



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

P.O. BOX 3990

COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 5040.1B

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11 SEP 2014

NAVCRUITDISTOHIO INSTRUCTION 5040.1B

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT OHIO "DIVISION IN THE SPOTLIGHT"  
PROGRAM

Ref: (a) COMNAVCRUITCOMINST 5040.2S  
(b) NAVCRUITDISTOHIO NOTICE 5050 (DITS SCHED OF EVENTS)

Encl: (1) DITS Calendar of Inspections  
(2) DITS Station Visit Checklist  
(3) DITS POA&M  
(4) DITS Uniform Inspection Sheet

1. Purpose. To provide guidance, administrative framework and procedural direction for implementing a "Division in the Spotlight" (DITS) program for Navy Recruiting District (NRD) Ohio.

2. Cancellation. NAVCRUITDISTOHIOINST 5040.1A.

3. Background. In order to ensure that each division is receiving the utmost command support and that certain command requirements are met on an annual basis, it is required that the DITS program be established. The intent behind this program is to identify areas of weakness and resolution to correct those.

4. Discussion

a. DITS will consolidate and focus the efforts of NRD Ohio Headquarters (HQ) staff personnel to assist Divisional Leading Chief Petty Officers (DLCP0), Division Officers (DIVO) and Department Heads in ensuring their programs are in compliance with Navy Recruiting Command (NRC) and NRD Ohio policies and procedures.

b. DITS does not replace the Operations Department's responsibility to conduct separate productivity-oriented station visits. DITS will provide a snapshot of the health and climate in the field and coordinate the efforts of command personnel at

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NRD Ohio HQ that will be assessed according to Navy Inspection Team standards on a monthly basis. A schedule of division inspections and departmental assessments is included in enclosure (1). The schedule will be identifying and implementing corrective actions. The goal of the DITS program is to cover all NRD Ohio Divisions within a 12-month period. Additionally, 2 to 3 departments within NRD will be discussed at the Monthly Planning Board for Training (PB4T) for the upcoming 2 months.

## 5. Organization

a. DITS inspections shall be performed by the following personnel as designated below. In the event that the primary designee is unable to participate, the alternate designee will participate. The primary designee is responsible for coordinating with the alternate and will ensure the Training Officer is aware of any changes. All members of the Inspection Team need to have their DITS assessments completed and turned in to the Command Trainer (CT) no later than 1200 on the Thursday prior to DITS. This will ensure that the Field Team is well prepared to make accurate assessments of each Navy Recruiting Station. All division inspections will be completed in accordance with checklists provided in reference (a) and enclosure (2) and submitted with a Plan of Action and Milestone (POA&M) to the CT within 24 hours of the inspection being conducted. A follow up POA&M will be turned in every Friday until all discrepancies are closed out.

### Field Team:

XO / CO- Secondary  
CMC  
CR  
CT

### Inspection Team:

AO  
CCC  
CMEO  
Supply DEPT  
SYSAD

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The final write up of the DITS inspection will include enclosures (2) and (3) and will be submitted to the Commanding Officer (CO), via the Executive Officer (XO), no later than 5 working days following the Friday of the inspection week. A debrief will occur with all inspectors prior to the DITS debrief. The DITS team will debrief the CO, DIVO and DLCPO via conference call. The debrief will focus mainly on process and findings for the divisions and for the inspectors.

b. Each DLCPO will work in conjunction with the CT for coordinating the actual dates and times of the scheduled inspection with the assigned team members at least 2 months prior to the scheduled date. At least 2 weeks prior to scheduled field inspections, a command notice (NAVCUITDISTOHIONOTE 5050) including schedule of events will be published. On the week prior to the inspection, a pre-inspection meeting with all the inspection team members will occur to review objectives. This will be part of the PB4T process in the command calendar. Prior to the arrival of the assessment team, the Leading Petty Officer/Leading Chief Petty Officer (LPO/LCPO) and DLCPO shall review enclosure (2). All materials required for inspection shall be assembled by the LPO/LCPO. As a rule, inspections shall last no longer than 4 hours per station. MEPS and HQ Departmental Inspections may require additional time and flexibility. These guidelines are meant both to highlight the importance of the inspection and to minimize the impact to applicant processing.

c. DITS inspections in the field will normally occur sometime during the month by the different inspectors. Generally, re-inspections will occur within 3 months to ensure the correction of deficient items. DITS inspections on departments at HQ will usually take place on Wednesday of the week that follows a field inspection. This timing is meant to minimize the effect of the inspections on the production process. Alternative scheduling is authorized, but effect on recruiting operations should be considered. Prior to the arrival of the inspection team, the LPO/LCPO will complete a Command Assessment Checklist for LPO/LCPO (reference (a), Command Inspection Checklist for Leading Petty Officers/Leading Chief Petty Officers), and provide it to the inspection team upon arrival. All personnel and government vehicles are required to be present for inspection at a central location.

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At the onset of the inspection, all division personnel will participate in a uniform inspection in the uniform of the day; results will be recorded on enclosure (5). An "All Hands Call", will be conducted, during which recruiter quality of life issues and special interest items are discussed. These elements of the assessment should take no longer than 45 minutes. The first day of DITS will include lunch and an MWR event. (MWR funds will be requested to the MWR coordinator by the DLCPO one week prior to event.) Following the MWR event, recruiters may be detached to their respective scheduled assignments. The second day, Chain of Command commences visit of all stations. The LPO/LCPO and the DLCPO will complete remaining inspection checklists with the inspectors, which will include at a minimum, a facilities inspection, and minor property spot check, a review of training records, the SMART system, and other items as indicated in enclosure (2).

6. Corrective Measures. The XO shall approve the corrective action POA&M, enclosure (3), for the DLCPO and/or department based on the after action reports. Divisions and departments receiving an inspection of "Unsatisfactory" will be re-inspected within 3 months to ensure correction of deficient items. The CT shall maintain a tickler file of the DITS Program discrepancies for inclusion in the annual Command Assessment.

7. Summary Notes. This is a dynamic document that is intended to capitalize on lessons learned from the previous Fiscal Year DITS Inspections. This is intended to ensure a climate of adherence to policies and procedures delineated by NRC is in place throughout NRD Ohio, and ensure best practices into the command standards, policies and procedures. Recommendations for changes to the program and instruction should be forwarded to the XO.

  
ERIC A. SHAFER

Distribution:

Electronic only via

[http://www.cnrc.navy.mil/Ohio/Latest\\_Info.htm](http://www.cnrc.navy.mil/Ohio/Latest_Info.htm)

DITS INSPECTION/ASSESSMENT VISIT SCHEDULE

X= SELF ASSESSMENTS	# = DITS											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Division 1								X				
Division 2		X	#									
Division 3							X	#				
Division 4	X	#										
Division 5	#											X
Division 6					X							
Division 7										X	#	
Division 8			X	#								
Division 9			X	#								
Division 10						X	#					
MEPS Columbus EPDS (5)	#											X
MEPS Cleveland EPDS (3)							X	#				
MEPS Louisville EPDS (8)			X	#								
MEPS Beckley EPDS (10)						X	#					
<b>HQ PROGRAMS</b>												
CR	X					X						
ESS		X					X					
CCC			X					X				
Command Training Team				X					X			
ADMIN					X					X		
Supply						X					X	
LEADS Production Team							X					X
Nuclear Field								X				
ROPS		X							X			
Special Interest Items			X							X		
PAO				X							X	
CMC	X				X							
CMEO						X						
NSW/NSO/AIRR Program			X					X				
Physical Readiness Program				X					X			
Command Urinalysis Program					X					X		

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DITS Station Visit Checklist

Date:							
<b>STATION:</b>							
<b>ADMINISTRATION (for each assigned personnel)</b>	<b>Y/N</b>						
Verify BAH Zip Code							
Verify SDAP Level							
Verify Recall Bill							
Verify Page 2							
Verify NSIPS to ensure they include Gold Wreaths, NEC's PQS Qualifications and Awards							
Verify SGLI							
*Verify Family Health Care Plan							
Verify Location of Dental/ Medical Record/Status of TRICARE Enrollment							
Verify YMCA registration							
Verify Awards Data Base (NDAWS)							
Verify FITREPS/ EVALS							
Verify PRIMs Database							
*Verify PT Program Information (Medical Waivers, Failures, Fitness Enhancement Program)							
Verify OMPF							
Verify on correct NMCI Distribution List							
Check if Clearances are current in FLTMPs (if applicable)							

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**ADMINISTRATION FINAL ASSESSMENT:**

**REMARKS:**

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DITS Station Visit Checklist

Date:							
STATION:							
<b>SUPPLY OFFICER</b>	<b>Y/N</b>						
Conduct minor property inspection.							
Conduct Facility Inspection using RFMIS Facility Inspection Form.							
Conduct vehicle inspection using DITS Vehicle Inspection Form							
Verify Recruiters understand Domicile to Duty procedures and prohibition against staging vehicles.							
Verify Cell phones are working.							
Verify Business card inventory.							
Verify DTS outstanding Claims/Vouchers							
Verify Recruiters understand OPE Claim procedures							
Verify Recruiters understand DEP Meeting and COI Fund Procedures.							
Verify Recruiters have access to DTS							
Verify recruiters have a government travel card, information is correct and training has been done.							
Verify recruiters have a current IRD							
Contact station prior to inspection to determine any supply needs and deliver during DITS							
Verify every station has GSA/FP Warning posted on door.							
Verify Station Phone Listing/ Station Physical Address/ Station Mailing Address							
Verify Bomb Threat Checklist posted							
Verify POW receipt/ Posting							
Verify Safety Officer items, including listing of who rides a motorcycle and motorcycle safety course							
Verify Voting Assistance Officer Items (i.e., Motor Voter Binder)							
Verify SAVI information posted							
Verify any safe combinations							
Inspect Postage Procedures							
Verify Station has working shredder.							
REMARKS:							

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LSO FINAL ASSESSMENT:



REMARKS:

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DITS Station Visit Checklist

STATION:	DATE:		
<i>OACR (for NORS)</i>	Yes	No	Remarks:
Navy Officer Recruiting Station (NORS) Assist Visit checklist (COMNAVCRUITCOMINST 1131.2E Exhibit 050103)			
Marketing Operations Plan: ALL ORs should have a copy			
POA&M: Required by all OR's when out of limits			
Updated Completed and Pending Actions for all active records in R-TOOLS by all OR's			
Goaling Letters signed by CO and OR			
Campus Data Notebooks on Actively Recruited Colleges:			
Campus Visit Reports			
Documented 2 contacts per month with Future Officers per OR			
Designation Letters for all who handle ASTB Material			
Documentation that test material is being inventoried and documented every 2 weeks or whenever safe is opened			
Third Party information purged from residual files			
Conduct Quarterly Review of CDN's			
ORs VALOR SALES LABS (Indicated in Training Jacket)			
<b>REMARKS:</b>			

**FINAL ASSESSMENT:**                       **SAT**                       **UNSAT**

**REMARKS:**

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DITS Station Visit Checklist

Date:							
STATION:							
<b>ACR/CT</b>	<b>Y/N</b>						
Conduct Production Inspection using appropriate reference a checklist							
Verify Access to WEBSTEAM and WEBRTOOLS/MEPSTRACK							
Verify 5305's, whether member understanding process, and whether any are outstanding.							
Verify outstanding production waivers and whether there are any outstanding.							
<b>REMARKS:</b>							

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**FINAL ASSESSMENT:**

**REMARKS:**

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**DITS Station Visit Checklist**

<b>Date:</b>							
<b>STATION:</b>							
<b>SYSAD</b>	<b>Y/N</b>						
Remove all unwanted computer equipment from station.							
For any network printer, print a configuration page. Is the station's internet connection functioning? Detail Discrepancies.							
Does each person have a functional computer? Is each person's email client appending all emails with privacy act statement?							
Is each person's GAL entry correct?							
Are there any unresolved NMCI Tickets? Complete an custody form (NAVCRUIT 4440/1) for each person.							
Does each station have a functional scanner?							
Verify access to intranet and recruiting Quarterdeck.							
Complete and Inventory form Verify recruiters understand two places laptop can be at night (locked up in station, or at home) Verify no thumb drives or other prohibited devices with internal memory.							
<b>REMARKS:</b>							

**FINAL ASSESSMENT:**

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**REMARKS:**

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DITS Station Visit Checklist

Date:							
STATION:							
<b>CMEO</b>	<b>Y/N</b>						
Does the Command Have NAVPERS 5354/2- Navy/ Formal EO/Sexual							
Harrasment Complaint form at the Command and Stations?							
Do Members of the Command understand the Grievance procedures for EO complaints?							
Has the Navy's New Grievance procedure poster been prominently displayed on solving problems through the chain of command?							
Is the IRS Booklet distributed throughout the Command and stations?							
Do Members of the Command understand the IRS Procedures?							
Do Members of the Command understand the Redress Procedures for EO Complaints?							
Are Command Personnel Aware of the Location of EO/Sexual Harrasment Formal Complaint Form?							
Is the Navy EO/Sexual Harrasment Formal Complaint Form Readily Available to Command Personnel?							
Are Command Personnel Apprised of their Rights and Responsibilities regarding submission of a format complaint?							
<b>REMARKS:</b>							

FINAL ASSESSMENT:

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REMARKS:

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**PLAN OF ACTION & MILESTONES**

DISCREPANCY #	BRIEF DESCRIPTION OF DISCREPANCY	DITS INSPECTION	CORRECTIVE ACTION	ESTIMATED DATE OF COMPLETION	COMPLETION DATE	ACTION COMPLETE

