



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1136.1B
Code 10
6 Apr 09

NAVCUITDIST RICHMOND INSTRUCTION 1136.1B

Subj: PERSONAL QUALIFICATION STANDARDS (PQS) PROGRAM

Ref: (a) COMNAVCUITCOMINST 1136.2M
(b) COMNAVCUITCOMINST 5400.2E

Encl: (1) NRD Richmond LEADS Job Qualification Requirement

1. Purpose. To provide policy and procedures for Navy Recruiting District Richmond's Personal Qualification Standards (PQS) program.

2. Discussion. The PQS program bridges formal classroom to field training. It provides a tool to manage and track field training and professional development. Proper implementation and use of the PQS program in conjunction with reference (a) provides the hands-on field training necessary to optimize productivity. Additionally, the PQS program provides a valuable method for evaluating and selecting those individuals best suited to assume billets of greater responsibility.

3. Policy.

a. PQS for assigned billet. Within 30 days of initial assignment to any position requiring PQS completion, the trainee will begin the appropriate qualification module in reference (a). Qualifications will be completed and an initial board held within six months.

b. Extensions. The Executive Officer (XO) may authorize an additional 90 days for recruiters and support personnel who fail to qualify within six months. All remediation and boards will be held within nine months of starting a module.

(1) Recruiters who fail to complete Recruiter PQS under the guidelines of reference (a) and this instruction can be considered for a fault/no fault/incompatible transfer.

(2) Members attempting to qualify as RinC who fail a first board will be re-boarded in 30 days. A second failure

will result in continued assignment at the Recruiter level and restart of the RinC PQS qualification process with re-board no earlier than six months.

c. Positional Prerequisites. To fill any position of RinC and above, the member must be PQS qualified in that position before assignment, except for immediate fill requirements deemed necessary by the Commanding Officer.

(1) Enlisted Production Recruiters. All enlisted production recruiters are required to commence the RinC PQS module upon completion of the Recruiter qualification. Per reference (a) RinC PQS will commence within one year of reporting on board and the member will present to a RinC qualification board within the first 18 months. This will ensure the command has sufficient resources to account for normal RinC turnover and create opportunity for members to break out in their peer group. Vacancies in RinC positions will be filled with the most qualified candidates.

(2) Officer Recruiter, Enlisted Personnel NEC 9587) Additional Requirements. All enlisted personnel, NEC 9587, assigned as ORs must have completed the Enlisted Recruiter Module and successfully passed a PQS board for Enlisted Recruiter. Exception: Recruiter ordered to a NAVCRUITDIST as an OR, including HM. Additionally, enlisted personnel (NEC 9587/2186) assigned as an Officer Recruiter must either attend an abbreviated Officer Recruiter Course at NORU or complete the online Officer Recruiter Course prior to attending a OR PQS Qualification Board.

(3) LEADS Job Qualification Requirement. All personnel pursuing a RinC or OR qualification will complete the requirements of enclosure (1) as part of their PQS and it will included with the original PQS when the member presents for a qualification board.

d. Delinquency. Once a PQS module is started, the member is required to progress towards completion. Failure to maintain acceptable progress will be a determining factor when approving or disapproving requests such as, but not limited to: special liberty or special requests, Tuition Assistance, and off-duty employment. Additionally, it may impact a member's competitive ranking among peers.

6 Apr 09

d. Recertification. All 9585, 9587 or 2186 personnel reporting onboard as a recruiter or RinC with a prior recruiting qualification will re-board within 90 days. The board chair will recommend to the Commanding Officer one of the following: recertification, remedial training or to reassign the entire PQS module for completion.

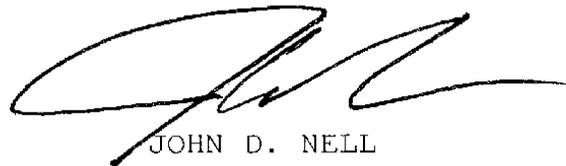
e. CRF Development. Personnel will have completed at least the RinC PQS prior to recommendation for CRF. CRF personnel are required to be Zone Supervisor qualified within two years of CRF Academy graduation.

4. Action.

a. The XO is designated as the PQS Training Officer and is responsible for the administration of the PQS program.

b. Department Heads (DHs) are responsible for ensuring an individual is properly assigned start/completion dates per this instruction and that the member is making satisfactory PQS progress. DHs will make recommendations to the XO when remediation or extensions are needed.

c. The Command Trainer will track and report on all command PQS progress, schedule all boards, maintain PQS qualification module signature pages in the Command training file and ensure appropriate qualification entries are made in the member's service record.



JOHN D. NELL

NRD Richmond LEADS JQR	Discuss/Initial			Demonstrate/Initial		
	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE
Standard						
Discuss the maximum timeframe allotted for contacting a LEAD and the reason behind it.						
Discuss the difference between an overdue LEAD and incomplete LEAD.						
Explain how to retrieve LEADS via NALTS updates.						
Explain the proper procedure for contacting a LEAD via phone.						
Explain the RinC's responsibilities for placing guidance in the 'Remarks' section of Rtools for recruiters.						
Explain the placement and management of a LEAD in a recruiter working tickler.						
Explain the proper procedure to DPR a LEAD in the working tickler.						
Explain how effectively work a LEAD from receipt to final disposition.						
Distinguish between the different dispositions of a LEAD on the feedback report in Rtools/Otools.						
Explain a proper final disposition of a LEAD on the feedback report in Rtools/Otools.						
Explain how to continue to work a LEAD beyond 30 days without it going overdue.						
Explain the RinC's responsibilities for making executive phone calls and follow ups.						
Explain how to query for overdue and incomplete LEADS.						
Explain how to locate high school lists and obtain market ID in Rtools.(Enl. Only)						
Explain the difference between local and national LEADS and identify acceptable ratios for each.						
Continue to RinC line items 7C3 and 10 c and g/ OR line items 1C3, 8B1,13						
			TRAINER		SIGNATURE	