



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
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SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1130.1
Code 01
7 Mar 2014

NAVCRUITDIST RICHMOND INSTRUCTION 1130.1

From: Commanding Officer, Navy Recruiting District Richmond

Subj: NAVY RECRUITING DISTRICT RICHMOND ENLISTED RECRUITING
STANDARDIZATION PLAN

Ref: (a) COMNAVCRUITCOMINST 1130.8 series
(b) COMNAVCRUITCOMINST 1500.4 series
(c) COMNAVCRUITCOMINST 1136.2 series

Encl: (1) Planner Guidance
(2) Applicant Log Guidance
(3) PATE
(4) SMART Board Guidance
(5) Training Documentation Guidance
(6) SOAR/School Folder Guidance
(7) Delayed Entry Program Guidance
(8) Station Visit/Inspection Guidance

App: (a) SOAR Folder Coversheet
(b) SOAR Zip Code Overview
(c) Evolution Goal Sheet
(d) Summary of SOAR
(e) SOAR Area
(f) COI/TMC Tracking Sheet
(g) RADS Tracking Sheet
(h) DEP Section 1 Coversheet
(i) DEP Section 2 Coversheet
(j) DEP Section 3 Coversheet
(k) DEP Section 4 Coversheet
(l) DEP Section 5 Coversheet
(m) DEP Section 6 Coversheet
(o) DEP Custody Transfer Record
(p) Leading Petty Officer Turnover Notebook
(q) Leading Chief Petty Officer Turnover Notebook
(r) Recruiter ERPMS Binder

1. Purpose. To promulgate Navy Recruiting District (NRD) Richmond's Enlisted Recruiting Standardization Plan to ensure every station is:

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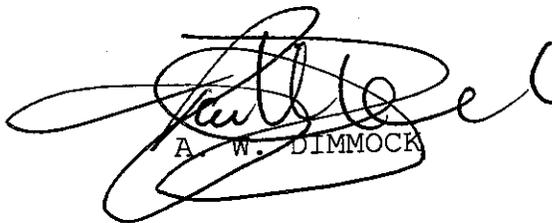
- a. Conducting daily business in the same manner
- b. Maintaining recruiting systems in the same manner
- c. Accomplishing planned activity or adjusting plans in a uniform manner
- d. Front loading activity to encourage level-loaded processing, thereby preventing a processing banana curve
- e. Identifying prospecting/processing shortfalls early in the month.
- f. Enforcing healthy Delayed Entry Program (DEP) leadership practices and following published guidance for the execution of DEP meetings.

2. Background. References (a) through (c) provide minimum guidelines and procedures for enlisted recruiting. Standardization, based on professional knowledge and experience, provides the basis for the development of efficient and sound operational procedures. Enclosures (1) through (8) provide NRD Richmond's policy, procedures, and sample documents for use in standardizing enlisted recruiting station/division recruiting efforts throughout the District.

3. Action

a. All Division Officers, Division Leading Chief Petty Officers (DLCPOs), Leading Chief Petty Officers/Leading Petty Officers (LCPOs/LPOs) and Recruiters will comply fully with this directive.

b. Operations Department supervisory personnel will inspect for compliance with these procedures periodically during all production turnover inspections.



A. W. DIMMOCK

Distribution:
NRDRICHINST 5216.1
List I, II (Case A and B), III

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PLANNER GUIDANCE

1. Discussion

a. Success is measured by results obtained from daily, weekly, monthly and annual activities. Many recruiters incorrectly equate effort with time spent on tasks rather than the quality of results. Wasted time is a recruiter's greatest enemy; once lost, it cannot be recovered. Proper management of time and prioritization of activities are vital to recruiting success.

b. Deliberate planning is the key to effective time management. Planning must be consistent, coordinated and thorough. Recruiters must be able to construct daily, weekly, monthly and yearly plans. Those plans revolve around the two most important recruiting tasks: prospecting and selling.

2. LCPO/LPO and Recruiter Weekly Planner:

a. Recruiter weekly planners will be maintained in accordance with reference (a).

b. The last work day of the week, each recruiter will print the end-of-week final planner showing all adjustments made throughout the week. This printout will be filed in the ERPMS binder.

c. Recruiters will build their plans for the following week to make up for any missed activity in the current week. LCPOs/LPOs will review, adjust and approve those plans. Once the following week's plans have been approved, they will also be printed and filed in the ERPMS binders.

d. Active Component (AC) Recruiters will prospect for five (5) appointments, three (3) interviews and two (2) qualified interviews per week.

e. Reserve Component (RC) Recruiters will prospect for two (2) appointments and one (1) interview per week.

f. LCPOs/LPOs will list Navy Recruiting Station monthly, weekly and daily prospecting numbers at the top of the LCPO/LPO Planner. Format shall be as an ALL DAY EVENT on the 1st prospecting day of each week.

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g. Place all known activity on recruiter's planners (i.e. prospecting, school visits, itineraries, SOARS, PT, PREs, time off, study time, school ASVAB, etc.). Note: This planning should be done on the Friday prior to the next work week.

h. Next to all phone prospecting, list the zip code or high school and the market segment(s) targeted during that planned prospecting period.

i. Next to all PDC/SOAR prospecting, list the planned zip codes targeted during that prospecting time and specific tasks assigned by the LCPO/LPO.

j. Interview details will include name, education level, source code, and phone number. For example:

Smith, Joseph 12L, PD, 757-684-1547
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k. Daily Production Reviews (DPRs) will be completed no later than 1200 each day for prior day's activity and current days prospecting plan. DPRs will not be placed on the planner as a re-occurring calendar event. Specific guidelines regarding DPRs are as follows:

(1) The LCPO/LPO will schedule the DPR on the Station Planner and send an official invite to the Recruiter's planner to prevent miscommunication.

(2) The DPR is the single most important daily interaction between the LCPO/LPO and the Recruiter and, if at all possible, should not be changed. However, if the LCPO/LPO needs to reschedule, he/she will list (RS)DPR on the planner and send another invite for the rescheduled time.

(3) To maximize the effectiveness of the DPR, it should be conducted in a conducive environment. If possible, another recruiter should be assigned to answer the telephone and take care of visitors. The more prepared an LCPO/LPO is to conduct a DPR, the more effective it will be.

(4) If the planner indicates one hour of DPR, there should be a training syllabus detailing the training conducted.

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3. DLCPO Monthly Planner

a. Prior to developing a DLCPO monthly planner, the DLCPO must thoroughly analyze the specific needs of their division including PQS qualifications, training, inspections, follow-up visits, and DEP meetings. Just as an LCPO/LPO is expected to ensure prospecting activity occurs as planned, the DLCPO shall make every effort to follow the published calendar. Since all planned activity is directly related to improving production, there will be times during the month when the plan will require adjustment due to changing production focus. Furthermore, current month DLCPO planners shall be completed and forwarded to the Chief Recruiter (CR) and Enlisted Assistant Chief Recruiter (EACR) no later than the 15th of each month.

b. Division business should not interfere with the Station Prospecting Plan. The LCPO/LPO and DLCPO will coordinate with the CR to avoid scheduling conflicts. For long-range planning, every effort should be made to schedule consistent meetings, training and other recurring events and avoid frequent changes to those plans.

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APPLICANT LOG GUIDANCE

1. Applicant Logs will be computer generated for the Recruiter, LCPO/LPO, NF Coordinator and NSW/NSO Coordinator. Prior Service Reserve Recruiters and DLCPOs will use the Excel applicant log.
2. Applicant logs will be developed in accordance with reference (a), Volume I, Chapter 5, Section 4. The current-plus-twelve previous months will be retained.
3. Carry-over interviews shall be listed per reference (a). Highlight in yellow from the interview date to the last processing step from the previous month.
4. The disposition block of DEPs and DIRs will be highlighted green.
5. Reserve enlistment/affiliations and NAT contracts will be highlighted green with the drill date noted in the remarks block if applicable.
6. Applicants that are not BEERS qualified - to include NBQ, TMR, PMR, and NMQ - will be highlighted in red

NOTE: In WEBRTools, APPOINTMENT date is the date the applicant has agreed to come in, INTERVIEW date is the date they actually showed up.

Enclosure (2)

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Production Analysis Training and Evaluation (PATE)

1. PATEs shall be used to analyze Division, Station and Recruiter prospecting and sales performance.
2. PATEs will be an electronic version using the Qualified Interview (QI) column.
3. A QI will be defined as 50 QT/EST or higher.
4. The next month's PATE will be built NLT the 2nd working day for the current month.
5. Monthly closeout of PATEs will be filed in the EOM folder for that production month.

Enclosure (3)

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SMART BOARD GUIDANCE

1. SMART Boards shall be maintained in accordance with reference (a), Volume I.
2. SMART Boards will be set up as follows:

Left Side: Top: Goaling Letter (Current Month)
 Middle: WEBSTEAM reports
 Bottom: Territory breakdown

Right Side: Top: Current + 2 years DOD ASAD
 Middle: Current + 2 years Goal Recap
3. Station territory will be broken down into areas equal to the number of production Recruiters assigned and further broken down into SOAR territories. Outline the individual Recruiter areas of responsibility and station boundary in map tape or marker. Depending on the size of the station territory and the number of SOARS, a consolidated Recruiter SOAR may be depicted on the SMART Board so the map will still be visible.
4. The territory map will be updated quarterly with DOD All-Service Accession Data (ASAD) detailing the number and characteristics of contracts written by each service. The numbers depicted will be cumulative fiscal year-to-date totals. Each ZIP code will have a matrix that shows the total new contracts for each service. The services will be listed in the matrix as follows:

ARMY	NAVY
AIR FORCE	USMC

Enclosure (4)

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TRAINING DOCUMENTATION

1. Training Jacket material will be maintained in the following order:

- a. Inspection record and training record quarterly spot check
- b. Training instruction
- c. Indoctrination training record (District and Station)
- d. Standard Operating Procedures (District, Division and Station)
- e. Recruiter Development Board Tab Ds and Tab Es
- f. PQS
- g. Designation letters
- h. Monthly tabs for training are as follows:
 - (1) OJT
 - (2) FORMAL
 - (3) GMT
 - (4) SALES
 - (5) CERTS

2. The trainer shall date and sign a full signature after training has been conducted and recorded. The trainee shall sign and date that he/she understood the training received. Follow-up on the training will be accomplished, documented and re-signed on the training syllabus within 60 days. Additional syllabi may be developed during follow-up training.

3. All training jackets will be white binders. The individual's rate and name will be visible from the outside. The binder will not contain loose paper or paper stored in the pockets of the binder. All syllabi must be properly filed in the tabs.

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4. Strength and Weakness Training

a. Each Recruiter, LCPO/LPO and DLCPO will complete strengths and weaknesses training each month. Ensure Outlook invites are sent for initial and follow-up training match between trainer and trainee.

b. The immediate supervisor will review the self-assessments, verify the assessment, and provide comments and corrective action(s).

c. By the end of the month, the immediate supervisor will provide follow-up training.

d. Once the trainee and trainer are satisfied that the training has been conducted satisfactorily, the document will be marked complete and filed in the OJT section of the trainee's training jacket.

5. PQS Modules

a. The Basic Recruiter PQS will be completed within 45 days of check-in to the NRD.

b. Basic Recruiter PQS elements will be signed off, at a minimum, by the LPO.

c. The Basic Recruiter board will be chaired by the DLCPO or Division Officer.

d. Once the Basic PQS module has been signed off and a board has been conducted, the module will be routed to the Command Trainer through the chain of command. A copy will be returned to the Sailor and maintained in their training jacket.

e. The next level of PQS will be started immediately after completion of the PQS Board.

f. LCPOs/LPOs will track PQS progress for assigned Recruiters utilizing the PQS monthly tracking sheet and will maintain the tracking sheets in the LCPO/LPO Turnover Notebook.

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SOAR/SCHOOL FOLDER GUIDANCE1. School Folders

a. A school folder will be prepared for each High School and Community College in the Station's territory and be assigned a SOAR number.

b. The cover sheet illustrated in appendix (a) will be used for the front of each folder.

c. Recruiters will indicate, in pen, the schedule for visitation, access, priority and status.

d. School information must be obtained from each school and organized into a SOAR/School folder no later than 1 June in accordance with reference (a).

e. Current year High School prospecting plan must be completed and routed via the DLCPO no later than 15 June.

f. Each school must have a POINTS Plan built for the school's "gate keeper". The plan must be updated and signed by the DLCPO no later than 15 September.

g. During the DLCPO monthly station visits, the DLPCO will review and sign school folders to ensure an effective prospecting plan is in place.

2. SOARs

a. The SOAR area will include all the ZIP codes assigned to the High School in the SOAR.

b. SOARs shall be developed and run according to zip codes listed in the history and quality sections of WEBSTEAM Data.

c. SOAR Binders will be white and include Appendices (a) through (e).

d. SOAR and itineraries shall only be scheduled after pre-prospecting of the SOAR has occurred.

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e. The LCPO/LPO will develop a plan based on market analysis of each SOAR to identify the potential areas within the SOAR that best yield both Active and Reserve contracts. These areas include but are not limited to:

- (1) 4-yr/2-yr college
- (2) Vocational/Technical schools
- (3) Other Service Recruiters
- (4) Reserve Centers
- (5) GPS classes (if available)
- (6) Hospitals
- (7) Firehouses/Police Stations
- (8) Union Halls
- (9) Unemployment Offices

f. SOARs will include a prospecting plan for DEP Referrals. This plan will include SOARs accompanied by Future Sailors. Each Recruiter should plan for at least 12 hours of with Future Sailors per month to adequately generate DEP referrals.

g. SOAR will include a goal for obtaining Centers of Influence (COIs) or a goal for a number of posters to hang.

(1) When a poster is placed in a business, the Recruiter will bring back the name, address and phone number of the business for the LPO to retain in the SOAR folder.

(2) Appendices (f) and (g) shall be used to track COIs, Target Market Centers, Take-Ones, Posters, and RADs. Those tracking forms will be maintained in the SOAR folders.

(3) DLCPOs will monitor and review COI/TMC Tracker sheet by signing and dating during each monthly visit.

h. SOARs will be updated as they are conducted and continuously evaluated for effectiveness.

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3. Itineraries

a. The size of a SOAR area may encompass several itineraries to ensure coverage of all potential target markets for both reserve and active duty contracts.

b. To effectively develop itineraries within the SOAR the LCPO/LPO and the Recruiter will do the following:

(1) Utilize the SMART Board to visualize the itinerary route, identifying potential target markets in route to the assigned school or SOAR.

(2) Pre-prospect the area by identifying stops in advance and contacting the Points of Contact, whenever possible, at the destinations to let them know a Recruiter will be visiting. The LCPO/LPO and/or Recruiter may use the Internet or Yellow Pages to identify target markets within the SOAR and to locate contact information.

(3) Set specific goals for each itinerary. Setting goals for the itinerary is the most important preparatory step. Goals refine the itinerary plan, give the Recruiter a means to measure success, and provide a tool for LCPO/LPO analysis of effectiveness. The LCPO/LPO should be intimately involved in the development of a Recruiter's itinerary. Goals should include:

(a) How many referrals and appointments the Recruiter plans to obtain

(b) What new COIs will be generated/contacted

(c) How flexible time in the itinerary will be used

(d) Contact with individuals from CIRIMS or Web-RTools working ticklers without phone numbers

(e) Contact with RN, RL, NO show appointments, and referrals

(f) Follow-up interviews

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(4) Conduct a thorough analysis of the itinerary effectiveness. Only by running the itinerary with the Recruiter will the LCPO/LPO be able to accurately gauge effectiveness. The LCPO/LPO will periodically ride along with the Recruiter, observing interaction with the community. These accompanied trips will ensure effectiveness and assist the Recruiter in further development of the SOAR/itinerary.

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DELAYED ENTRY PROGRAM GUIDANCE

1. General. Proper leadership and training of DEP personnel are vital to achieving accession goals and improving recruit success at Recruit Training Command. Optimum DEP management procedures should also yield a significant number of referrals, hence, increasing new contract production. Effectively implementing this policy in each Division will lead to a significant reduction in attrition and an increase in production.

2. DLCPO Responsibilities

a. Develop an annual Division DEP Meeting schedule for each station. Each station will have a different date for the monthly DEP Meeting. No later than 15 September, provide a copy of the schedule to the District DEP Coordinator (DEPCO) for next Fiscal Year planning.

b. Review and update the schedule at least quarterly. Provide the revised calendar to the DEPCO no later than the first working day of each quarter.

c. Attend DEP functions as frequently as practicable; two per month are required. As part of DEP meeting attendance:

(1) Monitor, screen, and document in WEBRtools all Future Sailors who ship the following month.

(2) Verify DEP attendance is above 80%.

(3) Review and document in WEBRtools all potential overweight/body fat issues and conduct weigh-in/body fat measurements as appropriate.

(4) Verify proper follow-up on no-show Future Sailors within one week of the meeting.

(5) Review Future Sailor DEP Folders.

d. Whenever DEP Meeting attendance falls below 80%, immediate intervention and action is required at the DLCPO level in order to help identify and correct deficiencies. The following steps provide minimum actions to ensure the DEP Leadership Program is on track:

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(1) Review last six (6) months of DEP meeting muster sheets, training conducted and activities (i.e., PT, bowling, formation, DEP events, etc.) to identify trends.

(2) Contact Future Sailors not in attendance for feedback.

(3) Contact DEP RCPO and most recently enlisted Future Sailors in attendance at most recent DEP Meeting for feedback.

(4) Determine what outside factors may have contributed to low attendance (i.e., weather or scheduling conflicts, etc.).

(5) Train and document deficiencies and trends. Report all findings up the chain of command as necessary.

e. Fax DEP Meeting Muster Sheets for all stations to the DEPCO no later than the 75% gate monthly. A separate DEP muster report is required for a DEP Flex Event. All DEP Flex Event attendance numbers will NOT be added to the initial DEP Meeting attendance numbers at the end of the month for an accurate DEP meeting attendance report. DEP Flex Event Muster Reports shall be attached to initial DEP Meeting Muster Reports.

f. Read and be familiar with Volume 5 of reference (a). Ensure all Future Sailors understand the benefits of training and physical fitness.

g. Review and forward any DEP Action Request (DAR) and/or potential DEP issues as soon as they are identified. Track and document in WEBRtools the DAR through to resolution. Ensure DARs contain applicable information to include expected follow-up information/date for pending medical/civil issues.

3. LCPO/LPO Responsibilities

a. Develop a yearly station DEP Meeting Schedule. Submit the fiscal year schedule to the DLCPO no later than 1 September for next Fiscal Year planning.

b. Review and update the schedule at least quarterly. Provide the revised calendar to the DEPCO no later than the first working day of each quarter. Changes within 30 days of a scheduled meeting must be approved by special request chit to ensure chain of command visits are not impacted.

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c. Attend station's regularly scheduled DEP meetings. Meeting attendance is required for the following reasons:

(1) Monitor the meeting to ensure Future Sailors are engaged and meetings are professionally conducted.

(2) Ensure all DEP re-certifications are complete and current.

(3) Verify that DEP attendance is above 80%.

(4) Randomly select at least five Future Sailors and personally conduct urinalysis testing monthly as part of NDI Oversight.

(5) Review all potential overweight/body fat issues and conduct weigh-in/body fat measurements as appropriate. Send info DAR to DEPCO for any potential problems and document in WEBRtools.

(6) Verify proper follow-up on no-show Future Sailors within one week of the meeting. Documented follow-up will be annotated in WEBRtools.

d. Read and be familiar with reference (a). Ensure all Future Sailors understand the benefits of training and physical fitness.

e. Ensure establishment of individual Future Sailor DEP Folders in accordance with appendices (h) through (j).

f. In accordance with reference (a), turn in a copy of the completed DEP Custody Transfer Record (Appendix (k)) to the Operations Officer via the chain of command prior to LCPO/LPO turnover.

4. Recruiter Responsibilities

a. Read and be familiar with reference (a). Ensure all Future Sailors understand the benefits of training and physical fitness.

b. Conduct all DEP training, contact, and management in accordance with reference (a) and update Future Sailor DEP Folders appropriately.

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c. Notify the LCPO/LPO as soon as potential DEP issues or problems come to light. Track DARS through to resolution.

d. Formal Mustering. All Future Sailors must print and sign their names on a DEP Meeting Muster Sheet. At no time shall a recruiter or DEP Yeoman enter the names of Future Sailors.

e. Training. Conduct training in accordance with the DEP Tool Kit. All training lectures shall be reviewed and rehearsed for accuracy at least two days prior to a DEP Meeting to ensure proper presentation and eliminate outdated information. All material will be presented in a coordinated and professional manner with all Recruiters contributing. Copies of all monthly training will be maintained in the station DEP binder.

f. Organization. Establish and maintain a DEP chain of command in accordance with reference (a). Military titles shall be utilized at all times.

g. Drill. Future Sailors should fall in ranks by height. Recruiters will quiz them on the 11 General Orders, military formation, facing movements, and previous training topics. 'Dropping' Future Sailors for incorrect answers is not authorized.

h. PQS. Ensure all Future Sailors are actively involved in PQS, regardless of enlistment pay grade, according to reference (d). PQS tracking sheets shall be maintained for current - plus - 12 months. They shall be updated monthly and posted in a visible area to foster healthy competition (i.e. by DEP Picture Board, DEP Status Board, or SMART Board). All Future Sailors who are in the DEP Program more than 90 days MUST complete their DEP PQS regardless of their enlistment pay grade. Each Future Sailor has six months to complete PQS. Once completed, fax Future Sailor PQS to DEPCO no fewer than 14 days prior to the Future Sailor's ship date for required Advanced Pay Grade updates.

i. Referrals. Discuss and reinforce procedures and benefits of obtaining referrals during 72-hour indoctrination. In accordance with the NRD Richmond Prospecting Plan, each Future Sailor will be given a monthly Future Sailor Referral Prospecting Plan. Recruiters will hold each Future Sailor accountable for 15 dispositions per month, scheduling classroom or workplace presentations, and placement of five (5) RADs per

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month. Use NAVCRUITCOM 5305 and WebRtools to track referrals through Operations Department Admin. Conduct awards presentation during the DEP Meeting.

j. DEP Training Jackets. The DEP Training Jacket will be maintained in accordance with reference (a) Volume 5. Maintain monthly Future Sailor Referral Prospecting Plans in Section 6 of Future Sailor DEP Folders.

5. Initial Fitness Assessment (IFA). Physical fitness is a crucial element of mission performance and must be a part of every Sailor's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual. The IFA is designed to provide Future Sailors a voluntary assessment of their conditioning prior to Recruit Training Command.

a. Participation in the IFA is strictly voluntary.

b. The IFA must be conducted only by fully qualified, command designated, Assistant Command Fitness Leaders (ACFLs).

c. Recruiting personnel conducting the IFA shall provide results to the Future Sailor and discuss physical fitness requirements at Recruit Training Command.

d. The IFA will not be administered in extreme weather as outlined in OPNAVINST 6110.1 series.

e. IFAs will be administered in full accordance with the OPNAVINST 6110.1 series with the exception of the 10 - 12 week advance notification, completion of the PARFQ and PRIMS entries. All other safety checklists and requirements stipulated in OPNAVINST 6110.01 series for conducting an IFA shall be employed. Family members and friends of Future Sailors are strictly prohibited from participation in the IFA.

f. An Operational Risk Management (ORM) analysis shall be completed at least 24 hours prior to the IFA. The ORM process should use the 'what if' tool and must include all aspects of the scheduled IFA, and consider an individual's medical and physical condition, current medications, terrain, weather, back-up emergency communications, etc. Guidelines for conducting a successful ORM analysis can be found in OPNAVINST 3500.39 series

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and on the Navy Safety Center website: <http://www.safetycenter.navy.mil>.

g. Recruiting personnel must verify the possession of a signed Hold Harmless Agreement and Release from Liability certificate maintained in each Future Sailor's DEP Training Folder. Future Sailors must read and sign the Hold Harmless Agreement Certificate prior to participating in the IFA or any DEP physical training or sporting event.

h. During the IFA, there will be no less than two (2) CPR qualified monitors present per 25 participants.

i. The location of the IFA shall be a flat, even surface, free from inclines and declines, and be sufficiently marked for the 1.5 mile run.

j. Water shall be provided for all Future Sailors before and after completion of the 1.5 mile run.

k. All Future Sailors participating in the IFA will have a current (unexpired) MEPS physical.

l. Future Sailors recovering from recent self-limiting illness (such as cold, gastrointestinal disturbance, minor injury, etc.) shall not participate in the IFA. Members may, participate once the episode subsides at the Commanding Officers discretion.

m. The IFA location must be accessible by emergency vehicle.

n. Additional useful guidelines regarding physical exercise can be found at the following website: <http://www.mwr.navy.mil>.

o. Recruiters shall prepare a NAVPERS 1070/613 to document completion of the IFA and place it in the Future Sailor's Residual File. The NAVPERS 1070/613 shall be signed by the ACFL.

6. DEP Status Board.

a. Future Sailors will be listed in accordance with reference (a), Volume I. Specific requirements are as follows:

(1) 12L Future Sailors shall be placed on the DEP status board in black.

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(2) 11S Future Sailors shall be placed on the DEP status board in blue.

(3) All Female Future Sailors shall be place on the DEP status board in red.

(4) All NSW/NSO Future Sailors shall be placed on the DEP status board in green.

b. SYTD WG Target: Computed by multiplying the total 11s males listed in WEBSTEAM by .0010 and rounding up (WEBSTEAM 11S Males x .0010). Example: WEBSTEAM lists 3995 11S males, multiplied by .0010 = 3.995, then multiply that number by two (2). The SYTD is 8. Total SYTD goal will be further broken down into 70% males and 30% females.

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STATION VISIT/INSPECTION GUIDANCE

1. Division Officer and DLCPO visits serve several purposes including training, improving production, presenting awards, and mentoring Sailors. The visits are also an ideal opportunity to increase station morale. One of the most productive days in the recruiting station should be the day when the Division Officer or DLCPO visits.
2. Copies of the current month's Station Visit Report and the previous 12 months for each station will be retained in the DLCPO binder per Appendix (p). This requirement allows the DLCPO to conduct follow-up training on previously noted deficiencies.
3. Proper preparation on behalf of the DLCPO is necessary prior to conducting a station visit. Time-consuming tasks such as Production Analysis Training and Evaluation (PATE) worksheets and market analysis by ZIP code should be completed by the DLCPO before the visit. Prior planning and preparation will make the visit more efficient and allow more time for training.
4. Division Officer and DLCPOs should review the Leading Petty Officer Turnover Notebook and Recruiter ERPMS Binders for compliance with Appendices (m) and (n).
5. DLCPOs will forward a copy of the station visit reports to the Chief Recruiter at the end of the month with an attached training syllabus regarding discrepancies identified during the visit.

SOAR FOLDER



SOAR #1

List of ZIP Code(s)



SOAR #1 (List ZIP Codes)

_____ HIGH SCHOOL

NRS _____

SOAR/PLANNED RECRUITING EVOLUTION GOAL SHEET

ACTIVITY	ALLOWED?	
	YES	NO
Initial Visit	Specify when and how often	
Career Talks		
NROTC Talks		
Band Talks		
ASVAB		
Certificate Program		
Final Visit		
PDC Campus		
Official List		

Summary of SOAR

Date: _____

Access?	F	L	N
Status	W	NW	NC
Priority	1	2	2

Recruiter: _____

SOAR: _____

Depart time: _____

Return time: _____

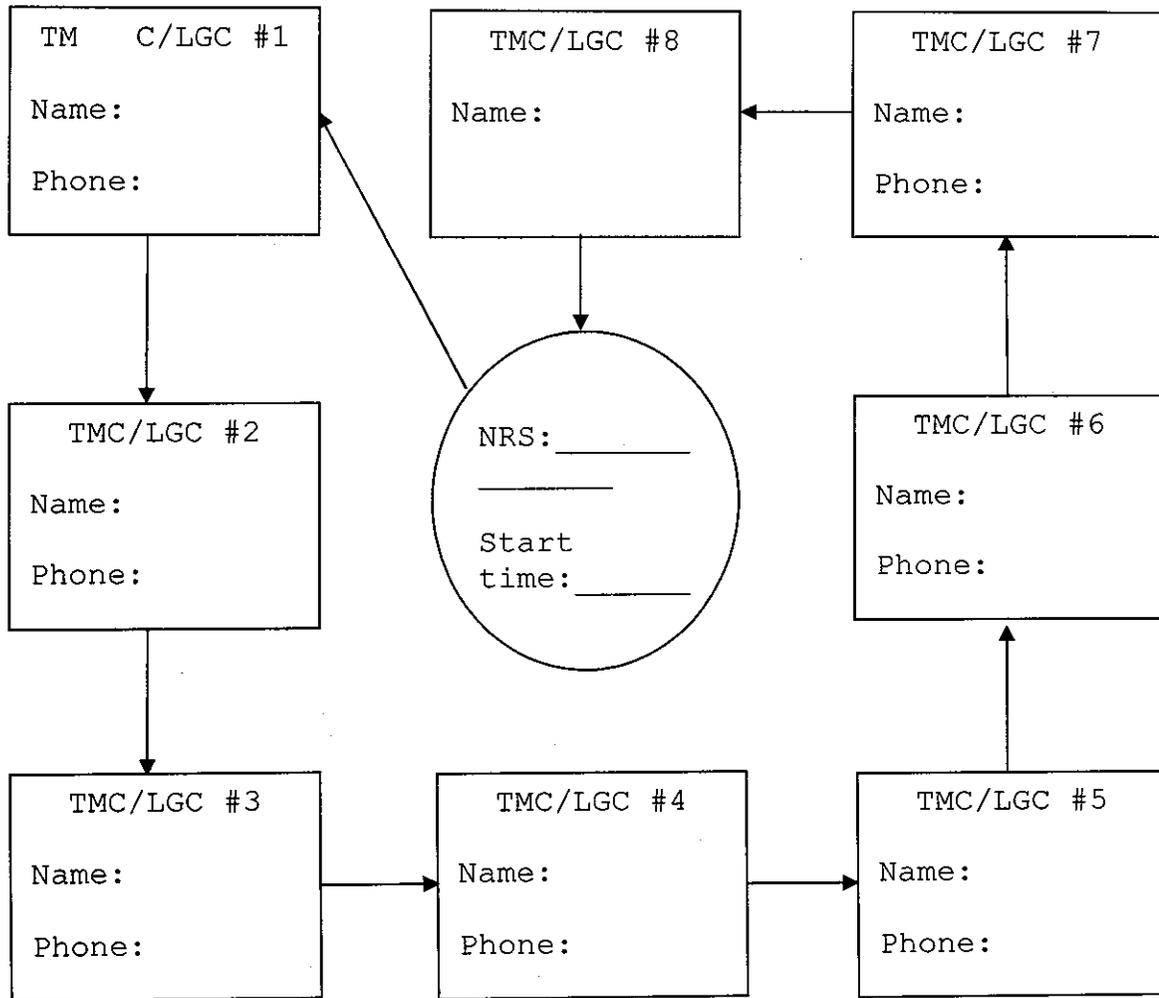
Recruiter must complete 7-10 items, as determined through DPR. LPO will determine goals. This list is not all inclusive and may be changed/adjusted by the station LPO/LCPO.

- School Visit
- Meet coaches
- Talk to counselor
- Media Center
- Community Center
- Lunch away from NRS
- Small Business
- Area business cards (TMCs)
- Take-One Racks
- Hang posters
- Door Knocks
- Mixed Martial Arts Gym
- Boxing
- Other:

- 11S Surveys
- 12L Surveys
- Meet New Teachers
- YMCA instructors
- Drop off Pens, Mouse Pads, etc
- Classroom Presentations
- Develop New COI's
- 12L Face-to-Face Contact
- New Names & Phone #'s
- Business Card backs completed
- Follow Up Interview
- Initial Interview
- Future Sailor Contact
- Other:

SOAR AREA

SOAR AREA: _____



DEP RECORD SECTION 1

- 72-Hour Indoctrination
- Hold Harmless Agreement
- Drug Modules

DEP RECORD SECTION 2

- DEP Recert (30 Day, 7 Day
24 Hour)
- Initial White Board

**DEP RECORD
SECTION 3**

Enlistment Contract

DEP RECORD SECTION 4

- BEERS Documents
- Release of Information
- SF-86
- Blank PRC

DEP RECORD SECTION 5

- SAPR D Page 13
- Start Guide Page 13
- Fraternalization Page 13

DEP RECORD SECTION 6

- DEP Action requests
- 5305' s
- NIDT Documents

DD MMM YY

From: LCPO/LPO, Navy Recruiting Station _____
To: Operations Officer
Via: (1) Division Leading Chief Petty Officer
(2) Division Officer
(3) Chief Recruiter

Subj: DEP CUSTODY TRANSFER RECORD

1. Face to face interaction is required between outgoing Recruiter, incoming Recruiter, and Future Sailor to ensure a proper turnover and personnel introduction.

Name	DEP Date	Ship Date	DEP Education Status Verification	Current Education Status Verified	BEERS Recertification/DEP Folder Reviewed	Shipping Pay grade Verified
FUTURE SAILOR	09DEC 09	10FEB 10	11S	12L	Y - JUST DEPPEDED IN ON THE FIRST, INTERESTED IN SEAL	E2

The above-recorded information is true and correct to the best of my knowledge.

Outgoing Recruiter/LPO/LCPO/DLCPO

Signature: _____

Incoming Recruiter/LPO/LCPO/DLCPO

Signature: _____

Reviewed and Certified by LCPO

Signature: _____

7 Mar 2014

LEADING PETTY OFFICER TURNOVER NOTEBOOK

1. COMNAVCRUITCOMINST 1500.8 Enclosure 11
2. DIVO/LCPO Itinerary
3. Designation Letter
4. SOP (NRD, DLCPO, Station)
5. Station Applicant Logs
6. Station PATEs
7. Current plus last month's Station Visit Checklist and POA&M
8. LEADS Report
9. Station NIT Inspection
10. Station POAM from NIT Inspection
11. Station PQS Tracker
12. Attrition Analysis
13. PPR list for each Recruiter
14. Current Goal Recaps
15. STEAM/DOD ASAD
16. School Tracker/School List Tracker
17. List of special events for FY in assigned territory
18. NRD Phone List
19. Personnel Recall
20. Special Liberty, Leave Tracker
21. Vehicle Tracker
22. MEPS Schedule/Policies/Standard Operating Procedures

Appendix (o)

LEADING CHIEF PETTY OFFICER TURNOVER NOTEBOOK

1. DIVO/DLCPO Itinerary
2. Designation Letter
3. SOP (NRD, DLCPO SOP)
4. Division APP Logs
5. Division PATE
6. Station Visit Checklist
7. LEADS Report
8. Division NIT Inspection
9. Division POAM from NIT Inspection
10. Division PQS Tracker
11. Future Sailor Shipping List
12. Attrition Analysis
13. PPR List Zone RCTRs
14. Goal Recaps
15. STEAM/DOD ASAD
16. Division Goaling Matrix
17. School List Tracker
18. NRD Phone List
19. Division Recall
20. Division Leave Plan/Chits
21. Vehicle Tracker
22. MEPS Schedule/Policies
23. Formal Acceptance letter of Division

RECRUITER ERPMS BINDER

1st TAB:

- Recruiter Planner (Current plus 12 months)

2ND TAB:

- Recruiter Applicant Log (Current plus 12 months)

3RD TAB:

- Recruiter PATE (Current plus 24 months)

4TH TAB:

- Recruiter Territory Breakdown (updated quarterly)