



**DEPARTMENT OF THE NAVY**

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

Canc frp: Nov 15

NAVCRUITDISTNYNOTE 5215  
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APR -7 2015

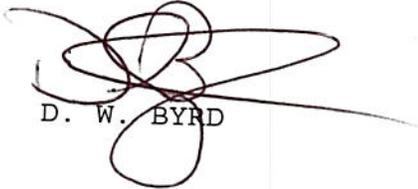
NAVCRUITDISTNY NOTICE 5215

Subj: NAVY RECRUITING DISTRICT NEW YORK INSTRUCTIONS AND NOTICES

Ref: (a) OPNAVINST 5215.17

Encl: (1) Effective NRD New York Instructions  
(2) Effective NRD New York Notices  
(3) Cancelled NRD New York Instructions

1. Purpose. To publish Navy Recruiting District New York instructions and notices per reference (a).
2. Action. Command personnel are to review local files and ensure directives listed in enclosures (1) and (2) are held. Destroy all items listed in the left column of enclosure (3).
3. Cancellation Contingency. This notice will remain in effect until cancelled or superseded, and is cancelled for record purposes November 2014.

  
D. W. BYRD

EFFECTIVE NRD NEW YORK INSTRUCTIONS

<u>INSTRUCTION NUMBER</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>
1000.1A CH-1	012	8 Jun 11 28 Oct 13	NRD NY Mentoring Program
1020.1C	00	8 Aug 14	NRD NY Uniform Policy
1050.1R	10	8 Aug 14	Leave and Liberty Program
1051.1E	20	31 Oct 14	Sick in Quarters and Convalescent Leave Procedures
1130.1B	00	9 Jan 15	Standardization Plan
1160.1A	012	15 Jul 14	Reenlistment Incentive Program
1330.1L	011	16 Oct 14	Routing of Special Request Chits Routing Matrix
1418.1A	10	1 Oct 14	Rating Exam Study Program
1601.1K	30	16 Jul 14	NRD NY Command Duty Officer Procedures
1620.1	00	8 Aug 14	Extra Military Instruction for Servicemembers
1650.2B	00	17 Mar 15	Command Awards Program
1700.1E	10	5 Aug 13	Alcoholic Beverage Policy
1700.2C	011	2 Apr 13	Morale Welfare and Recreation
1700.3G	012	1 Apr 15	Junior/Senior Sailor of the Quarter (SOQ)/Year
1720.1	00	3 Mar 14	Suicide Prevention Program
1740.1D	011	5 Nov 14	Check-In and Indoctrination Procedures for Newly Reporting Personnel
1740.3	00	7 Nov 14	Sponsor Program

EFFECTIVE NRD NEW YORK INSTRUCTIONS

<u>INSTRUCTION NUMBER</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>
1750.1Q	011	3 May 13	Command Ombudsman Program
1811.3B	011	7 Oct 13	Guidance and Ceremonial Support for Retirements and Transfers to the Fleet Reserve
3100.1D	011	29 Aug 13	Special Interest and Incident Reporting
3300.1	00	6 Nov 13	Anti-Terrorism/Force Protection
3440.1G CH-1	00	30 Sep 13 27 Aug 13	Natural Disaster Preparedness Plan
3500.39E CH-1	10	7 Oct 13 14 Oct 14	Operational Risk Management (ORM) Program
4400.1L CH-1 CH-2	40	3 Nov 09 22 Mar 13 22 Apr 13	Purchase Card Program
4400.2E CH-1 CH-2	40	30 Sep 11 22 Jan 13 30 Jan 14	Rules and Regulations Affecting the Use of Official Cellular Phones
4651.1J CH-1 CH-2	40 40	16 Feb 11 13 Dec 11 23 Apr 13	Government Contractor Issued Travel Charge Cards
4790.1E	30	1 Oct 14	Command Inspection Program
5218.1F CH-1	40	3 Apr 09 22 Mar 13	Official Mail Management Program
5330.1B	00	8 Aug 14	Command Policy on Working Hours for Military Personnel

<u>INSTRUCTION NUMBER</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>
5350.1F	00	1 Apr 15	Urinalysis Policy and Procedures
5400.1S	30	10 Jul 14	LCPO/LPO/Recruiting Station Turnover and Minor Property Responsible Officer Relieving Procedures
5510.2L	10	8 Jul 14	Physical Security and Loss Prevention Program
5800.1R	10	25 Jul 14	Policies Concerning Surrender of Unauthorized Absence and Deserter Personnel to NRD New York Facilities or Personnel
5800.2C	01	23 Sep 14	Disciplinary Review Board
6110.2D	01	27 Mar 15	Command Physical Readiness Program
7210.1R	40	26 Sep 12	Reimbursement of Out of Pocket Expenses (OPE) Incurred in Performance of Official Recruiting Duty
11240.1M CH-1	40	7 Jun 13 30 Jun 14	Regulations Concerning Operation of GSA Leased Vehicles
12792.1A	00	30 Jun 14	Civilian Employee Promotion and Wellness Programs

EFFECTIVE NRD NEW YORK NOTICES

<u>NOTICE NUMBER</u>	<u>CODE</u>	<u>SUBJECT</u>	<u>DATE</u>
1050	00	Holiday Leave and Liberty	1 Oct 14
1133	30	Enlisted Recruiting (Goaling Letter) Requirements	Revised Monthly
1500	30	NRD NY FY 2015 Training Plan	1 Oct 14
1610	00	Periodic Evaluations	Revised as Necessary
5050	00	Visits	
5060	00	Retirements	7 Jul 14
5214	10	Recurring Reports	12 Jan 15
5215	10	Instructions and Notices	7 Apr 15
5420	00	Assignment of Primary and Collateral Duties, Boards, Councils and Committees	1 Apr 15
5720	012	Public Affairs Plan	31 Oct 14

NUMERICAL LIST OF CANCELLED NRD NEW YORK INSTRUCTIONS/NOTICES

<u>INSTRUCTION NUMBER</u>	<u>SUBJECT</u>	<u>DATE CANCELLED</u>	<u>CANCELLED BY</u>
1130.2C	Policy Guidance on Delayed Entry Program (DEP) Action Request (DARS) and Identifying High Risk DEP Members	9 Oct 14	Covered in CRUITMAN
1130.3B CH-1	NRD New York Basic Enlistment Eligibility (BEERS) Document Certification Policy	9 Oct 14	Covered in CRUITMAN
5100.1B CH-1	Command Smoking and Tobacco Policy	6 Dec 13	No longer required
5100.6 CH-2	Hazard Abatement	13 Jul 14	No longer required