



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO:

Canc frp: Apr 14

NAVCRUITDISTOHIONOTE 1130

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25 MAR 2013

NAVCRUITDIST OHIO NOTICE 1130

From: Commanding Officer, Navy Recruiting District Ohio,
Columbus, Ohio

Subj: NRD OHIO BEERS DOCUMENTS CERTIFICATION POLICY

Ref: (a) COMNAVCRUITCOMINST 1130.8J - VOLUME II

1. Purpose. To promulgate policy and procedures for collecting and certifying BEERS documents.

2. Explanation. The Armed Forces are authorized to copy documents used for eligibility determinations, including documents which state that it is unlawful to reproduce or copy them. Reference (a) requires the Commanding Officer to establish a written certification policy.

3. Action

a. Per reference (a), BEERS documents must be photocopied and placed in the service record and residual files, including Delayed Entry Program (DEP) folders, for all Future Sailors. All copies shall be marked per reference (a). The printed name and signature of the person sighting the original document is also required near the required marking.

b. Applicants shall provide the following original documents to Navy Recruiting Processing Station (NRPS) personnel at the time of entry into the DEP:

(1) **Age verification** documents listed in section 020102 of reference (a).

(2) **Citizenship verification** documents listed in Exhibit 020201 of reference (a).

(3) **Social Security Number (SSN) verification** listed in section 020302 of reference (a).

Warning: Future Sailors may not affiliate (RC) or access (AC, ship to RTC) without a valid, original SSN card.

(4) **Education verification** documents listed in chapter 2, section 4 of reference (a), including original diplomas or official, signed and dated transcripts. The exception to this rule applies to 11S/11M applicants: a "Will Grad" letter will be used at time of DEP entry. Upon graduation of 11S/11M applicants from high school, Navy Recruiting Station (NRS) personnel will obtain original diplomas, within 14 days after graduation, and bring to the NRPS for certification and copying.

(5) Dependents verification documents are listed in Section 020503 of reference (a).

c. NRS personnel shall ensure that all original documents are returned to the applicant for safekeeping.

d. NRS personnel will ensure that **only copies stamped by NRPS personnel as described above are kept in DEP records**. No other copies of verification documents are authorized.

e. NRS personnel authorized to retain copies of BEERS documents in DEP folders shall ensure they are protected against the unauthorized disclosure of Personally Identifying Information.

5. Cancellation. This notice is effective until superseded by higher authority or upon receipt of the next notice on this subject.



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