



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1137.1F
00IG
11 Sep 2009

COMNAVCRUITCOM INSTRUCTION 1137.1F

From: Commander, Navy Recruiting Command

Subj: RESPONSIBILITIES AND PROCEDURES FOR RECRUIT QUALITY
ASSURANCE TEAM

Ref: (a) COMNAVCRUITCOMINST 5400.1, (SORM)
(b) COMNAVCRUITCOMINST 1130.8, Navy Enlisted Recruiting
Manual (CRUITMAN-ENL)

Encl: (1) "Moment of Truth" Script
(2) RQAT Recruit Disclosure Record
(3) Privacy Act Statement for RQAT Interviews
(4) Statement of Witness Subject to the UCMJ

1. Purpose. To establish policy and guidance for the operation of the Navy Recruiting Command (NAVCRUITCOM) Recruit Quality Assurance Team (RQAT) located at Recruit Training Command (RTC), Great Lakes.

2. Background. Per reference (a), the RQAT is a division of the NAVCRUITCOM Inspector General's (IG) office. RQAT's mission is to perform a final quality assurance check to ensure Navy Recruits/Prior Service NAVET/OSVET veterans are qualified for enlistment and fit for training. RQAT provides liaison between Navy Recruiting Command and Recruit Training Command, providing guidance, assistance, and clarification on recruiting-related issues. RQAT also provides counseling to Navy Recruits with questions or problems concerning the recruiting process and collects data for NAVCRUITCOM IG and other departments.

3. Cancellation. COMNAVCRUITCOMINST 1137.1E.

4. Discussion

a. The RQAT conducts a final Navy Recruiting Command quality assurance screening of each newly reporting Navy Recruit/Prior Service NAVET/OSVET, to identify and initiate corrections and/or inquiries regarding any enlistment processing irregularities. Early problem identification and resolution minimizes training disruptions and saves training funds by

identifying and processing erroneous/ineligible enlistments for separation as soon as possible.

b. The RQAT corrects problems within the scope of their authority and documents corrections with a NAVPERS 1070/613 (Page 13) entry. Problems identified as outside the scope of RQAT authority are referred to the appropriate RTC Department or NTC area command (i.e., Legal, Medical, NAVHOSP Great Lakes, RTC PSD, Classification, etc.) with all pertinent background information and recommendations.

c. All RQAT actions and recommendations are based upon guidelines set forth in reference (b).

5. Responsibilities. The RQAT is specifically charged with the following duties:

a. Conduct initial group screening at the beginning of Recruit Training, using the "Moment of Truth" (MOT) script, enclosure (1).

b. Conduct personal interviews pertaining to recruit disclosures and/or possible enlistment processing irregularities. Upon completion of such interviews, the RQAT Recruit Disclosure Record, enclosure (2), is coded to indicate recommended disposition (A - Separation, B - Waiver, C - Documentation) and the nature of the most serious disclosures (1 - Police, 2 - Medical, 3 - Drugs, 4 - Other).

(1) Separations. If the recruit's disclosure identifies them as being not enlistment eligible, the disclosure is documented on enclosure (2) and a recommendation for separation is forwarded to CO, RTC (Separations Division) for appropriate consideration/processing.

(2) Waivers. If the recruit's disclosure is disqualifying, but waiverable, the disclosure will be documented on enclosure (2). The waiver will then be considered and, if granted by the RQAT Director, documented in the service record using NAVPERS 1070/613 (Page 13). If higher-level waiver consideration is required, all documentation, including RQAT's recommendation, will be forwarded to the appropriate waiver authority for consideration.

(3) Documentation. If the recruit's disclosure does not necessitate separation or waiver consideration, but requires documentation in the service record, the disclosure is

documented on enclosure (2). A NAVPERS 1070/613 (Page 13) entry reflecting the revised information is placed in the recruit's service record. If the recruit's disclosure affects their program eligibility, the RTC Personnel Support Detachment (PSD) (Classification Unit) is notified using a copy of enclosure (2).

c. RQAT processing activities include:

(1) Forwarding all medical disclosures to the RTC Medical Liaison/NAVHOSP Great Lakes for evaluation and disposition.

(2) Referral of cases to the RTC Legal Department for further inquiry and disposition, if disclosures involve pending legal action (e.g., unpaid fines, open court dates).

(3) Obtaining documentation (e.g., transcripts and BEERS documents) from Military Entrance Processing Stations (MEPS), Navy Recruiting Processing Stations (NRPS), or Navy Recruiting Districts (NAVCRUITDISTs). Required documentation may be sent telephonically (or by email, if feasible) and entered into the recruit's service record upon receipt by RQAT or by the RTC PSD (Classification Unit).

(4) Verifying element issues to ensure proper service record documentation. (e.g., program, pay grade.)

d. Documenting irregularities involving alleged recruiter or other recruiting personnel malpractice or lack of adherence to Command policies and forwarding to NAVCRUITCOM 00IG for review and consideration of investigation. Irregularity case files will include: the RQAT Recruit Disclosure Record (enclosure (2)); Privacy Act Statement (enclosure (3)); the Statement of Witness (enclosure (4)); and any portion of the recruit's service record applicable to the case. Routine allegation case files are scanned and forwarded to NAVCRUITCOM 00IG by email weekly.

(1) RQAT will include the previous number and type of allegations involving the recruiter or other recruiting personnel.

(2) Irregular case files requiring expeditious investigation, including all allegations of sexual harassment or fraternization are scanned and emailed to NAVCRUITCOM 00IG for immediate review/action, as applicable.

e. A statistical report of the previous month's disclosures shall be forwarded to the NAVCRUITCOM OOIG no later than the 5th working day of the month. The statistical report will include special interest items as required by OOIG. Report control symbol 1137-1 has been assigned to this report. Statistical reports will be retained indefinitely by NAVCRUITCOM OOIG.

f. Copies of enclosures (2) through (4) will be maintained by RQAT for three (current plus two) fiscal years, and maintained in the case file and NAVCRUITCOM OOIG database as required or appropriate.

6. Qualifications. RQAT members are experienced Career Recruiter Force personnel in pay grades E6 through E9 and must be Zone Supervisor qualified. The RQAT Director must be an E9, post-tour Chief Recruiter. The RQAT Director is required to attend and complete the Navy Inspector General and Enlisted Processing Division Supervisor (EPDS) courses. RQAT members are also encouraged to complete the EPDS course.

/s/
R. R. BRAUN

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11 Sep 2009

"Moment Of Truth" Script

Recruits, I want you all to get on your feet.. **Let's go!!** In a moment I will tell you to take your seats. When I say take your seats I want everything cleared off your desk. If you have been issued a pen, it needs to be on your chain and tucked inside your T-shirt.

Take your seat!! This is not an all day evolution. Everybody raise both of your hands up high. **Let's go!!** Place both of your hands quietly flat on your own desk. Place both of your feet flat on the deck and under your own desk. Now sit up and back in your chair. This is the way you are going to sit for the next 15 minutes during this brief. If you cannot sit like this, you need to get up like the mature adult that you are and go to the back of my classroom and stand at parade rest. Do not fall asleep, crack your knuckles in my classroom and do not lean against my bulkhead.

Some classroom rules this morning: When you address me, you will address me as Master Chief, if you address the Chief or Petty Officer, you will address them appropriately.

IS THAT UNDERSTOOD!!

If you cannot see the words on the screen behind me, you will listen to my voice and look forward. I will read everything that is on the screen. Do not eyeball me or anyone else walking around the classroom.

IS THAT UNDERSTOOD!!

Recruits, while I am up here I want your full attention. **This brief is for you. Miss something in my brief because you're sleeping or not paying attention and it may possibly make the difference in whether you remain in the Navy or are sent home. This is how serious this brief is so pay attention. IS THAT UNDERSTOOD!!**

Is there anyone in this classroom that has been through the "Moment of Truth" brief since arriving at RTC Great Lakes, if so get on your feet now!!

Show Slide 1 (Honor, Courage, Commitment)

The first subject I'm going to cover is extremely important to your naval career. I am going to discuss Navy Core Values, and how they pertain to you. Whether you're the newest recruit or the most senior admiral, these values remain the same. Each of you has chosen to serve in the world's greatest Navy. As a member of the United States Navy, you will be expected to adhere to Navy Core Values.

Recruits let me hear you say the Navy's Core Values. (LOOK AT SCREEN)

This is the proudest day of your life, the folks upstairs should be able to hear you shout the Navy Core Values!! THAT'S BETTER!

HONOR - You all swore "that you would bear true faith and allegiance". As a member of the Navy, you will be honest and truthful in all your dealings. You will not lie, cheat, or steal. Your honesty and integrity must be firm.

COURAGE - You also swore "that you would support and defend". This includes loyalty to the Navy and its values. This is the value that gives us the moral and mental strength to do what is right even in the face of personal or professional adversity.

COMMITMENT - "You will obey the orders". Reliability, hard work, and the commitment to get the job done right. You are professionals. You are members of the United States Navy. Your honor, courage, and commitment can **never** be in question. The Navy must know that you can be trusted.

HONOR, COURAGE, and COMMITMENT
Live by these values, and welcome to the United States Navy.

My name is _____ . I am an interviewer for the Recruit Quality Assurance Team here onboard RTC and this is your "Moment of Truth". This is the one opportunity the Navy is going to give you to fix anything that is wrong with your record. Our job is to retain you in the Navy by identifying any mistakes that may have been made in your enlistment record, by resolving any conflicts, and by ensuring that essential information was not withheld by you. Your recruiter and MEPS Personnel helped you join the Navy, and **we are here to try to keep those of you who are fully qualified in the Navy.**

Education

(Slide #2 Education)

There are THREE types: High School Graduate, Home School Graduate, and all others.

(1) High School Graduate - You would have attended a public or private High School. You would have received a High School diploma, High School Transcripts, or a letter.

(2) Home School Graduate - You would have been taught at home or by a family member. You would have received a home school diploma and High School Transcripts.

(3) ALL OTHERS -

(a) Adult School: You would have received an Adult High School Diploma.

(b) College: You would have received an Official College Transcript.

(c) GED: You would have received a GED Certificate and High School Transcripts.

(d) Non Grad: You would have received a waiver and needed to score 50 or better on the ASVAB test.

1966/3

(Slide #3 Re-certification by Applicant)

DD Form 1966/4. This is a recertification form you would have completed at MEPS the day you shipped out. This is not the same form you would have filled out at your recruiting station. Someone at MEPS would have asked you "Has anything changed in your life since you joined the Navy?" If you said "YES" this section is where they would have annotated the change. If you said "NO" this section is where they would of written "NO CHANGE REQUIRED".

If you had any changes while you were in DEP that you did not report to the MEPS personnel then you need to stand up at the end of this briefing and tell us today. **IS THAT UNDERSTOOD!!**

1966/5

(Slide #4 Age and Parental Consent form)

DD Form 1966/5, Age of Parental Consent. Let me see the hands of everyone who was 17 years old when they first joined the Navy. Raise your hand up high, I'll tell you when I want you to put them down. OK, put them down. This next slide pertains to all those who had their hands raised and only you. It's the DD form 1966/5.

Your recruiter would have met with your parents and or guardian. You should have the signatures of **both** your parents or guardians and your recruiter on this form. You would have needed both of your parents' or guardians' permission to join the Navy. On occasion the Navy does allow for just one parent to sign the DDform 1900/5. For Example: If one parent/guardian is deceased or one parent/guardian has sole care, control and custody of you. If your recruiter gave you this form, told you to take this form back home, and have your parents fill it out, sign it and bring the form back, this is illegal, and you need to be on your feet at the end of this briefing today and tell us.

If the signatures are not your parents' or legal guardian's or the single parent consent reason is not accurate, you need to be on your feet at the end of this briefing and tell us today. **IS THAT UNDERSTOOD!!**

I did not say for you to stand up if you are 17 years old when you joined the Navy, only if this document was filled out incorrectly.

IS THAT UNDERSTOOD!!

Show Slide #5 (Honor, Courage, Commitment)

Let's hear the Navy's Core Values, nice and loud.

AGAIN!!

Initial Fitness Assessment Test (IFA)
(Slide # 6 IFA)

You should have taken and passed the Initial Fitness Assessment Test (IFA) within 45 days of shipping to RTC. Completion shall be documented on a Page 13. It would have read Initial Fitness Assessment Test completed on whatever date you completed it with the following results attained. How many Push-ups you attained in two (2) minutes, how many Sit-ups you attained in two (2) minutes and how fast you completed the mile and half run. If this form was altered or forged in any way or you did not take this test, then you need to be on your feet at the end of this brief and tell us today. This document should have been signed by you and your recruiter.

IS THAT UNDERSTOOD!!

Dependents
(Slide #7 Dependency Slide)

Dependents, Spouse and Children not already documented.

...FOR FEMALES

This is your husband and/or children that are not already documented.

...FOR MALES

This is your wife and/or children that are not already documented. Another issue males, is if your girlfriend or significant other has told you she is pregnant and you are 100% sure that the unborn child is yours. The unborn child will be considered your dependent and must be listed. If you have not listed any of these dependants, you need to be on your feet at the end of this briefing and tell us today.

IS THAT UNDERSTOOD!!

Prior Military Service
(Slide #8 Prior Service)

There are THREE types: Active Duty, Reserve, Prior DEP

Active Duty: You would have spent at least 85 consecutive days of continuous service on Active Duty in any branch of the military.

Reserve: You would have spent time in the Army, Navy, Air Force, Marine, Coast Guard, and or National Guard Reserve components.

Prior DEP: You were discharged from the Delayed Entry Program for any service, including the Navy.

If you fall into any of these categories of Prior Service you need a waiver to join the Navy. If you have not disclosed that you had Prior Service, you need to be on your feet at the end of this briefing and tell us today.

IS THAT UNDERSTOOD!!

Police Involvement
(slide #9 Police Record)

If you have had **ANY** Police Involvement Offenses **IN YOUR LIFETIME.** There are two operative words on this slide, recruits: "ANY" and "LIFETIME". When you first joined the Navy your recruiter would have given you a thick packet of papers. Your recruiter would have told you to take them home and have your family members help fill them out and bring them back. At that time, the instructions you may have been given is that if any offense was longer than seven (7) years ago or less than \$150 dollars in fines you did not have to worry about it. The Navy has since changed that policy. We need to know everything in your lifetime that has not been documented to include: juvenile offenses, charges that were dropped or dismissed, arrests, records that are sealed, closed, expunged, dismissed, guarded, periods of probation, unpaid tickets, fines, parking tickets, any pretrial agreements, agreements to enlist to have charges dropped, pending court dates or any involvement with law enforcement officials whatsoever, you must get them listed on your enlistment contract today. If any offense is not documented on your enlistment application, you need to stand up at the end of this briefing and tell us today.

IS THAT UNDERSTOOD!!

Show Slide #9 (Honor, Courage, Commitment)

Let's hear the Navy's Core Values. .. AGAIN!!

Sexual Harassment
(Slide #10 Sexual Harassment)

If your recruiter, MEPS personnel or any member of Navy Recruiting Command made any advances, gestures, or written/verbal promises to you of a sexual nature we need to know about it and for you to stand up at the end of this briefing and tell us today.

IS THAT UNDERSTOOD!!

Medical
(Slide # 11 Medical)

In about two (2) days you will see one of our RTC doctors who will verify that the medical exam you received at MEPS is completely accurate and decide whether or not you are physically and mentally fit to undergo training in the Navy for the next nine (9) weeks. If you have any medical problems, no matter what kind, which you did not disclose to the MEPS doctor, you need to stand up at the end of the briefing and tell us today. If you disclosed your medical condition to the doctor at MEPS and they documented the issue in your medical record, you are fine.

Some example of serious medical problems that should be in your record that usually are not include: major surgery, heart murmurs, heart related problems, allergies, asthma, migraine headaches, knee, back or neck problems, psychiatric care, psychiatric counseling, ADD, ADHD or attempts to commit suicide, intentional burning, branding, or cutting yourself or letting someone else do these acts to you. Don't try to make it through recruit training if you are not medically fit. FOR YOUR OWN SAFETY, stand up at the end of the briefing and tell us today if you have a medical problems or have withheld some medical information.

IS THAT UNDERSTOOD!!

Illegal Drug (Last Slide Before Closing**)**
(Slide #12 Illegal Drug Slide)

All right, recruits sit up and pay attention. Last night or early today you should have provided a urine sample. This sample will be sent to the Naval Drug Laboratory for testing. If you have not provided a sample, you will provide one before you leave this building today. If that test comes back positive for illegal drug use, you are going home.

Some example of illegal or illicit drugs include: marijuana, cocaine, crack, LSD, PCP, ecstasy, peyote, crystal meth, crank, acid, speed or heroin. You all know what I mean by illegal drugs. If you have ever used or are now using ANY illegal drugs or have been involved in the use, purchase, possession, or sale of illegal drugs, and it is not already fully documented in the enlistment application that you signed, you need to be on your feet at the end of this briefing and tell us today. What we are looking for is any illegal drug use not already fully documented. Again, if you have already told the MEPS doctor, you are fine.

If you used marijuana (THC) within the past 30 days, regardless of who you told, you need to stand up at the end of this briefing and tell us today.

IS THAT UNDERSTOOD!!

Show Slide #13 (Honor, Courage, Commitment)

Let me hear your Navy's core values, again.

Closing

(Recap each slide, ending up with Honor, Courage, and Commitment.)

Now, recruits, keeping Honor, Courage, and Commitment in mind we have covered several different areas including: Education, Re-Certification at MEPS, Age of Parental Consent, Initial Fitness Assessments Test (IFA), Dependents, Prior Military Service, Sexual Harassment, Police Involvement, Medical, and Illegal Drugs. Now if anything we covered this morning applies to you, and it's not documented you need to get on your feet now. **DO IT!!**

(Pause 2 seconds) Don't look around the room, this has nothing to do with anybody else but you. This is about your Honor, Courage, and Commitment to do the right thing. This is your very first act as a member of the United States Navy.

You can sit there and think we will never find out about your problems; but, recruits, it will only be a matter of time before we do. I don't care if you are three weeks into training or three days from graduation. If we find out that you have something in your past that you concealed, and you did not stand up today, you could face disciplinary action and possibly be separated from the Navy.

Each one of you is now undergoing a background investigation by the Defense Security Service, FBI, your State and Local law enforcement agencies, and juvenile agencies. Our concern is National Security. The Navy is a vital part of that National Security, and there is absolutely nothing that is going to be withheld from us. Maybe you are withholding this information because a judge, lawyer, police or probation officer, Mom or Dad, or possibly even your Navy Recruiter told you to "KEEP YOUR MOUTH CLOSED," or it was your first offense. Maybe you were a juvenile and you were told your records are sealed or expunged. No matter what anyone has told you, your records are not kept from national agencies when National Security is at stake.

Recruits: Regardless of who told you not to disclose part of your background; they were not looking out for your best interests. Those people are not here with you now and it's not their future. Remember, we want you to start off your Navy training on the right foot, so let's set your record straight today.

If you have withheld information, and have not taken advantage of the opportunity provided you today your next stop will be Navy legal. Then you get to explain to the person who gave you that bad advice why you came home early. You will have no one else to blame but yourself because you are given the opportunity today to fix it.

If we find out that you kept something as simple as a parking ticket that you knew about and you did not tell us, you could be separated from the Navy, not because it is a parking ticket, but because you knew about it and decided not to tell us, which indicates to the U. S. Navy that you cannot be trusted. Now - if you have a question or problem regarding any of the areas that I covered, **I will give you an additional five (5) Seconds to stand up and join your shipmates and your Moment of Truth is over. 5,4,3,2, and 1.**

Final Close

(For Those Who Have Not Stood Up)

For those of you who stood up: Myself, the Chiefs and Petty Officers commend you for being honest. For those sitting that were up front and honest on their applications we commend you. My statistics show me though, that a class of this size, five of you still have SOMETHING that you wish to conceal and are willing to roll the dice with your future in the United States Navy.

What I need now is for those recruits who are standing is to grab your gear and get ready to move. (Wait while they get their gear together.)

You will file out of the room and follow the Chief/Petty Officer.

FEMALES FIRST: Line up heel to toe. (Wait until all females are gone.)

MALES: Fall in behind the females giving one space between the last female and first male and line up heel to toe.

Date: _____

RQAT Recruit Disclosure Record

DATE:

RECRUIT'S NAME:

DIV:

RECRUIT'S DISCLOSURE (PG I3 INFO ONLY):

RECRUIT'S DISCLOSURE (MEDICAL):

I DID/DID NOT TELL MY RECRUITER/LIAISON AT MEPS

(RECRUIT'S SIGNATURE)

RQAT CODE: DRUGS: IG CODE: Handwritten Statement:

NAVCRUITDIST:

MEPS:

DEPDATE:

RECRUITER:

RECRUITER ID:

REFERRED TO:

LEGAL:

REU/MEDICAL:

NUKE:

RECOMMENDED ACTION:

PG 13:

WAIVER:

PROGRAM WAIVER/CHANGE:

PENDING:

SEPARATION:

PERS 83 WAIVER:

REMARKS:

"For Official Use Only - Privacy Sensitive: Any misuse or unauthorized access may result In CIVIL and criminal penalties."

Privacy Act Statement For RQAT Interview

1. AUTHORITY: 44 U.S. Code 3101; 5 U.S. Code 301; Manual for Courts-Martial, par 133b; 10 U.S. Code 815; 832; 873; 935; 936; 938-940; 5031, 5081-5082, 5085-5088, 5131-5153; 5947.

2. PRINCIPAL PURPOSES: The information which will be solicited is intended principally for the following purposes:

a. Determinations on the status of personnel regarding entitlements to pay, including disability benefits, severance pay, retirement pay, increases of pay for longevity, survivor's benefits, involuntary extension of enlistments, dates of expiration of active obligated service, and accrual of annual leave.

b. Determination on disciplinary or punitive action.

c. Evaluations of petitions, grievances, and complaints.

d. Adjudication, pursuit, or defense of claims for or against the Government or among private parties.

e. Other determinations, as required, in the course of naval administration.

f. Public information releases.

3. ROUTINE USES: In addition to being used within the Department of the Navy and the Defense for the purposes indicated above, records of investigations are routinely furnished, as appropriate to the Veterans Administration for the use in determinations concerning entitlement to veterans and survivors benefits; to Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds; to the U.S General Accounting Office for the purpose of determinations concerning relief of accountable personnel from liability for losses of public funds and related fiscal matters; and to the Department of Justice for use in litigation involving the Government. Additionally, such investigations are sometimes furnished to agencies of the Department of Justice and to State or Local law enforcement and court authorities for use in connection with civilian criminal and civil court proceedings. The records of investigations are provided to contractors for the use in connection with settlement, adjudication, or defense of claims by or against the Government, and for use in design and evaluation of products, services, and systems. The records are also furnished to agencies of the Federal, State, or local law enforcement authorities, court authorities, administrative authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings, and actions.

4. MANDATORY/VOLUNTARY DISCLOSURES, CONSEQUENCES OF REFUSING TO DICLOSE: Disclosure is voluntary, and if you do not provide the requested information, any determinations or evaluations made as a result of this investigation will be made on the basis of the evidence that is contained in the investigative record.

Investigating Officer (Witnessed)

(Signature)

DATE: _____

