



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
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NRDRICHINST 7000.1D
Code 10
10 Feb 11

NAVCRUITDIST RICHMOND INSTRUCTION 7000.1D

From: Commanding Officer, Navy Recruiting District Richmond

Subj: PERSONAL FINANCIAL MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 1740.5A
(b) NAVPERS 15608C

1. Purpose. Establish and maintain a comprehensive Personal Financial Management (PFM) Program at Navy Recruiting District (NRD) Richmond.

2. Cancellation. NAVCRUITDIST 7000.1C

3. Discussion. Management of personal finances presents an increasing challenge to Navy members and their families. For some, the lack of basic consumer skills and training in how to manage one's finances sets the stage for financial difficulty. Resulting problems can cause a serious negative impact on the Navy member and family, as well as a debilitating effect on unit readiness, morale, and retention.

Per reference (a), a Command Financial Specialist (CFS) shall assist command personnel by providing counseling and instruction in the basic principles and practices of sound money management, and facilitating other referral services.

4. Scope. The contents of this instruction shall apply to all personnel assigned to NRD Richmond.

5. Responsibilities. The following responsibilities and duties shall be undertaken in support of the PFM program:

a. All Hands. Newly reporting personnel shall receive PFM training in financial responsibility during the Indoctrination process. Follow-on annual training shall be conducted as part of NRD Richmond's General Military Training (GMT) program.

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b. CFS Coordinator. The CFS Coordinator is designated by the Commanding Officer to act as the subject matter expert for the PFM program. The CFS Coordinator shall monitor, administer, and supervise all organizational aspects of the PFM program for NRD Richmond and shall keep the Executive Officer advised.

- (1) Seek LCPO reports of financial difficulties.
- (2) Disseminate financial management information throughout the command through Plan of the Week notes, newsletters, etc.
- (3) Maintain current PFM resource books, directories, references and training materials for use in GMT, training and counseling per reference (b), Chapter P.
- (4) As required, present PFM training as a part of the command GMT program.
- (5) As required or desired, provide basic PFM counseling to service members and follow up on their progress.
- (6) Command CFS will be required to attend a Command Financial Specialist training course (5-541-0002) at a minimum.
- (7) Provide PFM counseling for all zone personnel who are the subject of a returned check report, letter of indebtedness or other financial mismanagement. PFM counseling of Navy members experiencing financial difficulties or seeking advice on personal financial management concerns shall be conducted initially by LCPO/RINC, or Division Officer, with certified Command Financial Specialists as an alternate resource.

6. Review Responsibility. The Command Financial Specialist Coordinator is responsible for reviewing and updating this instruction annually.


WM. S. O'CONNOR

Distribution:
NRDRICHINST 5216.1G
List III