DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

Canc frp: Jun 15

NAVCRUITDISTOHIONOTE 5214
10
21 Jul 14

NAVCRUITDISTOHIO NOTICE 5214

From: Commanding Officer, Navy Recruiting District Ohio

Subj: RECURRING REPORT REQUIREMENTS FOR NAVY RECRUITING DISTRICT OHIO

Ref: (a) COMNAVCRUITCOMNOTE 5214 of 1 Nov 2013
(b) COMNAVCRUITREGEASTNOTE 5214 of 10 Mar 2014

Encl: (1) Index of NAVCRUITDIST Ohio Reports
(2) Index of Feeder Reports

1. Purpose. Per references (a) and (b), a list of current reports required by Commander, Navy Recruiting Command, Navy Recruiting Region EAST and Commanding Officer, Navy Recruiting District Ohio are provided.

2. Explanation/Information. The reports contained in enclosures (1) and (2) are listed in Report Control Symbol order. The explanation on column titles are:

a. RCS: Report Control Symbol

b. TITLE: The title of subject of the report.

c. EXP: Expiration Date

d. FREQ: Frequency codes for report submission.

BW - Bi-Weekly; M - Monthly; BM - Bi-Monthly;
Q - Quarterly; SA - Semi-Annually; A - Annually;
S - Situational; TA - Tri-Annually; AR - As required

e. FORMAT: Form Number, Letter, Memo

f. DEPT: Department responsible for submitting the report.

g. AUTHORITY: Authorized directive or other document requiring the report.

h. RESPONDENTS: Department required to submit the report.

3. Cancellation. This notice may be retained for reference purposes.

ERIC A. SHAFER

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http://www.cnrc.navy.mil/Ohio/Latest-Info.htm

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RCS NO	TITLE	EXP	FREQ	FORMAT	DEPT	AUTHORITY	RESPONDENTS
NAVCRUIT 1131-1	COLLEGIATE MANAGEMENT REPORT	JUN 2015	**SA**	NAVCRUIT 1131/40	OPS	CNRCINST 1131.2 080103	SUBMIT VIA CO WITHIN 30 DAYS OF COMPLETION A COPY OF TRANSCRIPT TO CNRC (N315). SEE REF FOR INFO.
NAVCRUIT 1131-6	COLLEGIATE CONTACT REPORT	JUN 2015	**BM**	NAVCRUIT 1131/39	OPS	CNRCINST 1131.2 080103	DOCUMENT MONTHLY & QUARTERLY MEETINGS. RESIDUAL FILE & UPLOAD INTO CIRIMS.
NAVCRUIT 1131-7	NUPOC COLLEGIATE MANAGEMENT REPORT	JUN 2015	**SA**	NAVCRUIT 1131/65	OPS	CNRCINST 1131.2 080103	SUBMIT TO CNRC (N36) NLT 31 JAN FOR FALL SEMESTER AND NLT 30 JUN FOR SPRING SEMESTER.
NAVCRUIT 1131-5	RECRUITING POST-PROSPECTING ACTIVITY REPORT	JUN 2015	**S**	NAVCRUIT 1131/25	OPS	CNRCINST 1131.2 010407	SUBMIT ANY TIME SIGNIFICANT SOCIAL, ECONOMIC OR POLITICAL EVENTS THAT COULD CHANGE THE RECRUITING ATMOSPHERE. REVIEWED BY CO, MAINTAINED BY RESPECTIVE CDN.
1133	NRD GOALING LETTER		**M**	LTR	OPS	CNRRENOTE 1133	NRD OPS SUBMIT TO REGION EAST OPS.
NAVCRUIT 1140-4	REPORT OF RADIO, TV, NEWSPAPER AND OUTDOOR BILLBOARD MARKET DATA	JUN 2015	**A**	NAVCRUIT 1040/4	PAO	CNRCINST 5400.2 Sect 3305.b(8)	SUBMIT MEDIA OUTLETS CONTACTED DURING THE PREVIOUS FISCAL YEAR VIA NAVCRUITREG TO REACH NAVCRUITCOM N95 NLT 30 MAR OF EAST YEAR FOLLOWING THE REPORTING YEAR.
NAVCRUIT 1400-1	REPORT OF STATUS UPON CHANGE OF COMMAND	JUN 2015	**S**	LTR	ADMIN	CNRCINST 5400.2 Art 1201.d, Tab A	SUBMIT TO REGION EAST ASAP AFTER COC IS EFFECTIVE.

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NAVCRUIT 1150-1	CONVENTION OR SPONSORSHIP POST-EVENT AFTER	MAR **2015**	**S**	NAVCRUIT 1150/2	PAO	CNRCINST 1150.1B Para 4.e & 7	SUBMITTED BY EVENT ACTION OFFICER NLT 5 WD AFTER AFTER EVENT TO N9.
NAVCRUIT 1156-1	EOV FINANCIAL REPORT	SEP 2015	**S**	NAVCRUIT 1156/3	ESS	CNRCINST 1156.1 Para 5.i (14)	SUBMIT TO NAVCRUITCOM ESS WITHIN 10 WORKING DAYS AFTER TRIP COMPLETION.
NAVCRUIT 1430-1	RECRUIT COMMAND ADV PGRM (RCAP)/E7 NOMINATIONS	JUN 2014	**A**	NAVCRUIT 1430/1	CMC	CNRCINST 1430.7 Para 6.a (4)	SUBMIT TO NRC N1121A RCAP PROGRAM MGR. DUE 31 OCT. NEGATIVE REPORTS REQUIRED.
NAVCRUIT 1430-1	RECRUITING COMMAND ADVANCEMENT PROGRAM (RCAP)/E5/E6/E7 NOMINATIONS (RESERVE AND ACTIVE)		**A**	NAVCRUIT 1430/1	CMC	CNRCINST 1430.7 Para 6.a (4)	SUBMIT TO NRC N1121A FOR INITIAL SCREENING. DUE 31 OCT. NEGATIVE REPORTS REQUIRED.
NAVCRUIT 1430-1	RECRUITING COMMAND ADVANCEMENT PROGRAM (R-RCAP) E5/E6 (RESERVE)		**A**	NAVCRUIT 1430/1	CMC	CNRCINST 1430.7 Para 6.a (6)	SUBMIT FINAL RESERVE NOMINATIONS TO REGION EAST FOR FINAL NOMINATION. DUE 31 OCT. NEGATIVE REPORTS REQUIRED.
NAVCRUIT 1430-1	RECRUITING COMMAND ADVANCEMENT PROGRAM (RCAP) E5/E6 (ACTIVE)		**A**	NAVCRUIT 1430/1	CMC	CNRCINST 1430.7 Para 6.a (5&7)	SUBMIT FINAL SELECTIONS W/E7 NOMINATIONS AND ALT E7 CANDIDATE TO NRC N1121A. DUE 31 OCT OF CURRENT CALENDAR YEAR. NEG RPT REQ'D.
NAVCRUIT 1500-17	NAVCRUITDIST MONTHLY TRAINING REPORT	OCT 2015	**M**	NAVCRUIT 1500/3	CT	CNRCINST 1500.4 Para 6.d (5)	DISTRICT CMD TRAINER WILL SUBMIT TO NRC (N7). DUE 5TH WD OF MONTH FOLLOWING MONTH REPORTED ON.

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1650	REGION EAST DIVISIONAL LCPO OF THE QUARTER		A	LTR	OPS	CNRREGEASTINST 1650.1	DUE 3RD DAY OF JAN/APR/ JUL/OCT TO REGION EAST PER FORMAT OF ENCLOSURE (3) OF REFERENCE.
NAVCRUIT 1650-6	ADMIRAL'S ACCELERATOR AWARD (AAA)	JUN 2015	Q	LTR	OPS	CNRCNOTE 1650	SUBMIT TO REGION OPS VIA EMAIL. DUE 13 CD JAN/APR/ JUL/OCT.
NAVCRUIT 1700-3	SAILOR OF THE YEAR NOMINATIONS		A	LTR	ADMIN/ CMC	CNRCINST 1700.3	SUBMIT TO REGION EAST CMDCM USING ENCL (1) OF OPNAVINST 1700.3. DUE 6 JAN.
NAVCRUIT 2060-1	TELEPHONE LINE REVIEW	JUN 2015	A	LTR/ EMAIL	SUPPLY	CNRCINST 2061.2 Para 4.c (3)	SUBMIT TO CNRC (N63). DUE 1 JULY.
4050-1	REGION REPORT OF NO COST PERMISSIVE MOVES REPORT		M	NAVCRUIT 4050/1	ADMIN	CNRCINST 5400.2	SUBMIT TO REGION EAST. DUE 5TH WD OF THE MONTH
NAVCRUIT 4400-1	DELINQUENCY ACTION PROGRESS (DAP) REPORT	SEP 2015	M	EXCEL SPREAD SHEET	SUPPLY	CNRCINST 4400.1 604.2(f)	SUBMIT A FULLY COMPLETED DAP RPT CONTAINING CARDHOLDERS ACCOUNTS THAT ARE 30 PLUS DATS PAST DUE TO CNRC N418. DUE 24TH CD OF THE MONTH.
NAVCRUIT 5010-2	OFFICIAL MAIL FINANCIAL EXPENDITURE REPORT (RCS) DD-P&L(Q) 1833	JUN 2015	A	NAVCRUIT 5110/2	SUPPLY	CNRCINST 4400.1 Para 904	SUBMIT TO CNRC N8 PENDING SOLICITATION REPORT.
NAVCRUIT 5041-2	INVESTIGATIVE COMPLETION REPORT	SEP 2015	S	NAVCRUIT 5041/2	IO	CNRCINST 5370.2 Para 6.c (1)	SUBMIT NAVCRUIT 5041/2 TO CNRC 00IG VIA THE CO.

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RCS NO	TITLE	EXP	FREQ	FORMAT	DEPT	AUTHORITY	RESPONDENTS
NAVCRUIT 5102-1 & OPNAV 5102-4 (MV)	MOTOR VEHICLE MISHAP REPORT	JUL 2015	**S**	LTR	SUPPLY	CNRCINST 4400.1 Para 812 Tab 8H & OPNAVINST 5102.1	SUBMIT TO CNRC (N42). DUE WITHIN 5 WORK DAYS. PROVIDE COPY TO REGION EAST.
NAVCRUIT 5211-1	UNAUTHORIZED DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)	JUN 2015	**S**	EMAIL/ VERBAL/ OPREP NAVY BLUE	ADMIN	CNRCINST 5211.4, Encl (1) and OPNAVINST 3100.6	DUE IMMEDIATELY. NOTIFY CNRC PII COORD 00J AND REGION EAST DEPUTY OF UNAUTHORIZED DISCLOSURE AND COMPLY WITHS OPNAVINST 3100.6.
NAVCRUIT 5239-2	AIS SECURITY INCIDENT REPORT	JUN 2015	**S**	NAVCRUIT 5239/1	ADMIN	CNRCINST 5239.1, CHAPTER 5.1f (1)	ISSO'S FWD INCIDENTS TO CNRC AIS MGR WITHIN 24 HOURS OF EACH INCIDENT.
NAVCRUIT 5354-1	SEXUAL HARASSMENT REPORT	DEC 2015	**Q**	LTR	CMEO	CNRCINST 5354.2 Para 9.f.	DISTRICT CMEO SUBMIT RPT TO CNRC 001A FOR PRIOR QTR. DUE 15T WD OF APR/JUL/OCT/ JAN. REPORTS REQUIRED.
NAVCRUIT 5040-1	CORRECTIVE ACTION TAKEN ON ALL UNSAT DISCREPANCIES	NOV 2015	**S**	**LTR**	ADMIN	CNRCINST 5040.2	SUBMIT TO 00 VIA N7 NAVCRUITREG RPT STATUS OF ALL UNSAT DISCREPANCIES AT NAVCRUITDIST INSP NLT 90 DAYS AFTER INSPECTION COMPLETION DATE.
NAVCRUIT 5354-1	EQUAL OPPORTUNITY COMPLAINTS REPORT		**Q**	LTR	CMEO	CNRCINST 5354.1 Para 5.c (4)	SUBMIT TO CNRC (00IG02). NLT DUE 15 WD APR/JUL/OCT/JAN. NEGATIVE REPORT REQUIRED.

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NAVCRUIT 5700-1	MUSIC FOR RECRUITING (MFR) AFTER ACTION REPORT	JUN 2016	**S**	NAVCRUIT 5700/1	PAO	CNRCINST 5700.1	SUBMIT WITHIN 5 DAYS FOLLOWING MFR EVENTS TO N913 VIA FOLLOWING CHAIN OF COMMAND XO/OPS/CR. FORWARD COURTESY COPY TO PERFORMANCE UNIT.
NAVCRUIT 5800-1	BI-WEEKLY LEGAL MATTERS REPORT	JUN 2015	**BW**	EXCEL BI-WEEKLY LEGAL	ADMIN	CNRCINST 5800.3	SUBMIT TO CNRC (00J) EVERY OTHER TUESDAY OF EACH MONTH. NEGATIVE REPORTS ARE REQUIRED.
NAVCRUIT 11240-1	VEHICLE SUMMARY AND ACCIDENT REPORT	JUN 2015	**Q**	LTR TAB 7F	SUPPLY	CNRCINST 4400.1 708.1	SUBMIT TO CNRC (N42). DUE 20TH WD OF APR/JUL/OCT/JAN.
DD-P&R (A)1952	ANNUAL REPORT ON VICTIM AND WITNESS ASSISTANCE		**A**	DD FORM 2706	ADMIN	OPNAVINST 5800.7A	SUBMIT TO COMNAVREG MIDLANT ANNUALLY FOR PERIOD JAN 1 TO 31 DEC. DUE 15 JANUARY.
NO RCS	CAREER COUNSELOR REPORT		**M**	MEMO	CCC		SUBMIT MEMO TO CO/CO/CMC. DUE 10TH CD.
NO RCS	RECRUITER DEVELOPMENT BOARD (RDB) AND PQS NOTES		**M**	LTR	CT	CNRCINST 1130.8, VOL II, and CNRCINST 5400.2	ROUTE TO OPS/XO/CO. DUE 15TH WD FOR PRIOR MONTH.
NO RCS	ENL/OFF/MEPS PERS PQS UPDATE		**M**	PQS TRACK SYSTEM	CT	CNRCINST 1136.2	SUBMIT TO CO/XO. DUE 5TH WD OF EACH MONTH.
NO RCS	CRF PQS REPORT		**M**		CT	REGION EAST CMC	SUBMIT TO CNR REGION EAST CHIEF RECRUITER. DUE 7TH CD.
NO RCS	CITI DIRECT CERTIFICATION		**M**	INTERNET	SUPPLY	NAVSUPINST 4200.94	DUE TO DFAS. DUE 25TH CD OF THE MONTH.
NO RCS	OUT OF POCKET EXPENSE		**M**	DD 1164	SUPPLY	CNRCINST 4400.1 Chapt 5, Sect 502	SUBMIT EXPENSES TO SUPPLY. DUE 10TH CD.

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NO RCS	VEHICLE MILEAGE EXPRESS		M	INTERNET (GSA WEB SITE)	SUPPLY	CNRCINST 4400.1 Chapt 7, Sect 708, Para 2	SUBMIT TO GSA. DUE 20TH CD.
NO RCS	ACTIVE DOCUMENT LISTING		M	LTR	SUPPLY	CNRCINST 7132.2 Encl (8)	SUBMIT COMPLETE ADL FOR CURRENT FY AND PRIOR FY'S AS APPLICABLE. DUE TO CNRC 12TH CD.
NO RCS	NRD OHIO CELL USAGE REPORT		M	EXCEL SPREAD SHEET	SUPPLY	CNRCINST 2061.2	SUPPLY SUBMIT TO CO/XO. DUE 20TH WD.
NO RCS	MONTHLY LEADS TRACKING REPORT		M	COMPUTER REPORT	MKT	CNRCINST 1140.3	ROUTE TO CO/XO/OPS/CR. DUE 15TH WD OF EACH MONTH.
NO RCS	MONTHLY GOALING NOTICE		M	NRD OHIO NOTICE 1133	OPS	CNRCINST 1130.3 CNRCINST 5400.2	SUBMIT TO REGION EAST OPS. DUE 5TH WD OF EACH MONTH.
NO RCS	BEST STATION OF THE NATION		M	LTR	OPS	CNRCINST 1650.1	DUE 5TH WD TO NRC (OOP).
NO RCS	ADMIRAL'S FIVE STAR AWARD		M	LTR	OPS	CNRCINST 1650.1	DUE 10TH WD TO CNRC VIA REGION EAST.
NO RCS	DEP SUMMARY REPORT SCHEDULE		M	NAVCRUIT 1500/1	OPS	CNRCINST 1130.8, Vol II	DUE 5TH WD TO CO/XO/CMC/OPS.
NO RCS	CO/XO REVIEW OF 10% OF WAIVER/NON-WAIVER NON-WAIVER RESIDUAL DEP FILES.		M	DEP FILE	OPS	CNRCINST 1130.8	SUBMIT DEP FILE. DUE 25TH WD TO CO/XO.

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NO RCS	ODCR/EDVR UPDATE		M	COMPUTER FORM	PLR	BUPERSINST 1301.40	DUE 10TH WD OF EACH MONTH. PLR PRINTS OUT FORMS AND ROUTS CHAIN OF COMMAND.
NO RCS	RECORD OF COMMERCIAL MAIL STAMP USAGE REPORT		M	NAVCRUIT 5110/14	OPS	NRDOHIOINST 5218.1	DUE 5TH WD OF EACH MONTH TO ADMIN BY STATIONS, NORS, EDPS.
NO RCS	MONTHLY ACTIVITY SECURITY CHECKLIST		M	STANDARD FORM 701	OPS	NRDOHIOINST 5530.1	DUE 5TH WD OF EACH MONTH TO ADMIN BY STATIONS, NORS.
NO RCS	DISTINGUISHED GRADUATE		Q	ENCL (9) OF REF.	OPS	CNRREGEASTINST 1650.1	FORWARD NOMINATION TO REGION EAST VIA EMAIL. DUE 3RD WD JAN/APR/JUL/OCT.
NO RCS	SAILOR OF THE QUARTER		Q	ENCL (3) OF REF.	CMC	NRDOHIOINST 1700.1	FORWARD NOMINATION TO REGION EAST. DUE 15TH WD JAN/APR/ JUL/OCT.
NO RCS	TRAFFIC SAFETY COUNCIL MEETING MINUTES		Q	LTR	SUPPLY	CNRCINST 4400.1	DUE TO CNRC 10TH CD JAN/APR/ JUL/OCT.
NO RCS	POSTAL AUDIT (NRD HQ)		Q	MEMO	OPS	CNRCINST 4400.1, NRDOHIOINST 5218.1 Encl (5).	DUE 5TH CD JAN/APR/JUL/OCT TO CO.
NO RCS	POSTAL AUDIT (NORS, NRS, NRPS)		Q	MEMO	OPS	CNRCINST 4400.1, NRDOHIOINST 5218.1 Encl (8).	DUE 15TH CD JAN/APR/JUL/OCT TO CO. DLCPO'S EPDS, NORS DLCPO DUE THE AUDITS.
NO RCS	GOVERNMENT TRANSPORTATION REQUEST - AUDIT		SA	LTR	SUPPLY	CNRCINST 4400.1	OPS WILL CONDUCT AUDIT FEB/AUG AND DUE 15 CD FEB/AUG TO CO/XO.
NO RCS	SEMI-ANNUAL APC REVIEW REPORT		SA		SUPPLY	CNRCINST 4200.99 Encl (1)	DUE 31 MAR/30 SEP TO CNRC

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NO RCS	TRI-ANNUAL REVIEW OF FUNDS AND OBLIGATIONS REPORT		TA	LTR	SUPPLY	DOD FINANCIAL MANAGEMENT REGULATION Vol III, Chapter 8	DUE TO CNRC (N8) 31 JAN/ 30 MAY/30 SEP
NO RCS	MINOR PROPERTY INVENTORY		TA	LTR	SUPPLY	DODINST 5000.64 PARA 11.a.(2)	SUBMIT LTR TO CNRC. DUE 15 APR IAW CNRCINST 4400.1.
NO RCS	MWR FINANCIAL STATEMENT		A	CINC 7010/1	MWR REP/ CMC	CINCINST 7010.1	DUE TO CINC (N984) 30 NOV. COPIES TO ISIC.
NO RCS	ANNUAL MINOR PROPERTY INVENTORY REPORT		A	LTR	SUPPLY	CNRCINST 4400.1 Chapter 3, Para 305	DUE 15 MAR TO CNRC (N41). CONDUCT A CERTIFICATION OF INVENTORY VALIDITY AND A TRIENNIAL INVENTORY TO BE SUBMITTED NLT 14 APR TO N41.
NO RCS	MID-YEAR REVIEW		A	EMAIL	SUPPLY	CNRCINST 7132.2	SUBMIT EMAIL TO CNRC (N81).
NO RCS	VEHICLE ALLOWANCE		A	LTR	SUPPLY	CNRCINST 4400.1 CHAPTER 8, Para 806.1 and 806.2	SUBMIT NEXT FISCAL YEAR VEHICLE PLAN BY 1 JULY FOR APPROVAL TO CNRC (N42).
NO RCS	PURCHASE CARD PROGRAM/ ACCOMODATION CHECK AUDIT REVIEW		A	LTR	SUPPLY	CNRCINST 4200.1	ANNUAL UNANNOUNCED REVIEW.
NO RCS	REGION EAST STATION OF THE YEAR (SMALL, MEDIUM, AND LARGE)		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST MEPS TEAM OF THE YEAR (SMALL, MEDIUM, AND LARGE)		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.

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NO RCS	REGION EAST MARKETING TEAM OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST CHIEF RECRUITER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST ENLISTED PROGRAMS RECRUITER OF THE YEAR (ACT/RES)		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST OFFICER DIVERSITY RECRUITER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST MEDICAL PROGRAM OFFICER RECRUITER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST NSW/NSO/ AIRR PROGRAM COORDINATOR OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST NSW/NSO RECRUITER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST DIVISION LEADING CHIEF PETTY OFFICER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST DIVISION LEADING PETTY OFFICER OF THE YEAR (ACT/RES)		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.

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NO RCS	REGION EAST NUCLEAR FIELD COORDINATOR OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST CLASSIFIER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST SUPPORT PERSON OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST NROTC COORDINATOR OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST NUPOC OFFICER RECRUITER OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST OFFICER PROGRAM RECRUITER OF THE YEAR (ACT/RES)		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	REGION EAST NATIONAL NROTC COORDINATOR OF THE YEAR		A	CNRC 1650/13	OPS	CNRCREGEASTINST 1650.1	FORWARD NOMINATIONS TO REGION EAST PER CNRCREGEAST NOTE 1650.
NO RCS	UNFUNDED REQUIREMENTS		S	LTR	SUPPLY	CNRCINST 7132.2	(OCT SUBMITTED WITH BUDGET) DUE 15TH CD JAN/APR TO CNRC (N8).
NO RCS	CHANGE OF COMMAND SCHEDUELING REPORT		S	LTR	ADMIN	CNRCINST 5400.2 Para 1201.d	SEND TO REGION EAST 3 WEEKS PRIOR TO CHANGE OF COMMAND.

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NO RCS	FAULT/NO FAULT TRANSFERS		S	LTR	ADMIN	CNRCINST 5400.2 Tab M	SUBMIT AS OCCURING TAB M OF REFERENCE FAULT, NO FAULT TO CNRC (4010C) VIA REGION EAST UNLESS CONTESTED.
NO RCS	PROXIMITY/OUT OF PROXIMITY SHORT DISTANCE AND PERMISSIVE REASSIGNMENT MOVES		S	LTR	ADMIN	CNRCINST 5400.2 Tabs F, G, H	SUBMIT AS OCCURING TO CNRC (N1/N4) VIA REGION EAST AS REQUIRED BY REFERENCE. USE TABS F, G, H OF REFERENCE.
NO RCS	RECRUITING TOTAL FORCE TEAMWORK INCENTIVES AND AWARDS		S	LTR	ADMIN	CNRCINST 1650.1	SITUATIONAL. SUBMIT TO CNRC. TRACK PRODUCTION NAMS, GOLD WREATHS FOR SUPPORT.
NO RCS	ALLEGED ENLISTMENT PROCESSING IRREGULARITIES		S	LTR	OPS	CNRCINST 5370.2	SUBMIT TO CNRC AS IRREGULARITIES OCCUR.
NO RCS	LATERAL CONVERSION TO CRF		S	LTR	CCC	CNRCINST 5400.2	SUBMIT TO CNRC VIA REGION EAST AS OCCURING.
NO RCS	HOMETOWN HERO PROGRAM		S	LTR	PAO	CNRCINST 5400.2	SUBMIT TO CNRC AS OCCURING.
NO RCS	NRS INTERNAL INSPECTION REPORT		S	LTR	OPS	NRDOHIOINST 5040.1	DUE TO CO/XO NLT 5TH WD FOLLOWING FRIDAY OF INSPECTION WEEK.

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1160	SPECIAL DUTY ASSGT PAY (SDAP) CERTIFICATION		A	EDVR	ADMIN	OPNAVINST 1160, latest NAVADMIN	VERIFICATION VIA MOST RECENT EDVR. MUST VERIFY BY 31 AUG OR SDAP STOPS.
1160	SDAP VERIFICATION		Q	EDVR	ADMIN	CNRCINST 5400.2, Art 1102	CO WILL REVIEW AND CERTIFY ELIGIBLE PERSONNEL.
DD-PA(A) 1365 (5720)	FREEDOM OF INFORMATION ACT (FOIA) ANNUAL REPORT		A	DD FORM 2564 OR LTR FOR NEG RPT	ADMIN	SECNAVINST 5720.42 Encl (7)	REPORT SUBMITTED FISCAL YEAR BASIS TO REACH 00J NLT 25 OCT. NEGATIVE REPORTS REQUIRED.
BUPERS 1610-1	EVALUATION REPORTS		A	NAVPERS 1616/27 (E7-E9)	ADMIN	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHED: E7/E8 9/15, E9 4/15 TO NPC 32.
BUPERS 1610-1	EVALUATION REPORTS		A	NAVPERS 1616/26 (E1-E6)	ADMIN	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHED: E1/3 7/15, E4 6/15, E5 3/15, E6 11/15 TO NPC 32.
BUPERS 1610-1	FITNESS REPORTS		A	NAVPERS 1610/2	ADMIN	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHED: CWO2 9/30, CWO3/4/5 3/31, 01 5/31, 02 2/28, 03 1/31, 04 10/31, 05 4/30 TO NPC 32.
1650	GOOD CONDUCT AWARDS		M	NSIPS REPORT	ADMIN	SECNAVINST 1650.1, Chapter 4 and BUPERSINST 1430.16, Chapter 3.	OBTAIN GOOD CONDUCT REPORT FROM PSD, REVIEW AND VERIFY ELIG FOR GOOD CONDUCT AWARDS FOR ENLISTED PERSONNEL AND PREPARE AWARD. ENSURE APPROPRIATE NSIPS UPDATE IS COMPLETED. DUE DATE IS 1ST OF THE MONTH.

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RCS NO	TITLE	EXP	FREQ	FORMAT	DEPT	AUTHORITY	RESPONDENTS
NO RCS	ANNUAL NAVY SUPPLEMENTARY CLOTHING ALLOWANCE		S		ADMIN	DOD FINANCIAL MANAGEMENT REGULATION Vol 7A, Chapter 29	DUE 1ST WD. PAYABLE ONCE DURING AN ASSIGNMENT, NOT PAYABLE UPON REASSIGNMENT TO SAME TYPE.
NAVJAG 5800-4A	QUARTERLY CRIMINAL ACTIVITY REPORT		Q	LTR/FAX EMAIL	ADMIN	CNRCINST 5800.3	FORWARD TO 00J NLT 10 JAN/ 10 APR/10 JUL/10 OCT.
OMB NO. 3209-0001	EXECUTIVE BRANCH ANNUAL FINANCIAL DISCLOSURE REPORT W/BILLET DESCRIPTION		A	SF-287	CO/XO/ CMC/ OPS/CR	DODINST 5500.7-R	SUBMIT TO REACH BUPERS ETHICS COUNSELOR NLT 15 MAY.
OPNAV 5750-1	COMMAND OPERATIONS REPORT (COMMAND HISTORY)		A	EMAIL/ LTR	PAO	OPNAVINST 5750.12	SUBMIT REPORT ON A FISCAL YEAR BASIS NLT 1 MAR. ELECTRONIC SUBMISSION IS PREFERRED. SUBMIT TO DIRECTOR OF NAVAL HISTORY (N09BH) WITH COPY TO CNRC (00P).
7220	BAH		Q	UCFR	ADMIN	SECNAVINST 7220.12	REVIEW ELIG OF BAH ENTITLEMENT FOR GLH, STATION/ DISTRICT RATES AND MIL COUPLE RATES. DUE 1ST OF EACH QUARTER.
EXEMPT FROM REPORTS CONTROL	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (NEW ENTRANT REPORT)		S	OGE FORM 450	CO/XO/ DEPT HDS/ ALL SUPPLY PERS.	DODINST 5500.7-R	DUE WITHIN 30 DAYS OF ASSUMING A POSITION DESIGNATED FOR FILING.

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EXEMPT FROM REPORTS CONTROL	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT		A	OGE FORM 450	CO/XO/ DEPT HDS/ ALL SUPPLY PERS.	DODINST 5500.7-R	SUBMIT OGE FORM 450 TO CNRC NLT 31 OCT.
EXEMPT FROM REPORTS CONTROL	GIFTS OF TRAVEL AND RELATED EXPENSES FROM NON-FEDERAL SOURCES IN EXCESS OF $250		SA	OPNAVINST 4001.1 ENCL (1)	SUPPLY	31 USC 1353 41 CRF Parts 301 and 304.	DUE TO 00J NLT 18 APR AND 18 OCT.
EXEMPT FROM REPORTS CONTROL	PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEMS (PRIMS) REPORT		SA	SUBMIT ONLINE	CFL	OPNAVINST 6110.1	CFL WILL SUBMIT TWO PFA'S PER CALENDAR YEAR SPRING/FALL VIA PRIMS WEB SITE.
12450	CIVILIAN MIDTERMS		A	CURRENT FORM	ADMIN	CNRCINST 12000.1	ALL COMPLETE BY 31 MAR.
12450	CIVILIAN EVALUATIONS		A	CURRENT FORM	ADMIN	CNRCINST 12000.1	ALL COMPLETE BY 30 SEP.
N/A	TRI-ANNUAL REVIEW OF FUNDS AND OBLIGATIONS REPORT		TA	RPT	SUPPLY	DOD FINANCIAL MANAGEMENT REG Vol. III, Chapt 8	DUE LAST DAY OF THE MONTH JAN/JUN/OCT TO CNRC N8
N/A	MONTHLY OBLIGATED COMMITMENT REVIEW (ADL)		M	RPT	SUPPLY	DOD FINANCIAL MANAGEMENT REG Vol III, Chapt 11	DUE 12TH OF EACH MONTH TO N8.
N/A	ANNUAL NAVY SUPPLEMENTARY CLOTHING ALLOWANCE		AR	LTR	ADMIN	DOD FINANCIAL MANAGEMENT REG Vol 7A, Chapt 29	PAYABLE ONCE DURING AN ASSIGNMENT, NOT PAYABLE UPON REASSIGNMENT TO SAME TYPE OF DUTY.