



DEPARTMENT OF THE NAVY  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1130.1P  
Admin  
25 Jan 12

NAVCRUITDIST PORTLAND INSTRUCTION 1130.1P

Subj: QUARTERLY REVIEW OF ENLISTMENT KIT RESIDUAL FILES

Ref: (a) COMNAVCRUITCOMINST 1130.8J (CRUITMAN-ENL)

Encl: (1) Record of Enlistment Kit/Residual File Review (PTLDO  
1130/10 (Rev. 7-09))  
(2) Executive Review Check-off Sheet

1. Purpose. To outline procedures to be followed in the monthly review of enlistment kits and residual files required by reference (a).

2. Cancellation. NAVCRUITDISTPORTLANDINST 1130.1N.

3. Review Requirements. Reference (a) requires a quarterly review of enlistment kits and residual files to ensure an acceptable level of quality control is maintained district-wide. Therefore, each Military Entrance Processing Station (MEPS) will forward the appropriate number of enlistment kits and residual files by the seventh working day of each new quarter. These kits will be reviewed in accordance with the following criteria:

a. The NRD Commanding Officer (CO) is responsible for ensuring that an acceptable level of quality control is maintained. This responsibility dictates that an adequate number of waiver and non-waiver residual/Delayed Entry Program (DEP) files be reviewed. At a minimum the CO and/or his designee must review and document 10 residual/DEP files each quarter and 10% or five (whichever is the lesser number) Prior Service residual kits per quarter. This requirement can be delegated to the Executive Officer or any commissioned officer holding a department head position. The CO (or his designee) signs his or her name on the cover of the NAVCRUIT 1133/100 (kit cover), signifying that he or she has reviewed that residual/DEP file.

b. Chapter 1 section 2 of reference (a) provides basic waiver and educational information for use in kit reviews.

4. Review Procedures

a. Each Navy Liaison Office will randomly select and forward to the Operations Officer 10 DEP kits. (Files may also be reviewed while designee is at MEPS, if convenient.)

b. The Prior Service Coordinator will randomly select and forward 10% or five (whichever is lesser) Prior Service residual kits.

c. Each party will forward its kits using the Enlistment Kit/Residual File Review, enclosure (1).

d. The Executive Review Check Sheet, enclosure (2), will be used for all kit reviews. Upon completion, each checklist will be filed with the reviewed enlistment kit/residual file.

e. Reviewers will note discrepancies on enclosure (1). The responsible party shall ensure corrective action is taken within five working days and shall enter that information on enclosure (1). Upon completion of kit review and required corrective actions, enclosure (1) will be forwarded to the Operations Officer (OPSO) for retention.

5. Forms. The Record of Enlistment Kit/Residual File Review (PTLDO 1130/10 (Rev 7-09)) is available from the Operations Department.



R. M. CANDILORO

Distribution:

NAVCUITDISTPORTANDINST 5216.1U

Lists A (1, 2, 5-10 only), B, and D



**EXECUTIVE REVIEW CHECK OFF SHEET**

Name On Record Being Screened: \_\_\_\_\_

Date \_\_\_\_\_

**Enlistment Documents**

Yes No N/A

DD Form 1966 Pages 1, 2, 3, 4 (5 if Required)

Questionnaire for National Security Position (SF-86)

**Birth/Citizenship Verification Documents**

Yes No N/A

Birth/Citizenship document used:

Is the Birth/Citizenship document appropriate for applicant?

**SSN Verification Documents**

Yes No N/A

Document used:

**Education Verification Documents**

Yes No N/A

Document used:

Will Grad Letter (11S/11M/11(9))

ESS Education Verification (NAVCRUIT 1133/51) A/M Test\*\*Only for home school applicants

**Enlistment/Civil/Program Waiver Documents**

Yes No N/A

Handwritten Statements

Completed Police Record Checks (DD Form 369)

Waiver Briefing Sheet (NAVCRUIT 1133/39)

**Miscellaneous Forms (if applicable)**

Yes No N/A

DD Form 368 or DD Form 214 (Prior Service and Drilling Reservist)

Marriage Certificate/Children's Birth Certificate(s)/ Dep. SSN Verification

Divorce Decree (Applicants/Parents(s))

Financial Statement (NAVCRUIT 1130/13) (Required for any Dependents)

Nuclear Field (NF) Medical Statement of Awareness (Page 13) \*\* Required for all NF Applicants

NF Navy College Fund (NCF)(Page 13) \*\* Only if applicant accepted Navy College Fund

Enlistment Bonus (EB) SOU (NAVCRUIT 1133/102 ) \*\* Only if applicant accepted EB

Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)

Submarine Vol. SOU (Page 13) (Required for CTI)

START Guide Acknowledgement Statement of Understanding (Page 13)

LRP - PRIDE guarantee Statement of Understanding

United States Navy Aberrant Behavior Screening Certificate (NAVCRUIT 1130/120)

**Classification Checklist:**

Yes No N/A

DD Form 1966/3 signed by applicant and NLO

Verified ASVAB scores/Vision/Hearing/Color Perception/etc. for program guaranteed?

Verified DD Form 1966/4, Section VI for NAPT/PSSQ/ASVAB/WAIVER/ TRANSCRIPTS/PRC entry?

Annex (job Guarantee) initialed and signed by applicant and classifier?

Drugs - ensure SF86/1966. Physical documents all match.

Residual Signed by (WCS/Processor/Classifier/MLPO/EPDS)

Comments:

Verified By: \_\_\_\_\_

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**ENCLOSURE (2)**