELL COMPLEX HOUSING OFFICE CAN BE CONTACTED AT  
(516) 486-2022. LOCATED IN NASSAU COUNTY, LONG ISLAND, NEW  
YORK, TOWN OF EAST MEADOW. RESIDENTS INCLUDE PERSONNEL FROM  
LONG ISLAND, QUEENS AND BROOKLYN. TEMPORARY QUARTERS ARE  
AVAILABLE.

Enclosure (7)

22 Mar 12

B. FORT HAMILTON ARMY BASE BROOKLYN, NY. HAMILTON INN, BLDG 107 AND HAMILTON INN ANNEX BLDG 210. PLEASE CONTACT RESERVATIONS AT (718) 439-2340. COST IS BETWEEN \$72.00 - \$92.00 PER NIGHT. COMMUNITY KITCHEN AND MICROWAVES AVAILABLE IN ROOMS.

C. THERE IS A NAVY LODGE AT FORT WADSWORTH ON STATEN ISLAND. THEIR PHONE NUMBER IS (718) 442-0413. THE COST OF A ROOM IS \$93.00 PER NIGHT.

D. NAVAL WEAPONS STATION EARLE, NEW JERSEY (732) 866-2167. RESIDENTS INCLUDE PERSONNEL STATIONED IN NEW JERSEY. COST OF A ROOMS RANGE FROM \$45.00 - \$75.00 PER NIGHT.

E. FORT MONMOUTH, NEW JERSEY, (732) 532-1092, FOR RESERVATIONS. RESIDENTS INCLUDE PERSONNEL STATIONED IN NEW JERSEY. TEMPORARY QUARTERS ARE AVAILABLE AT \$60.00 PER NIGHT.

F. PICATINNY ARSENAL LOCATED IN NORTHERN NEW JERSEY. TEMPORARY QUARTERS ARE LIMITED. CALL (730) 724-8855. THE COST OF A ROOM IS \$42.00 AND \$59.00 (SUITE) PER NIGHT.

8. READ YOUR ORDERS CAREFULLY! YOU ARE DIRECTED TO REPORT TO NRDNY HEADQUARTERS, LOCATED AT 990 STEWART AVENUE, SUITE 220, GARDEN CITY, (LONG ISLAND) NEW YORK FOR CHECK-IN, PRIOR TO REPORTING TO YOUR ULTIMATE DUTY STATION (NAVY OFFICER RECRUITING STATION). FAILURE TO CHECK IN AT HEADQUARTERS WILL RESULT IN DELAY OF TRAVEL PAYMENT, AND ANY OTHER PAY ALLOWANCES. ADDITIONALLY, PLEASE BRING YOUR LODGING RECEIPTS FROM PENSACOLA TO NRD NEW YORK WHEN YOU CHECK IN.

9. YOU ARE STRONGLY ENCOURAGED TO HAVE A DEFENSE TRAVEL SYSTEM (DTS) ACCOUNT ESTABLISHED AT YOUR CURRENT COMMAND, PRIOR TO YOUR ARRIVAL AT NRD NY.

10. AGAIN, WELCOME ABOARD AND THANK YOU FOR YOUR CONTINUED SERVICE TO OUR NAVY AND OUR NATION.

(SIGNED)

J. W. SKARIN  
COMMANDER, U.S. NAVY  
COMMANDING OFFICER.//

22 Mar 12

FM NAVCRUITDIST NEW YORK NY  
TO USS COLE

INFO NAVCRUITCOM ORIENT UNIT PENSACOLA FL//JJJ//  
PERSUPP DET PENSACOLA FL//JJJ//  
NAVCRUITDIST NEW YORK NY

BT

UNCLAS //N01000//  
MSGID/GENADMIN//

SUBJ/WELCOME ABOARD NRD NEW YORK ICO PS1 SUPPORT M. SAILOR, USN,  
XXX-XX-0000/

RMKS/1. REQUEST PASS TO PS1 SUPPORT M. SAILOR.

FM NAVCRUITDIST NEW YORK NY//

TO CENIFODOM LS SAN DIEGO CA//JJJ//

INFO PERSUPP DET NAVSTA SAN DIEGO CA//JJJ//

NAVCRUITDIST NEW YORK NY

UNCLAS //N01000//

MSGID/GENADMIN//

SUBJ/WELCOME ABOARD NRD NEW YORK ICO PS1 KARLA CHRISTINA  
SANMARTIN, USN, XXX-XX-0000/

RMKS/1. REQUEST PASS TO PS1 KARLA C. SANMARTIN.

2. WELCOME ABOARD TO THE BEST RECRUITING DISTRICT IN THE  
NATION!

3. RECRUITING DUTY IN THE NEW YORK/NEW JERSEY AREA WILL BE THE  
MOST REWARDING AND CHALLENGING TOUR OF DUTY YOU'VE EVER HAD.  
RECRUITERS ARE LOCATED IN SUCH DIVERSE AREAS AS THE FIVE  
BOROUGHES OF NEW YORK CITY, LONG ISLAND AND NORTHERN NEW JERSEY.

4. SUPPORTING THE RECRUITING EFFORT WILL PROVIDE YOU BENEFITS  
AND EXPERIENCE THAT WILL SET YOU AHEAD OF YOUR PEERS. YOU WILL  
LEARN THAT NRD NEW YORK IS ONE OF THE MOST DEMANDING AND  
CHALLENGING LIVING AND WORKING ENVIRONMENTS IN THE NATION. THE  
OPPORTUNITIES THAT AWAIT YOU, AND THE SUCCESSES YOU WILL  
ACHIEVE, ARE LIMITED ONLY BY YOUR DRIVE AND DESIRE FOR SUCCESS.  
THE NRD NEW YORK TEAM IS THE BEST IN THE NATION. SAILORS WHO  
REPORT WITH THEIR SIGHTS SET ON ACCOMPLISHMENT OF THEIR GOALS  
WILL SUCCEED!

5. YOU ARE ASSIGNED TO (MEPS OR HEADQUARTERS) LOCATED IN  
(BROOKLYN, NY OR GARDEN CITY) IN LONG ISLAND. YOUR COMMAND  
SPONSOR IS (PS1 SUPPORT OR YN1 OUTSTANDING) AND CAN BE REACHED  
AT COMM: ((718) 765-7451 OR (516) 683-2500), PLEASE FEEL FREE  
TO CONTACT OUR COMMAND SPONSOR COORDINATOR, CMDCM(SW/AW) HARI C.  
SINGH AT COMM: (516) 683-2532 OR VIA E-MAIL:  
HARI.SINGH@NAVY.MIL. OR OUR ASSISTANT COMMAND SPONSOR  
COORDINATOR, NCCS CLAUDE DANIELS AT COMM: (516) 683-2517 OR  
VIA E-MAIL: CLAUDE.D.DANIELS@NAVY.MIL. ADDITIONALLY, PLEASE  
VIEW OUR COMMAND HOMEPAGE: [HTTP://WWW.CNRC.NAVY.MIL/NEWYORK/](http://www.cnrc.navy.mil/newyork/)  
AND FACEBOOK PAGE

[HTTP://WWW.FACEBOOK.COM/PAGES/GARDEN-CITY-NY/NAVY-RECRUITING-DISTRICT-NEW-YORK/164373517823](http://www.facebook.com/pages/Garden-City-NY/NAVY-RECRUITING-DISTRICT-NEW-YORK/164373517823). Our OMBUDSMAN INFORMATION CAN BE FOUND THERE.

6. THE NEAREST MILITARY MEDICAL TREATMENT FACILITY MAY BE LOCATED MORE THAN 20 MILES FROM YOUR ULTIMATE ASSIGNMENT STATION. YOUR MEDICAL AND DENTAL BENEFITS FOR THIS AREA WILL BE EXPLAINED TO YOU UPON YOUR ARRIVAL. YOUR MEDICAL AND DENTAL BENEFITS FOR THIS AREA WILL BE EXPLAINED TO YOU UPON YOUR ARRIVAL. YOU MAY CONTACT THE COMMAND HEALTH BENEFITS ADVISOR LCDR HARRIS AT (516) 639-3877.

7. MILITARY HOUSING IS AVAILABLE IN THE NEW YORK/NEW JERSEY AREA. DUE TO THE HIGH COST OF LIVING, IT IS HIGHLY ENCOURAGED THAT YOU CONTACT THE FAMILY HOUSING OFFICE.

A. MITCHELL COMPLEX HOUSING OFFICE CAN BE CONTACTED AT (516) 486-2022. LOCATED IN NASSAU COUNTY, LONG ISLAND, NEW YORK, TOWN OF EAST MEADOW. RESIDENTS INCLUDE PERSONNEL FROM LONG ISLAND, QUEENS AND BROOKLYN. TEMPORARY QUARTERS ARE AVAILABLE.

B. FORT HAMILTON ARMY BASE BROOKLYN, NY. HAMILTON INN, BLDG 107 AND HAMILTON INN ANNEX BLDG 210. PLEASE CONTACT RESERVATIONS AT (718) 439-2340. COST IS BETWEEN \$72.00 - \$92.00 PER NIGHT. COMMUNITY KITCHEN AND MICROWAVES AVAILABLE IN ROOMS.

C. THERE IS A NAVY LODGE AT FORT WADSWORTH ON STATEN ISLAND. THEIR PHONE NUMBER IS (718) 442-0413. THE COST OF A ROOM IS \$93.00 PER NIGHT.

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F. PICATINNY ARSENAL LOCATED IN NORTHERN NEW JERSEY. TEMPORARY QUARTERS ARE LIMITED. CALL (730) 724-8855. THE COST OF A ROOM IS \$42.00 AND \$59.00 (SUITE) PER NIGHT.

8. READ YOUR ORDERS CAREFULLY! YOU ARE DIRECTED TO REPORT TO NRDNY HEADQUARTERS, LOCATED AT 990 STEWART AVENUE, SUITE 220, GARDEN CITY, (LONG ISLAND) NEW YORK FOR CHECK-IN, PRIOR TO REPORTING TO YOUR ULTIMATE DUTY STATION (NAVY OFFICER RECRUITING). FAILURE TO CHECK IN AT HEADQUARTERS WILL RESULT IN DELAY OF TRAVEL PAYMENT, AND ANY OTHER PAY ALLOWANCES. ADDITIONALLY, PLEASE BRING YOUR LODGING RECEIPTS FROM PENSACOLA TO NRD NEW YORK WHEN YOU CHECK IN.

9. YOU ARE STRONGLY ENCOURAGED TO HAVE A DEFENSE TRAVEL SYSTEM (DTS) ACCOUNT ESTABLISHED AT YOUR CURRENT COMMAND, PRIOR TO YOUR ARRIVAL AT NRD NY.

NAVCRUITDISTNYINST 1740.1B

22 Mar 12

10. AGAIN, WELCOME ABOARD AND THANK YOU FOR YOUR CONTINUED SERVICE TO OUR NAVY AND OUR NATION.

(SIGNED)

J. W. SKARIN

COMMANDER, U.S. NAVY

COMMANDING OFFICER.//

NAVCRUITDISTNYINST 1740.1B  
22 Mar 12

FM NAVCRUITDIST NEW YORK NY  
TO USS NEVERDOCK  
INFO NAVCRUITCOM ORIENT UNIT PENSACOLA FL//JJJ//  
PERSUPP DET PENSACOLA FL//JJJ//  
NAVCRUITDIST NEW YORK NY

BT

UNCLAS //N01000//  
MSGID/GENADMIN//

SUBJ/WELCOME ABOARD NRD NEW YORK ICO LT OFFICER M. LEADER, USN,  
XXX-XX-0000/1234//

RMKS/1. REQUEST PASS TO LT OFFICER M. LEADER.

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OFFICERS AND SAILORS WHO REPORT WITH THEIR SIGHTS SET ON  
ACCOMPLISHMENT OF THEIR GOALS WILL SUCCEED!

5. LT JOHN XXXXXXXXXX HAS BEEN ASSIGNED YOUR SPONSOR AND SHE/HE  
CAN BE CONTACTED AT COMM: (212) XXX-XXXX; CELL: (XXX) XXX-XXXX  
OR VIA EMAIL: XXXX.LASTNAME@NAVY.MIL.. ADDITIONALLY, PLEASE  
VIEW OUR COMMAND HOMEPAGE: [HTTP://WWW.CNRC.NAVY.MIL/NEWYORK/](http://www.cnrc.navy.mil/newyork/)  
AND FACEBOOK PAGE [HTTP://WWW.FACEBOOK.COM/PAGES/NAVY-RECRUITING-  
DISTRICT-NEW-YORK/164373517823](http://www.facebook.com/pages/navy-recruiting-district-new-york/164373517823)

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