



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

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NAVCRUITDISTOHIOINST 1130.2A

IN REPLY REFER TO:

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NAVCRUITDIST OHIO INSTRUCTION 1130.2A

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT (NRD) OHIO DELAYED ENTRY PROGRAM  
STANDARD OPERATING PROCEDURES (DEPSOP)

Ref: (a) COMNAVCRUITCOMINST 1130.8J - Enlisted, Volume V

1. Purpose. To provide guidance and establish policies specific to the management of NRD Ohio's Delayed Entry Program in order to prepare and motivate Future Sailors (FS) to ship to Recruit Training Command (RTC) on their scheduled transfer date.

2. Cancellation. NAVCRUITDISTOHIOINST 1130.2.

3. Discussion. Reference (a) is the guiding policy for the Future Sailor Management Program and shall be enforced by the entire Chain-of-Command, from Recruiter to Commanding Officer (CO). This DEPSOP emphasizes certain critical requirements of reference (a), and provides additional guidance.

4. Action. Divisional Leading Chief Petty Officers (DLCPOs) and Leading Chief Petty Officers (LCPOs)/Leading Petty Officers (LPOs) have primary responsibility for the leadership of Future Sailors and compliance with the requirements for administration of the DEP. The following is a list of the critical requirements set out in reference (a) or developed by NRD Ohio. The DLCPO and LCPO/LPO shall ensure are completed each month. This list is not to be considered a revision or replacement of reference (a).

a. Contacts. The following contact events are established and described in reference (a). The LCPO/LPO shall ensure the recruiter accomplishes and documents these contacts, and the DLCPO shall verify completion in RTools during station visits.

(1) Plan all FS milestones in the recruiter and station Outlook Calendars during the day of DEP-in, include 72 hour indoc, initial mentoring, 30 day NIDT, 7 day recertification, 24 hour NIDT, and RTC Contact letter.

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(2) A minimum of 5 contacts per month will be made with each FS; to include 3 telephone and 2 face-to-face. All contacts will be recorded in RTools.

(3) 72-Hour Indoctrination will be conducted between 3-5 days following DEP enlistment and will be conducted in the Future Sailor's home and include his/her family. This contact will not be conducted on the day of enlistment. The Delayed Entry Program Coordinator (DEPCO) shall ensure that the Commanding Officer's Welcome Aboard Letter is mailed within one week of Future Sailor's Enlistment. Recruiters shall utilize the U.S. Navy Delayed Entry Program Standards Transition Acknowledgement Requirements Training (S.T.A.R.T) Guide. Both will be used to ensure all FSS are informed of their Navy opportunities and to reinforce the FSS decision.

(4) The Initial Mentoring contact shall take place one week after the 72-Hour Indoctrination. During the initial mentoring contact, complete a DEP Recertification and reemphasize the Navy's Core Values and Drug and Alcohol Abuse Policy. Complete the NIDT Drug Abuse Training modules. Document all mentoring contacts in RTools.

(5) Monthly Mentoring Contacts are intended to foster a continuing relationship between the FS and the Recruiter, in order to better prepare the FS for RTC. One Mentoring Contact will be conducted face-to-face each month, on a one-on-one basis and not in conjunction with the DEP Meeting, and documented in RTools.

(6) Monthly Parental Contacts are intended to maintain a relationship with an 11S FS's family. Answer any concerns and maintain the commitment of the FS to ship on schedule. One Parental Contact will be conducted each month via telephone and documented in RTools.

(7) RTC Contact. Each recruiter shall maintain contact with his/her recruit throughout RTC. A minimum of one letter/post card is required to be sent to basic training within one week of FS shipping and a copy shall be maintained in the FSS training folder as well as documented in RTools.

b. Future Sailor Custody Turnover. The purpose of FS custody turnover is intended to ensure each FS is properly reassigned a new recruiter prior to the transferring recruiter departing. The LCPO/LPO shall ensure a face-to-face FS turnover occurs between the FS and recruiter in each case where custody of the FS must be transferred to a different recruiter.

Turnover shall occur NLT 30 days prior to recruiter transfer. In the event the outgoing recruiter is not available to affect the custody transfer, the LCPO/LPO shall conduct the transfer for the recruiter and document it in the RTools record.

c. DEP Meetings

(1) Every DEP meeting will be conducted using the Electronic DEP Tool Kit, along with the station's television set as a visual aide. The LCPO/LPO will ensure that a separate muster sheet is used. This muster sheet will be retained in the station as receipt of the Tool Kits usage.

(2) At a minimum, the LCPO/LPO will plan and conduct one meeting each month. However, since some members of the DEP pool may not be able to attend a particular meeting, an additional "Flex DEP meeting" may be required. Reference (a) establishes a minimum of 80% attendance for the combined regular and flex DEP meetings. A lack of face-to-face contact is **THE** leading indicator of a "Problem Future Sailor;" strive for 100% attendance. **Turn in muster via mail to DEPCO on the first work day after the meeting.**

(3) The DEPCO will compile a list of Future Sailors who failed to attend a meeting in the previous month and will forward the list to the Enlisted Assistant Chief Recruiter (EACR), Chief Recruiter (CR), and OPS for review with the DLCPO at the next monthly Production Meeting and shipping validation review. (DEP Problem List)

(4) The DEPCO shall submit to the Commanding Officer(CO), Executive Officer (XO), OPS, CR and EACR a list of those stations that failed to achieve 80% attendance in the previous month or that show a pattern of declining attendance, or increasing attrition, and arrange for chain-of-command attendance at those DEP Meetings. (DEP Meeting Report)

(5) The DEPCO will collect all DEP Meeting Critique forms. **Minimum of 2 per month per Division.**

d. Executive Screenings. The purpose of the FS Executive Screen is to measure the effectiveness of the DEP Management Program. These screenings can take the form of a random screen, targeted screen or a complete DEP Audit.

(1) The random screen is intended measure satisfactory management within the DEP. The CO, XO, OPS, CR and EACR will conduct monthly screening on at least 10 FS's. No individual FS

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should be screened more than once per quarter.

(2) Targeted screening looks at a specific segment of the DEP population in order to identify a problem or spot a trend, and will be conducted on an "as needed" basis.

(3) DEP Audits provide a periodic "snapshot" of the entire FS population and are generally required only upon transfer of the CR, OPS or CO. Other audits will be conducted on an "as required" basis.

e. DEP Action Request DAR(s). The purpose of the DAR is to inform the chain-of-command of any situation that may affect the status, desire, or eligibility of a Future Sailor. **THE DAR IS THE MOST SIGNIFICANT COMMUNICATION TOOL AVAILABLE TO NRD OHIO,** and it will be used liberally.

(1) The LCPO/LPO shall generate a DAR for any change in the status, desire or circumstances of an individual FS, no matter how insignificant or resolvable it may seem at the time. An Information DAR **shall** be submitted for any FS who has not been contacted in four weeks, without exception.

(2) Per reference (a), the LCPO/LPO shall email the DAR and all supporting documents to the DEPCO at the same time it is emailed to the DLCPO. Required documentation will be in accordance with checklists provided. These documents will accompany every DAR, regardless of how long a member has been in DEP to ensure continuity of DAR bracking.

(3) The maximum acceptable BF percentage for entry into the DEP is 25% BF (male) or 36% (female).

(a) An information DEP Action Referral (InfoDAR) shall be immediately submitted by the NRS LCPO/LPO for any newly-classified FS that meets the above criteria but who's weight is equal to, or greater than, ten (10) pounds **BELOW** the maximum weight for their height. If at any time a FS's weight or BF equals or exceeds the limits described above, an InfoDAR shall be immediately submitted by the NRS LCPO/LPO.

(b) Height, weight, and BF measurements shall be recorded in RTOOLS on a BF tracker (in DEP folder) each time a FS visits a NRS for any reason.

(c) No FS that falls within the criteria described above shall be allowed to go more than 30 days without having their measurements taken and recorded.

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(5) Every attrite DAR will have fully written justification (**DO NOT** simply write down "RTO" or "See RTools"), and must include RTools Record. Indicate on the DAR whether a waiver will be required or not.

f. WEBRTOOLS Documentation. RTools is the recruiter's working log of all activity associated with an individual applicant or FS. Responsible personnel shall document every contact and provide a clear picture of the current status of a FS, so that the LCPO, EACR, CR, OPS or others can easily interpret (**Full Disclosure**). At a minimum, RTools shall have an entry every week in order to satisfy the requirements of reference (a). Document required 72-hour, initial mentoring and all required monthly contact, NIDT, 30 and 7-day and 24-hour recertifications, DAR(s) submitted, Initial Fitness Assessment (IFA) - (Optional) body fat%, medical or legal issues, high school graduation/receipt of diploma, completion of outstanding Military Entrance Processing Station (MEPS) processing requirements (e.g. social security cards, Hold Harmless Agreement, Loan Repayment Program), DEP Referrals (both for the referring FS and the applicant each by name), and RTC contact letter.

g. DEP Personal Qualification Standards (PQS). The purpose of the DEP PQS program is to enhance FS knowledge, enthusiasm and preparation for basic training. It is a valuable tool for building commitment and enthusiasm. Every FS is required to complete it. There is no official time requirement for completion of the PQS; however, three months is a good rule of thumb and should be used unless circumstances demand a longer time. RTools will document every contact with the FS for working on PQS, as well as PQS completion, and passing a knowledge board. (Allows for interpretation). Every PQS forwarded for approval will include a copy of RTools and passing IFA PG13. **PQS must be submitted to DEPCO at least 14 working days prior to shipping.**

h. The DLCPO shall conduct face-to-face Shipper validations at 90 days, 60 days and by the 15th of the month for shippers departing for RTC the following month. The DLCPO will complete a DEP Recertification Form on each shipper and retain on file in the FS Training Jacket. **Shipping Validations may not be delegated.**

i. Verification of "Will Grad" status shall be conducted at the end of each semester grading period (typically every January). A copy shall be retained in the DEP Training Folder

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and documented in RTools. DLCPO's shall sign and date each individual EDVER during the station visit after the grading period. A copy of the "Will Grad" and EDVER shall be e-mailed to the DEPCO, by the 15<sup>th</sup> of February, to verify graduation and shipping date.

j. Attrition Analysis. The DEPCO will prepare a monthly analysis of DEP attrition, and forward their results via the chain of command to the CO for inclusion into Monthly Production Meeting. The CR should ensure corrective action is taken on Divisions or Navy Recruiting Station's that have excessive in-month attrition, excessive requests for rollouts.



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