



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

NAVCRUITDISTPORTLANDINST 1500.1
CMC
10 Apr 13

NAVCRUITDIST PORTLAND INSTRUCTION 1500.1

Subj: COMMAND INDOCTRINATION AND CHECK-IN/CHECK-OUT PROCEDURES

Ref: (a) OPNAVINST 5351.2A
(b) OPNAVINST 1740.3C

Encl: (1) NRD Portland New Check-in Indoctrination
(2) Questionnaire for Personnel Completing Command Indoc
(3) NRD Portland Check-in and Indoctrination Checklists
for Recruiting and Support Personnel
(4) Navy Pride and Professionalism (NP&P) Topics
(5) Transfers Check-off Sheet
(6) Separation Check Off Sheet
(7) Check-out Sheet

1. Purpose. To incorporate the Navy Recruiting District Portland Command Indoctrination Program for newly reporting military and civilian personnel.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1300.3L.

3. Description. Per references (a) and (b), each Navy member reporting to Navy Recruiting District Portland (NRD) Headquarters must receive command and area-specific information to facilitate assimilation into the command, motivate the member, and enhance team spirit. Command Indoctrination Program briefs will be held when there are four or more personnel checking in at one time. When there are three or less, indoc will happen one on one with each Department.

4. Responsibilities

a. Administrative Officer (AO). Responsible for the coordination and all aspects of this program.

b. AO. The AO will send a memorandum to the Department Heads, Command Master Chief, Chief Recruiter, Leading Petty Officers (LPO's), presenters and attendees at least one week prior to the scheduled day of Indoctrination. The memorandum will list the attendees along with the scheduled time for each presenter.

c. Department Heads, Divisional Leading Chief Petty Officers (DLCPO), Leading Chief Petty Officer (LCPO), LPO's. Ensure that all personnel scheduled for indoctrination report 15 minutes early. Additionally, they will notify the AO/District Trainer of personnel who are excused and the reason for the absence. These personnel are required to attend any missed briefings and will be rescheduled by the AO.

d. Briefing Facilitators. Arrive 15 minutes prior to Scheduled briefing and ensure you are prepared to present a thoughtful, concise brief about your department/office responsibilities. Use the approved power point presentation to assist with the flow of the presentation. A listing of facilitators and assigned topics are provided in enclosure (1).

e. Attendees. Complete a Command Indoctrination feed-back Sheet, enclosure (2), upon completion of the program and return it to the AO.

5. General Information. Command Indoctrination will be held at the NRD Portland Headquarters conference Room on the 1st and 3rd Tuesday and Wednesday of each month. Newly reported personnel are required to attend the first available Command Indoctrination and should plan to arrive at their assigned location no later than 0745 (Portland time). A sample agenda is included as enclosure (1). Questionnaire for Personnel Completing Command Indoc, enclosure (2), NRD Portland Check-in and Indoctrination Checklists, enclosure (3), and a list of Navy Pride and Professionalism (NP&P) Topics, enclosure (4). Enclosure (3) shall be initialed by all briefers and a copy entered into the command training file, attendee's training jackets and the original given to the AO for inclusion in the members official residual file.

6. Uniform. Uniform for checking in or out will be the service dress uniform for all hands.

7. Check-out Procedures

a. Transferring/separating personnel must schedule a check-out date with the AO via the member's Department Head. This will be scheduled at least 45 days in advance of transfer/separation, so that a check-out date may be assigned to coincide with the Commanding Officer's availability and for

coordination with Personnel Support Activity Detachment (PSD), Bangor. Detaching/separating service members should:

(1) Those personnel separating shall notify the Personnel Officer upon confirmation of separation in order to schedule a Transition Assistance Program (TAP) Class, and prepare and submit leave papers for any desired leave.

(2) Members assigned to Divisions 1, 2, and 7 (with the exception of NRS Pendleton) and MEPS Portland shall check-out in person with the departments listed in enclosure (2) and the CO and XO at NRD Portland Headquarters.

(3) Members assigned to Divisions 3, 4, 5, 6 and NRPS/MEPS Boise, shall check-out with the departments listed in enclosure (2) and the XO and CO via phone.

(4) The District Transfer Clerk will use enclosures (5) through (7) to ensure a complete and thorough check-out.

b. Fleet Reserve/Retirement. Members transferring to the Fleet Reserve or retiring must notify the Personnel Officer of intentions 12-18 months before the planned retirement month. Members must directly liaison with the AO for any specifics (e.g., computation of retainer pay, next of kin, where to mail Discharge Certificate, etc.).

8. Command Training File. The command training file shall be maintained as directed in reference (a). All Department Heads, LCPOs, EPDS, and the Personnel Officer shall ensure that copies of the following documents are forwarded to the District Training Officer.



R. M. CANDILORO

Distribution:

NAVCRUITDIST Portland Instruction 5216.1U
LISTS A, B, C, and D

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NRD PORTLAND

RATE / RANK (DESIG)

LAST NAME

FIRST NAME

REPORT DATE

STATION

DIVISION

CONTACT NUMBER

	DEPT	INITS	DATE
COMMANDING OFFICER DATE _____ TIME _____	ADMIN		
EXECUTIVE OFFICER DATE _____ TIME _____	ADMIN		
COMMAND MASTER CHIEF CMDMCM(EWS) MCCLAIN	ADMIN		
OPERATIONS OFFICE LT TRIMBLE	OPSO		
CHIEF RECRUITER NCCM(AW) CONKLIN	OPSO		
ASSISTANT CHIEF RECRUITERS NCCS SULT (OFFICER ACR) COMNAVCRUITCOMINST 1000.3C (REVIEW WITH MEMBER)	OPSO		
DISTRICT TRAINER/PRIVACY ACT COORDINATOR NCC(SW) LAUKO	OPSO		
DEP PROGRAM COORDINATOR/DENTAL BENEFITS ADVISOR BU1(SCW/SW) SEAN KRILOFF	OPSO		
STATISTICIAN MR. TOM LACAMP	OPSO		
PFA COORDINATOR/TOBACCO CESSATION AWS1(NAC/AW) SCHMITT	OPSO		
NUC COORDINATOR EM1(SS) HASSELBUSH	OPSO		
ASSISTANT OPERATIONS OFFICER/OFFICER PROGRAMS OFFICER	OPS		
HEALTH BENEFITS ADVISOR/POST DEPLOYMENT SCREENING LT LELACHEUR	OPO		
SUPPLY OFFICER LSCS(SW/AW) WRIGHT	SUPPLY OFFICER		
COMMAND MANAGED EQUAL OPPORTUNITY REP LSCS(SW/AW) WRIGHT	SUPPLY OFFICER		
COMMAND FINANCIAL SPECIALST MR. GARY ESPOSTO	SUPPLY OFFICER		

ENCLOSURE(1)

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TAD COORDINATOR MRS. JANA KEARNS	SUPPLY OFFICER		
FACILITIES MANAGER (CELL PHONES, GLH, ETC.) MR. MIKE TEEL	SUPPLY OFFICER		
VEHICLE COORDINATOR MR. RENIE ASUNCION	SUPPLY OFFICER		
PURCHASING AGENT MS. KAREN DAVIES	SUPPLY OFFICER		
EPDS @ MEPS PORTLAND _____ (or) EPDS @ MEPS BOISE _____	MEPS		
URINALYSIS COORDINATOR @ HQ PORTLAND NCC POLIQUIN	LEADS		
EDUCATION SPECIALIST MR. SERGIO BARRIENTOS	EDSPEC		
SYSTEM ADMINISTRATION MR. TONY PIAZZISI (DOD IA TRAINING, DAR TRAINING)	SYSAD		
LEADS SUPERVISOR NCC POLIQUIN	LEADS		
DAPA AWSC(AW/NAC) CAMPBELL	MEPS PDX		
PUBLIC AFFIARS OFFICER MRS. ROBIN SANZ	OPSO		
COMMAND YEOMAN (for appointment to see CO and XO) MS. KIM INGERMAN	ADMIN		
GOLD WREATH _____ GOOD CONDUCT _____ TUITION ASSISTANCE _____ NASIS _____	ADMIN		
CCC/ESO NCl SCHLEIF	ADMIN (Last)		
ADMIN OFFICER IA TOUR YES _____ No _____	ADMIN (First)		
<p>https://navyfamily.navy.mil > MY INFO > CONTACT > INFORMATION > Verify Member and <u>Dependents information</u> and report that it is complete to gain clerk in Admin</p>			

Note: A: areas specified in enclosure (3) of COMNAVRECRUITCOMINST 1500.4Q must be covered and explained to newly arriving personnel.

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Command Indoctrination Checklist

RATE / NAME		DATE REPORTED TO COMMAND	
DEPARTMENT	CHECKLIST	INITIALS	DATE
Admin	<p align="center">Initial Check-in Procedures</p> <ul style="list-style-type: none"> - Obtain & Verify SGLI and NAVPERS 1070/602(copy to command file) - Complete all NAVPERS 1070/613 as required - Verify Navy Pride & Professionalism completion in FLTMS - Start Gold Wreath tracking - Verify GCM eligibility - Update Recall Bill - Assist with Travel Claim and TLA Preparation (Member/Family Member) - Verify entitlement to SDA Pay & SRB - Exceptional Family Member Program if applicable - Verify current Security Clearance investigation - Verify members Family Care Plan if applicable - Provide Copies of Command Mission and Philosophy - POW/POD Welcome Aboard Note - Pre-Indoctrination Requirement for CANREC - Verify Eligibility for Advancement Examinations 		
Various	<p>Urinalysis Coordinator</p> <ul style="list-style-type: none"> - Add member to NDSP <p>NRD Statistician</p> <ul style="list-style-type: none"> - Add member to database <p>Vehicle Coordinator</p> <ul style="list-style-type: none"> - Obtain copy of driver's license - Verify Completion of AAA Driver's Course Training and Written Exam Covering State Traffic Regulations - Complete Road Check with Vehicle Coordinator <p>Travel Coordinator</p> <ul style="list-style-type: none"> - Verify possession of GOV travel card 		
Various	<p>Government Cell Phones</p> <ul style="list-style-type: none"> - Custody Card 		
HEALTH BENEFIT ADVISOR	<ul style="list-style-type: none"> - Military/Civilian Medical and Dental care - Tricare/Tricare Supplements 		
VOTING OFFICER	<ul style="list-style-type: none"> - Military/Civilian Medical and Dental care - Tricare/Tricare Supplements 		
COMMAND CAREER COUNSELOR	<ul style="list-style-type: none"> - Role and Responsibility Counseling Interview - Advancement Eligibility - Schedule Career Development Board - Verify Perform to Serve status - Verify Enlisted Retention Board status 		
PUBLIC AFFAIRS	<ul style="list-style-type: none"> - Role and Responsibility Counseling Interview - Advancement Eligibility - Schedule Career Development Board - Verify Perform to Serve status - Verify Enlisted Retention Board status 		
COMMAND EQUAL	<ul style="list-style-type: none"> - Role in Command Mission - Sexual Harassment and Fraternization Policies 		

OPPORTUNITY	<ul style="list-style-type: none"> - Equal Opportunity Program - Grievance Procedures Provide - Copies of NRD EEO and Fraternalization Instructions 		
COMMAND DAPA	<ul style="list-style-type: none"> - Role and Responsibility - Drug and Alcohol Abuse - Tobacco Prevention - Verify member's name and SSN in ADMITS 		
LEGAL OFFICER	<ul style="list-style-type: none"> - Role and Responsibility - NJP Appeals & Page 13s - ADSEPS - Investigations - Power of Attorney & Wills 		
LEADS DEPARTMENT	<ul style="list-style-type: none"> - Explain the purpose of Local Advertising, budgeting, NALTS application - National and Local Leads Generation - LPT Phone Center/Leads Screening Procedures (local/national) - WEB R-Tools/CIRIMS Leads Delivery Process and Disposition - Use of Recruiter Leads Follow-up Scripts - Local Newspaper/Direct Mail/Other media advertising campaigns who accomplishes/how to request advertising - School list obtainment/utilization (mailings only) 		
COMMAND FITNESS LEADER	<ul style="list-style-type: none"> - Physical Fitness Program - Physical Readiness Training Cycle - Fitness Enhancement Program(FEP) - Verify PRIMS record - Conduct Weight In - Update PRIMS 		
SYSAD	<ul style="list-style-type: none"> - ADP Procedures - Computer Security - Ensure completion of Information Assurance Awareness Training on NKO - Validation of PKI certificates and profile/ account information 		
EDUCATION SPECIALIST	<ul style="list-style-type: none"> - School Visits - Directory of Information/School Lists - ASVAB Testing - Tours/Events/EOVs 		
COMMAND HOUSING COORDINATOR	<p>Government Lease Housing (GLH)</p> <ul style="list-style-type: none"> -File for each member in GLH with <ul style="list-style-type: none"> o Copy of application o Signed and witnessed SOU o Copy of Page 2 o Copy of Lease o Copy of move-in/move out inspection Sheet o Any written or electronic communication o Confirmation BAH has been stopped o Investigations for any damages of GLH in excess of \$100 - Maintain files for one year after termination from GLH 		
OPERATIONS DEPARTMENT	<p>R-OPS</p> <ul style="list-style-type: none"> - Welcome Aboard - Role in Command Mission - Department Organization/Chain of Command - Personal Issues - PQS/Gold Wreath Awards <ul style="list-style-type: none"> * STATS and PRIDE - DEP Leadership/Attrition Procedures <ul style="list-style-type: none"> * DEPCO Responsibilities - NROTC 		

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OPERATIONS DEPARTMENT	Chief Recruiter - Role in Command Mission - Expectations - CRF Program - CANREC Program BUPERSINST 1001.40 - Recruiter Evaluation Board Procedures - Ethics/Prohibited Practices		
OPERATIONS DEPARTMENT	Enlisted Assistant Chief Recruiter - Role in Command Mission - NRS Goaling/Teamwork - CNRC/NRD Competition and Award System - Production Evaluation Tracking - DEP Leadership - DEP Integrity		
OPERATIONS DEPARTMENT	Officer Assistant Chief Recruiter - Role in Command Mission - Officer Goaling/Teamwork - CNRC/NRD Competition and Award System - Production Evaluation - Tracking Collegiate Leadership - Collegiate Integrity		
OPERATIONS DEPARTMENT	Command Trainer - Roles and Responsibilities - DCO - Training Pipeline - PQS - Issue training jacket Add member to training database		
OPERATIONS DEPARTMENT	Nuclear Field Recruiter - Role in Command Mission - Program Qualifications - Waiver Procedures - Testing - Field Communications - School Presentations		
OPERATIONS DEPARTMENT	NSW/NSO Coordinator - Program Qualifications - School Presentations - Waiver Procedures - Testing - Field Communications		
OPERATIONS DEPARTMENT	Enlisted Processing Division Supervisor (EPDS) - Roles and Responsibilities - Position Descriptions (MLPO, EPA, etc) - Scheduling Procedures (MEPS/METS) - Processing Procedures (MEPS/METS) - Testing/Retesting Procedures - Waiver Processing - Kit Quality MEPS Policies - MEPS Tour (optional)		
SUPPLY DEPARTMENT	Supply Officer -Care/Maintenance and Repair -Purchasing Fuel -Vehicle Credit Card Utilization -Domicile to Duty -Vehicle Logs -Prohibited Practices -Mishap Reporting -Parking Regulations to include POV and GOV violations Government Travel Credit Card - Complete Online Training Course - Signed Statement of Understanding - Signed Page 13 on Proper Use of Card		

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	<ul style="list-style-type: none"> - Verify no Outstanding Debt on GTCC for Prior Travel OPE & Miscellaneous Items Business Cards DTS training and validation OPE Submission 		
OMBUDSMAN	Spouse Meets with Command Ombudsman (If Command Ombudsman Cannot Meet Spouse in Person, Telephone Contact Should be Initiated)		
COMMAND MASTER CHIEF	<ul style="list-style-type: none"> - Role in Command Mission - Philosophy - Navy Core Values - Chain of Command - Expectations - Ombudsman Program - Enlisted Performance Evaluations - Professional Growth - Career Development Boards - Perform to Serve requirements - Enlisted Retention Board requirements - Grievance Procedures - Request Mast Procedures - Personal issues (if applicable) - Sponsor Program Critique - PT Program 		
EXECUTIVE OFFICER	<ul style="list-style-type: none"> - Role in Command Mission - Expectations - Command Training Program - Personal Appearance/Physical Fitness - Security/Terrorist Briefing - Morale, Welfare, and Recreation Fund Activities - Command Newsletter - Command Goals - Operational Risk Management (ORM) - Tobacco Prevention - Accountability 		
COMMANDING OFFICER	<ul style="list-style-type: none"> - Mission/Vision - Command Philosophy - Expectations - Fraternalization - Recruiter Integrity - DEP Integrity Leave and Liberty/Working Hours - Morale and Welfare 		
ADMIN DEPARTMENT	<ul style="list-style-type: none"> - NRD Check-in Complete - File original in command training file 		

(Member's Signature)

(Administration Officer Signature)

Copy to:
Member's Training Record

QUESTIONNAIRE FOR PERSONNEL COMPLETING COMMAND INDOC

Welcome Aboard!

We ask your assistance in evaluating the effectiveness of our Command INDOC program. We ask you to take a few minutes to complete this questionnaire based on your experience during INDOC. Your feedback allows us to improve the INDOC process for future Sailors reporting onboard NRD Portland.

1. Were department briefs clear and informative?
() Yes () No
 2. Were the department briefs the right length of time?
() Yes () No (if No please answer the question below)
Too Long? () Too Short? ()
 3. Was your INDOC facilitated smoothly and professionally?
() Yes () No
 4. Were you treated professionally by all staff members?
() Yes () No
 5. Was the INDOC space comfortable?
() Yes () No
 6. What was handled best during INDOC?

 7. What could have been handled better during INDOC?

 8. What can we do in the future to make the process smoother?

 9. Was enough time allotted for INDOC?
() yes () No
 10. Is there any information you wish we would have presented during INDOC?

 11. If you traveled, was the hotel comfortable, convenient and the staff friendly?
() Yes () No
 12. What other INDOC assistance do you feel would help future Sailors as they report onboard NRD Portland?

 13. Additional Comments or Concerns:

 14. Was there anyone that stood out by going above and beyond that you would like to tell the Chain of Command about?

- Pay Grade: _____ Name and Signature (Optional) _____

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NRD Portland New Check-in Indoctrination

Schedule:

Welcome Aboard/XO Brief	Executive Officer
CMC Brief	CMC
Urinalysis Coordinator Brief	UPC
CR/EACR Brief	CR/EACR
Operations Officer	OPS/OACR
Command Trainer	District Trainer
CMEO Brief	CMEO
SAPR Brief	SAPR
Ombudsman Brief	CMC
Admin Brief	AO
Statistician Brief	Statistician
Supply Brief	LSO
Command Career Counselor Brief	CMC/CCC
SYSAD Brief	SYSAD
MEPS Brief	At MEPS Portland
Security Manager Brief	Security Manager
Education Specialist	EDSPEC
Special Programs Brief	Special Programs
DEP Program Coordinator Brief	Command DEPCO
Navy Pride and Professionalism (If not conducted at NORU)	CTT
CO Brief & Closing Remarks	Commanding Officer

NAVY PRIDE AND PROFESSIONALISM (NP&P) TOPICS

1. INTRODUCTION TO CORE VALUES
2. DECISION MAKING
3. COMMUNICATION AND CONFLICT MANAGEMENT
4. MENTORING
5. DIVERSITY
6. EQUAL OPPORTUNITY
7. VIOLENT CRIME AND SUICIDE AWARENESS
8. MILITARY ETIQUETTE AND COURTESY
9. UNIFORM WEAR
10. NAVY FAMILY READINESS

TRANSFERS CHECK-OFF SHEET			Name
RANK/RATE:	NAME: (Last, First, MI)	SSN:	
Transfer Date:		Transferred to:	Transfer Date
DATE	INIT	ACTION	
		Transfer Directive/Orders received and supplementary items on orders verified	
		Transfer Information Form and required enclosures forwarded to member from PSD/NRD (MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS/TRANSFER DIRECTIVE)	
		TIF received from member with required documents and forwarded to PSD:	
		Orders/Endorsement Completed	
		PCS Travel completed on ESR by mbr (directions given w/TIF)	
		Overseas screening completed, if required: (DTG/Date: _____)	
		Suitability screening completed, if required	
		Family Entry Approval request, if required: (DTG/Date: _____)	
		No-Fee Passport/Official Passport/Visa application completed, if applicable	
		Completed Obligated Service requirement, as needed (OBLISERV required up to _____)	
		https://navy.family.navy.mil > MYINFO > CONTACT INFORMATION > Verify member and dependents information and report to Admin that it is complete.	
		Transfer Evaluation/Fitrep (send copy to PSD)	
		Required page 13 entires completed:	
		___ Overseas Screening	
		___ Overseas Tour Election	
		___ Deers Verification	
		___ Screening completion	
		Collect the following from the member:	
		___ Check-out sheet	
		Move member's information from main database to transferred database	
		Give Junk Jacket to member	

Retain file:

- Original Transfer Check-Off Sheet
- Check out sheet
- Transfer Information Form
- Copy of orders and modifications
- Copy of Loss event from NSIPS/PSD
- Copy of all screening documents
- Copy of Port Call/Flight Information
- Copy of all Transfer Directives (MSG, etc)
- Page two/SGLI
- Check out sheet
- Page 13s
- Copy of all passports

Provide to PSD

- Advance DLA/Travel
- Advance Pay
- PRR/DD884
- Passport (if required)
- Transfer Information Form
- Page two/SGLI
- Navy Leadership Continuum Course
- Check out Sheet
- PCS Travel (7041)
- Screening page 13s
- Deers page 13

SEPARATION CHECK OFF SHEET

NAME: _____ SSN: _____ NRD PORTLAND OR

INFORMATION

Separation Date: _____
Type of Discharge: _____
Term LV/JB/HH Start Date: _____
Fleet Reserve MSG Received: _____

SERVICE RECORD

	<u>DATE</u>
<input type="checkbox"/> Separation package sent to member	_____
<input type="checkbox"/> Separation package received from member And fwd to PSD	_____
<input type="checkbox"/> Separation Orders	_____
<input type="checkbox"/> DD Form 214	_____
<input type="checkbox"/> NSIPS Strength Loss	_____
<input type="checkbox"/> Obligated Service Completed	_____
<input type="checkbox"/> PTDY Orders for JH/HH	_____

RECEIVED FROM MEMBER

- Separation Information Questionnaire
- Pre-Separation Questionnaire (DD Form 2648)
- Approved Terminal Leave Chit
- TAP Class PG 13
- Separation Eval (NAVPERS 1610/2)
- Separation Physical
- Command Check Out Sheet
- PCS Travel/NAVPERS 7041/1
- NAVCOMPT 2274 & DD Form 2656 (Fleet Reserve/Retirees only
Date mailed: _____)
- JH/HH Request Chit

DOCUMENTS TO BE GIVEN TO MEMBER

- Travel Claim / Original Orders
- Transportation Tickets (If Applicable)
- Copy 1 & 4 of DD Form 214
- Junk Jacket

RETAIN FILE

(in SEPS folder on share drive)

- | | |
|---|--|
| <input type="radio"/> Copy of Orders | <input type="radio"/> Pre-Separation Questionnaire |
| <input type="radio"/> Separation Eval | <input type="radio"/> Leave Chit |
| <input type="radio"/> E503 | <input type="radio"/> Termination of government quarters |
| <input type="radio"/> Copy 8 of DD 214 | |
| <input type="radio"/> Check Out Sheets | |
| <input type="radio"/> TAP Class PG 13 | |
| <input type="radio"/> Separation Physical | |

TRAVEL

- YES NO Does MBR desire transportation?
- If Yes, have the following been given to SATO:
- Original Orders
 - Passenger Reservation Request (PRR)
 - Transportation for Dependents (DD Form 884)
Date Submitted: _____
- If No, have the following been given to TRAVEL:
- Advanced Travel Request / EFT Form
W/Dependent Travel
 - Copy of Orders
Date Submitted: _____

SEPARATION CLERK: _____

Enclosure (6)

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NRD PORTLAND

CHECK-OUT SHEET

RATE / RANK (DESIG)		LAST NAME	FIRST NAME
TRANSFER DATE		Transferring To	Location
CONTACT NUMBER			
ADMIN DEPARTMENT		DEPT	INITS DATE
GOLD WREATH <input type="checkbox"/> GOOD CONDUCT <input type="checkbox"/> First TUITION ASSISTANCE <input type="checkbox"/>		ADMIN	
ADMIN OFFICER IA TOUR YES <input type="checkbox"/> No <input type="checkbox"/>		ADMIN	
SYSTEM ADMINISTRATION MR. TONY PIAZZISI (DOD IS TRNG, DAR TRNG)		SYSAD	
COMMAND TRAINER/PRIVACY ACT COORDINATOR NCC(SW) LAUKO		OPSO	
STATISTICIAN MR. TOM LACAMP		OPSO	
DTS/GOVT TRAVEL CARD MRS. JANA KEARNS		SUPPLY	
HEALTH & DENTAL BENEFITS ADVISOR LT LELACHEUR		OPSO	
PFA COORDINATOR/TOBACCO CESSATION AWS1(NAC/AW) SCHMITT		OPSO	
PUBLIC AFFIARS OFFICER MRS. ROBIN SANZ		OPSO	
ASSISTANT CHIEF RECRUITERS NCCS SULT (ENLISTED ACR)		OPSO	
CHIEF RECRUITER NCCM(AW) CONKLIN		OPSO	
NUC COORDINATOR EM1(SS) HASSELBUSH		OPSO	
DAPA AWSC(AW/NAC) CAMPBELL		MEPS PDX	
FACILITIES MANAGER (CELL PHONES, GLH, ETC.) MR. MIKE TEEL		SUPPLY	
URINALYSIS COORDINATOR @ HQ PORTLAND NCC POLIQUIN		OPSO	
LEADS NCC POLIQUIN		LEADS	
SUPPLY OFFICER/COMMAND EO LSCS(SW/AW) WRIGHT		SUPPLY	
COMMAND FINANCIAL SPECIALST MR. GARY ESPOSTO		SUPPLY	
TAD COORDINATOR MRS. JANA KEARNS		SUPPLY	
VEHICLE COORDINATOR MR. RENIE ASUNCION		SUPPLY	
OPERATIONS OFFICER LT TRIMBLE		OPSO	
COMMAND MASTER CHIEF CMDCM(EWS) MCCLAIN		ADMIN	
EXECUTIVE OFFICER CDR BODE		ADMIN	
COMMANDING OFFICER CDR CANDILORO		ADMIN	
CCC/ESO Interview with Reserve Recruiter (Separation only) NCI SCHLEIF 208-334-1879 x 313		ADMIN (Last)	
ADMIN DEPARTMENT FINAL CHECKOUT		ADMIN	

<https://navyfamily.navy.mil> > MY INFO > CONTACT > INFORMATION > Verify Member and Dependents information and report that it is complete to transfer clerk in Admin