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**NAVY RECRUITING MANUAL-ENLISTED  
COMNAVCRUITCOMINST 1130.8J**

**VOLUME V – DELAYED ENTRY PROGRAM**



**COMMANDER, NAVY RECRUITING COMMAND**

**MAY 2011**

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VOLUME V – DELAYED ENTRY PROGRAM**

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## CHAPTER 1

### GENERAL

**010101. DEFINITION.** Delayed entry is the military status gained by an enlistment in which a service member's entry on active duty (ACDU) or initial active duty for training (IADT) is postponed for up to 365 days (12 months) with the exception of juniors who will be mid-year graduates. All up and coming new high school seniors (scheduled to graduate at the completion of the next school year) entering DEP during the months of May, June and July are authorized to remain in DEP for a maximum of 455 days (15 months).

### **010102. PURPOSE**

a. Maintain Future Sailors motivation throughout their time in the DEP. Motivation serves to build commitment to the Navy while minimizing attrition. Central to this purpose is the mentoring relationship established and maintained between the recruiter and the Future Sailor.

b. Mentally and physically prepare Future Sailors for Recruit Training with the objective of reducing attrition. Inherent to this requirement is the ability to pass the Non-Instrumented Drug Test (NIDT) prior to shipping, and voluntary participation in the Initial Fitness Assessment (IFA).

**Note: Refer to Chapter 2 sec. 1 of this Volume prior to administering IFA for any Future Sailor.**

c. Consistently screen Future Sailors to ensure they continue to meet enlistment criteria which may affect their ability or eligibility to ship. This also ensures that the Future Sailor remains qualified for program guarantees or enlistment options.

d. Encourage Future Sailors to provide quality referrals to recruiters who can discuss Navy benefits and opportunities with these prospects.

**Note:** All of these goals can be accomplished through regular contact and an imaginative, but common sense, approach to planned Future Sailor activities. The first essential step is frequent communication between recruiters and Future Sailors. This contact should not be limited to telephone calls or routine visits to the recruiter's office. A dynamic, professional, imaginative program of activities designed to spark the Future Sailor's interest and prepare them for recruit training is key. Not only will this ensure that Future Sailors stay in the DEP but also greatly enhance their chance for success at RTC.

**010103. GENERAL.** The primary focus of DEP Management is overall program oversight, administration, and improvement. Some degree of DEP attrition will occur; however, effective DEP management should reduce the quantity of surprise attrites and

minimize the effect of the attrition that does occur. Properly used, the tools presented in this section will enhance program effectiveness. However, improper use, particularly in the frequency of or phraseology used during Executive Screens and DEP Recertification, could result in a higher level of attrition than would be experienced by

**010104. DEP PROGRAM RESPONSIBILITIES.** Each member of the chain of command must ensure the DEP is meeting intended objectives to support program effectiveness while proactively seeking program improvements.

**Note:** Maintain a professional atmosphere during any interaction with Future Sailors and/or their families. Derogatory comments, jokes, poor language, etc., must not be used. Keep in mind the Navy's policies on sexual harassment, fraternization and an individual's rights regarding the Freedom of Information and Privacy Act.

a. NAVCRUITREG Commander

(1) Ensure each NAVCRUITDIST in the Region has a strong, viable DEP program that is in compliance with this instruction.

(2) Direct DEP audits when trends indicate that adverse conditions are present.

b. NAVCRUITDIST Commanding Officer (CO)

(1) Ensure the command is in full compliance with this instruction.

(2) Promulgate local policies to amplify this chapter as necessary to improve program effectiveness and ensure leadership, training and development of DEP personnel is maximized to the fullest extent possible.

(3) Attend DEP functions as frequently as practicable, with a minimum of one monthly.

(4) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(5) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

c. NAVCRUITDIST Executive Officer (XO)

(1) Attend DEP functions as frequently as practicable, with a minimum of one per month.

(2) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(3) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

d. NAVCRUITDIST Command Master Chief (CMC)

(1) Assist the commanding officer as necessary in the leadership, training and development of DEP personnel.

(2) Attend DEP functions as frequently as practicable, with a minimum of one per month.

(3) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(4) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

e. NAVCRUITDIST Public Affairs Officer (PAO). Solicit and process DEP Hometown News Releases.

f. NAVCRUITDIST Recruiting Operations Officer (R-OPS)

(1) Ensure each Division and NAVCRUITSTA has a strong, viable DEP program that is in compliance with this instruction and the local policies promulgated by the Commanding Officer.

(2) Maintain a current database of potential problems by division, station, recruiter, Future Sailor name, program, and ship date. In addition to the early identification of problems and aid in the possible prevention of attrition, this database forms the best source of data for attrition analysis.

(3) Ensure actions are being taken to correct any negative trends associated with DEP losses.

(4) Conduct an ongoing attrition analysis to identify trends and develop recommended program improvements.

(5) Advise the commanding officer on plans and policies that will improve program efficiency and effectiveness.

(6) Attend DEP functions as frequently as practicable, with a minimum of one per month. Verify the use of the DEP Tool Kit in planning and conducting DEP meetings.

(7) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(8) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

g. NAVCRUITDIST Chief Recruiter/Assistant Chief Recruiter

(1) Ensure each Division and NAVCRUITSTA has a strong, viable DEP program that is in compliance with this instruction.

(2) Monitor the DEP pool, with special emphasis on those shipping within the next 90 days.

(3) Ensure First Out-month Shipper Verifications are completed by Leading Chief Petty Officers no later than the 15<sup>th</sup> of the current month for next out month shippers; any issues likely to affect shipping must be resolved prior to the end of the month.

(4) Identify and train to recognized weaknesses within the DEP with emphasis on minimizing attrition.

(5) Ensure actions are taken to correct any negative trends associated with DEP losses.

(6) Conduct a minimum of 10 face-to-face or telephonic DEP Executive Screens per month.

(7) Review 10 percent or 10 (whichever is the lesser number) total, DEP Training Records maintained by individual recruiting stations of current DEP members and document the review on the NAVCRUIT 1500/1.

**Note:** Corrective action shall be taken if divisions have excessive in-month attrition, excessive requests for rollouts, or abnormally high levels of overall attrition.

h. NAVCRUITDIST DEP Coordinator

(1) Assist the R-OPS/CR in program administration.

(2) Track all Referral Recognition forms to ensure Future Sailors receive awards in a timely manner. Verify all paperwork for advancement is included in the Future Sailor's service record prior to shipping.

(3) Obtain DEP meeting schedules from each **LPO/LCPO** and distribute monthly to coordinate attendance from the chain of command.

(4) Provide the CO, XO, CMC and R-OPS with a randomly selected list of the next two months out and later (second out-month and later) shippers to do Executive Screens.

(5) Conduct any other administrative duties to enhance the DEP as directed by the chain of command.

i. NAVCRUITDIST Trainer

(1) Assist in the training of production recruiters on effective DEP leadership and management procedures.

(2) Assist in DEP audits as directed by the chain of command.

(3) Train Recruiters in the proper utilization of the DEP Tool Kit and the Applicant Compensation Evaluator (ACE).

j. Nuclear Field Coordinator (NF)

(1) Maintain an R-Tools prospect record on each NF Future Sailor.

(2) Contact all NF Future Sailors monthly. This contact is in addition to required recruiter contacts.

(3) Attend DEP functions as frequently as practicable, with a minimum of one per month.

k. Naval Special Warfare/Naval Special Operations/Air Rescue Swimmer (NSW/NSO/AIRR) Coordinator

(1) Ensure proper DEP management through proactive mentorship of all NSW/NSO/AIRR program Future Sailors.

(2) Identify and work to improve NSW/NSO/AIRR Future Sailors' physical fitness levels and motivation in order to increase success rate in their respective training pipelines.

(3) Train and qualify specific NAVCRUITDIST representatives who will assist in the physical screening of NSW/NSO/AIRR Future Sailors, specifically the Physical Screening Test (PST).

(4) Coordinate/Conduct 14-day Physical Screening Tests.

(5) Ensure NAVCRUITDIST representatives (**LPO/LCPO** or above) conducting and/or supervising the PST or specific physical training, understand and follow

operational risk management to mitigate risk and or injury to NSW/NSO/AIRR Future Sailors.

(6) Conduct presentations and campus visits at high schools and colleges.

(7) Assist recruiters/classifiers in processing and tracking NSW/NSO/AIRR programs applicants and waiver submissions.

(8) Coordinate with recruiters to schedule the Physical Screening Test (PST).

(9) Inform the chain of command of all NSW/NSO/AIRR program Future Sailors status, to include PST, attrition, etc.

(10) Inform chain of command of any NSW/NSO/AIRR Future Sailor that fails or is otherwise no longer eligible for the NSW/NSO/AIRR program.

(11) Install and maintain the NSW/NSO/AIRR working tickler.

I. Division Officer (DIVO)/Division Leading Chief Petty Officer (DLCPPO)

(1) Ensure the DEP is properly administered in each NAVCRUITSTA per this instruction.

(2) Conduct a minimum of one NAVCRUITSTA visit per month. Any exception must be granted, in writing by the R-OPS.

(3) Ensure that all assigned LPO/LCPO's and recruiters are properly trained on DEP leadership policies and procedures.

(4) Maintain a current database of all Future Sailors in the Division and a list of potential problems by station, recruiter, Future Sailor name, program, and ship date.

(5) Attend DEP functions as frequently as practicable, with a minimum of two per month and ensure the use of the DEP Tool Kit in planning and conducting DEP meetings.

(6) Provide LPO/LCPO's with written feedback on the quality of their DEP meetings with recommended improvements (DEP Meeting Feedback and Evaluation). This feedback shall be retained in the LPO/LCPO's training record.

(7) Review all DEP re-certification forms and DEP records during NAVCRUITSTA visits. Identify and take corrective action on any problems discovered.

(8) Conduct a Division DEP audit at least quarterly to identify attrition trends.

(9) Conduct First Out-month Shipper Verifications no later than the 15<sup>th</sup> of the current month on all shippers scheduled for the next out month (i.e., 15 August,

complete verifications on all September shippers). All findings shall be documented in R-Tools and any further action taken as necessary to resolve any issues that might impact shipping.

(10) Review all Turnover Audits. Retain on file for two years.

m. **Leading Petty Officer/Leading Chief Petty Officer** The LPO/LCPO's leadership role is critical to the success of the DEP; more simply put, no one is more important. The **LPO/LCPO** must be held accountable for what happens, or what does not happen, with his/her DEP pool. Duties and responsibilities are as follows:

(1) Provide the overall supervision required to ensure the NAVCRUITSTA and assigned recruiters comply with this instruction and local policies promulgated by the Commanding Officer.

(2) Schedule and coordinate DEP activities/functions. Ensure all Future Sailors and their families are afforded the opportunity to attend and contribute to the program. Ensure recruiters use the DEP Tool Kit in planning and conducting DEP meetings.

(3) Maintain consistent and continuous contact with each Future Sailor. A minimum of three phone contacts and two face to face contacts per month including DEP Meetings

(4) Ensure solicitation of referrals from Future Sailors.

(5) Establish a DEP Training Folder prior to indoctrination for each new Future Sailor. The DEP Training Folder is retained at the NAVCRUITSTA until the Sailor graduates from Recruit Training Command (RTC). The DEP Training Folder Checklist, available on the Command website (under forms), contains a list of documents to be maintained in the DEP training folder. The documents shall be organized in the following order:

- Section 1 - 72 Hour Indoctrination, Hold harmless agreement, Drug Modules.
- Section 2 - DEP recertification (30 day, 7 day, 24Hr)
- Section 3 - Enlistment Contract, Applicant Compensation Evaluation
- Section 4 - BEERS Documents, Release of information, SF-86, Blank PRC
- Section 5 - NIDT documents, START Guide
- Section 6 - DEP Action requests, 5305's, Advancement page 13.

(6) Ensure that 72-Hour Indoctrinations are conducted by Recruiters at the Future Sailor's home. The **LPO/LCPO** will accompany all new Recruiters on their initial 72-Hour Indoctrination. All Future Sailor's who receive their 72-Hour Indoctrination by the Recruiter only, will be contacted by the **LPO/LCPO** via phone or face to face within five days minimum, after completion of the 72-Hour Indoctrination. Recruiters utilize ACE to reinforce the Future Sailor's decision and their parents'/guardians' support.

(7) Ensure all required DEP Recertifications are completed and retained in the DEP Training Folder until graduation from RTC.

(8) The **LPO/LCPO** shall ensure each recruit receives a minimum of one personal letter from their recruiter while at RTC. The letter should be written no later than one week after the Future Sailor ships to RTC and should provide encouragement and motivation to the new recruit during the first few weeks of RTC. A copy of the letter shall be retained in the Future Sailor's Training Folder and documented in R-Tools. Contact information can be obtained by the Recruiter accessing the STASS (Write your Recruit) on the Recruiting Quarter Deck.

(9) Ensure the parents/spouse have Recruits contact information no later than one week after the Future Sailor ships to RTC and again one month after ship date. Contact information can be obtained by the Recruiter accessing the STASS (Write your Recruit) on the Recruiting Quarter Deck.

n. Recruiter. The most important element relating to the ultimate success of the Future Sailor is the "hands on" involvement of the recruiter. It is the recruiter's personal involvement that will, in the end, determine whether the maximum benefits of the program are realized. The recruiter's responsibilities include, but are not limited to:

(1) Take the role of mentor and provide guidance to the Future Sailor on all issues. The goal is to develop and maintain a professional trust and bond with the Future Sailor, and ensure a smooth transition during the journey from civilian life to military life.

(2) Conduct the DEP in accordance with the guidance set forth in this instruction and local policies promulgated by the Commanding Officer.

(3) Maintain consistent and continuous contact with each Future Sailor. A minimum of three phone contacts and two face to face contacts per month including DEP Meetings

(4) Record and update Future Sailor contact and participation in R-Tools.

(5) Respond promptly to Future Sailor needs as they arise, especially when it may alter shipping status. Inform and coordinate this activity through the **LPO/LCPO**.

(6) Solicit referrals from Future Sailors and provide the disposition of each referral to the Future Sailor.

(7) Ensure that 72-Hour Indoctrinations are conducted at the Future Sailor's home. The 72-Hour Indoctrinations will be held no later than three days following enlistment unless scheduling conflicts do not allow the Future Sailor's parents/spouse to be present. In this case Recruiters are allowed five days to complete the 72-Hour Indoctrination.

## CHAPTER 2

### PREPARATION FOR RECRUIT TRAINING

**020101. GENERAL.** All Future Sailors must be physically and mentally prepared to cope with the challenges of recruit training. All efforts to help the men and women in the DEP prepare for recruit training will provide dividends in the form of fewer RTC attrites and better Sailors in the Fleet.

**020102. MENTAL PREPARATION.** Future Sailors must be mentally prepared for recruit training both in terms of attitude and knowledge. Too many recruits, bewildered by the abrupt change in environment, become apathetic or hostile towards training and the Navy. This produces numerous attrites of otherwise qualified men and women. Mental preparation begins with the 72-hour indoctrination and concludes with a final briefing with the Future Sailor just before they ship to RTC.

**020103. DEP DIVISION ORGANIZATION.** All Future Sailors assigned to the same NAVCRUITSTA should be organized into a DEP Division. This can increase mental preparation by familiarizing Future Sailors with the Navy chain of command, introducing them to the titles used at RTC, and providing them with an opportunity to lead other Future Sailors.

a. It is not required that all positions be used in the Chain of Command, only those needed for effective organization. Future Sailors should be assigned limited responsibilities and encouraged to take an active role in the development of junior personnel. However, the mentoring relationship and performance counseling functions must remain the sole responsibility of the recruiter.

b. If at all possible, Future Sailors should have the opportunity to advance up the Chain of Command based on their motivation, number of referrals provided, PQS Qualifications, and demonstrated teamwork.

**020104. 72-HOUR INDOCTRINATION.** A good 72-hour indoctrination will eliminate buyer's remorse and provides a good foundation for the Future Sailor's relationship with the recruiter during their time in the DEP. The US Navy Delayed Entry Program Standards Transition Acknowledgement Requirements Training (S.T.A.R.T) Guide will be used to ensure all Future Sailors are informed of their Navy opportunities and acknowledge receipt of this information. All 72-Hour DEP Indoctrinations will be documented in R-Tools and a copy will be placed in Future Sailor's training folder. Written authorization is required from the **DLCPO** prior to conducting 72-hour indoctrination outside the Future Sailor's home. The **LPO/LCPO** shall accompany each new Recruiter on their initial 72-Hour Indoctrination. In cases where a Future Sailor is under the age of 18 years old or married the Future Sailor's Parents/spouse must attend the 72-Hour Indoctrination. All others are highly encouraged to attend. This allows parents/spouse to ask questions and understand the requirements the Future Sailor must fulfill while in DEP. The 72-Hour Indoctrinations will be completed no

later than three days following the Future Sailors enlistment unless scheduling conflicts do not allow the Future Sailor's parents/spouse to be present. In this case Recruiters are allowed five days to complete the 72-Hour Indoctrination. The following items are the minimum to be covered:

- a. Make the Future Sailor feel part of the Navy team. Explain how military titles will be used in all communications. (Future Sailor, (Petty Officer Recruiter Name), etc.)
- b. Review the Enlistment Contract. Explain that program guarantees are contingent on the Future Sailor maintaining eligibility for the program and Navy.
- c. Explain that the Future Sailor is now a representative of the United States Navy in the community, and that their conduct reflects on the image of their Navy.
- d. For 11S (High School) Future Sailors, brief them on the Navy's "Stay in School" policy and ensure they understand their responsibilities for graduating from high school, as well as providing a copy of their grades at each reporting cycle.
- e. Explain they must notify you of any illness or injury, any academic problems at school and any involvement with police authorities, regardless of how small.
- f. Explain the requirements and objectives of the Monthly Mentoring Contact and Monthly DEP Meetings.
- g. Explain DEP PQS. Express that at the first Monthly Mentoring Contact you will go through the PQS and assist the Future Sailor in developing a PQS schedule according to their ship date.
- h. Review each topic listed in the DEP S.T.A.R.T. Guide with the Future Sailor and family. Take time to verify they understand and acknowledge the information provided. Any questionable topics must be reviewed with Future Sailor or family to ensure understanding.
- i. The signed Hold Harmless Agreement signature page and acknowledgement signature page located on the NRC Forms web page, will be placed in the Future Sailor's training folder. The recruiter will also ensure a S.T.A.R.T Guide page 13 is downloaded from the NRC Forms web page, signed by the Future Sailor and original returned to MEPS for placement into service record prior to accession.
- j. Express your commitment to assisting the Future Sailor in getting the most successful start possible in the Navy. Ask if the Future Sailor or his/her family has any questions. Resolve each question or concern. Any unresolved issues have the potential to create buyers remorse if not appropriately addressed.

**020105. MONTHLY MENTORING CONTACT.** The purpose of monthly mentoring contact is to continue the mentoring relationship established at the 72-hour

Indoctrination. It provides the recruiter with the time necessary to go over DEP PQS, verify Future Sailor's enlistment eligibility, conduct physical fitness training, and discuss referral prospecting.

- a. The number of mentoring contacts will vary based on the needs of the Future Sailor, but shall be no less than once per month. If at all possible, the monthly mentoring contact should not be held in conjunction with the monthly DEP Meeting.
- b. The initial mentoring contact shall take place at least one week after the 72-Hour Indoctrination.
- c. During the initial Mentoring contact complete the DEP Recertification. Reemphasize the Navy's Core Values and Drug Abuse Policy. Initiate NIDT Drug Abuse Training modules to be completed by the Future Sailor within one week.
- d. Document all mentoring contacts in R-Tools.

**020106. DEP MEETING.** DEP meetings are team building exercises and promote unit cohesion. Muster Reports will gauge the cohesiveness and effectiveness of individual NAVCRUITSTA DEP pools. DEP Meetings are designed to prepare the Future Sailor for RTC and produce referrals. Attendance should be 80% or better. Each Recruiter and Future Sailor shall be addressed by their military title at all times. The beginning of each meeting should start with a reciting of the Sailor's Creed. The **LPO/LCPO** shall:

- a. Prepare a annual DEP meeting schedule and submit to DEP Coordinator via chain of command to solicit attendance from the COC and other headquarters' staff.
- b. Hold a DEP Meeting at least once per month using the DEP Tool Kit to plan and coordinate the function.
- c. Ensure each Future Sailor signs the DEP Meeting Muster Reports (Record of Delayed Entry Program (DEP) Meeting/DEP FLEX EVENT).
- d. Schedule Flex-DEP events for Future Sailors who are unable to attend the regularly scheduled DEP Meeting. See Article 020107.
- e. Encourage Future Sailors to invite friends, family and referrals to the DEP event. All referrals shall be documented and tracked in R-Tools.

**020107. FLEX-DEP EVENTS.** The **LPO/LCPO** will ensure a Flex-DEP event is scheduled for Future Sailors who are unable to attend the regularly scheduled DEP Meeting. The Flex-DEP event does not need to cover everything presented in the regularly scheduled DEP Meeting, but should include a summary of items discussed, presentation of any awards, and a motivational talk. Every attempt should be made to conduct a Flex-DEP as a group. Only as a last resort should the Flex-DEP event be conducted one-on-one

with Future Sailor's who were unable to attend the regular DEP Meeting. Muster Reports for each individual Flex-DEP Event will be attached to the DEP Muster Reports for the regular DEP Meeting to satisfy the monthly DEP meeting requirement. DEP Meetings/Multiple Flex-DEP events will not be reported on a single Muster Report.

**020108. DEP PERSONNEL QUALIFICATION STANDARDS (DEP PQS).** DEP PQS is an important element in preparing Future Sailors for their transition to a military training environment. Recruiters shall inform the Future Sailor of the requirement to initiate DEP PQS and encourage the Future Sailor to complete all eleven DEP PQS topics prior to their scheduled ship date. Recruiters will ensure each Future Sailor receives adequate training during scheduled DEP meetings and other periods of Future Sailor mentoring. The completion of DEP PQS is mandatory for all non-Tier I Future Sailors.

a. Recruiters are required to ensure all Future Sailors strive to successfully complete all eleven DEP PQS topics contained in the Standards-Transition-Acknowledgement-Requirements-Training (START) Guide prior to their scheduled ship date. The Recruiter will use the START Guide to sign and date each DEP PQS topic upon the Future Sailor's demonstrated mastery of the topic.

b. The **LPO/LCPO** is responsible to track the progress of all Future Sailors in his or her DEP by utilizing the DEP PQS Tracking Sheet. The DEP PQS Tracking Sheet shall be displayed in a visible location within the Navy Recruiting Station. Completed DEP Tracking sheets shall be retained for a period of 24-months and will be subject to inspection as part of the Command Inspection Program.

c. PQS completion/non-completion must be documented in Section VI, Remarks, of the DD Form 1966/4.

**020109. PHYSICAL PREPARATION.** Future Sailors must be physically prepared for the rigors of recruit training. Too much training time is lost because prospective Sailors arrive at RTC without the minimum level of strength and endurance. The answer is to adopt a healthy lifestyle which promotes proper nutrition and daily exercise. Placing a greater emphasis on this program will result in improving the physical status of those who need it most. Under no circumstances will any Navy representative lead or conduct any physical activity with anyone seeking affiliation with any component of the U.S Navy prior to completion of the following actions: 1) prospect completes a Medical examination at MEPS; 2) prospect executes a Hold Harmless Agreement and Release from Liability certificate; and 3) Navy personnel leading physical training have completed the NKO Command Fitness Leader course (CPD- CFL-010), NKO Supervisor – Managing Your Teams Risk (CPPD-ORM-MYTR-1.0), CPR certification (American Red Cross or American Heart Association), and NRC (N7/NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

a. All Recruiters will become familiar with the contents of the NRC "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training" which are located on the NRC Quarterdeck at <https://rq.cnrc.navy.mil>.

b. Future Sailors will be advised of the NRC Fitness and Nutrition plan, as well as the Navy's height/weight and body fat standards during the 72 Hour indoctrination.

c. Future Sailors for whom weight maintenance tends to be a problem must be encouraged to adopt a healthy lifestyle including an exercise plan and a healthy eating program. Future Sailors who do not meet height/weight or body fat standards as outlined in this instruction cannot be shipped to recruit training.

**Note:** Recruiters are discouraged from promoting specific diet plans to Future Sailors to reduce the possibility of the Navy becoming liable for any ill effects suffered by Future Sailors in response to various diet plans. Future Sailors should be encouraged to use the "Fitness and Nutrition Guide" or seek the advice of health care professionals.

**020110. PHYSICAL TRAINING ACTIVITIES.** Any activities that present the real possibility of serious injury should not be undertaken. It is important to remember they are not Sailors yet and special care should be taken to prevent even the slightest possibility of injury. Recruiters shall utilize the guidance provided in the "Recruiter Guide for Physical Training" in conducting any PT for Future Sailors. Participation is strictly voluntary.

**020111. GOVERNMENT LIABILITY FOR PERSONAL INJURY TO FUTURE SAILORS.** Government liability for personal injury to Future Sailors, especially while they are attending DEP meetings and other DEP events, is explained in the Hold Harmless Agreement and Release from Liability located on the NRC Forms web page.

**020112. 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 RTC.

**Note:** Do not administer the IFA to any individual enlisted under the Delayed Enlistment Medical (DEM) program until the waiver is approved, the applicant is cleared by MEPS Medical and the PRIDE record is updated.

a. Participation in organized physical training and the IFA is strictly voluntary.

b. The IFA must be conducted only by fully qualified, command designated Command Fitness Leaders (CFLs). Recruiting personnel conducting the IFA shall provide results to the Future Sailor and discuss physical fitness requirements at Recruit Training Command.

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

d. IFAs will be administered in full accordance with the OPNAVINST 6110.1 series with the exception of the 10 – 12 week advanced notification, completion of the PARFQ

and PRIMS entries. All other safety checklists and requirements stipulated in OPNAVINST 6110.01 series for conducting a PRT shall be utilized to conduct the IFA. Family members and friends of Future Sailors are strictly prohibited from participation in the IFA.

e. 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, from individual’s medical and physical condition, current medications, terrain, weather, back-up emergency communications, etc.

(1) Guidelines on conducting a successful ORM analysis can be found in OPNAVINST 3500.39 and on COMNAVSAFECEN website: <http://www.safetycenter.navy.mil>. Additional useful guidelines regarding physical exercise can be found at the following website: <http://www.mwr.navy.mil>.

(2) 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 sports event.

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

(4) 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.

(5) Water shall be provided for all Future Sailor’s before and after completion of the 1.5 mile run.

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

(7) 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 episode subsides, at CO’s discretion.

(8) The IFA site must be accessible by emergency vehicle.

f. Recruiting personnel 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 CFL.

### **020113. NAVY CHALLENGE PROGRAM AND PHYSICAL SCREENING TEST**

Naval Special Warfare (NSW)/Naval Special Operations (NSO) Underwater Construction Team (UCT) Air Rescue Swimmer (AIRR). Only NSW/NSO/AIRR Coordinators, Contracted Mentors and CO designated PST Administrators approved by NAVCRUITCOM (N3), trained and certified by NSW/NSO/AIRR Coordinators or Contracted Mentor are authorized to administer the PST. The NSW/NSO/AIRR Coordinators, Contracted Mentors are responsible for documenting all PST results and maintaining all PST records.

a. Applicants classified into the Navy Challenge Program shall be made aware that this program involves strenuous conditioning and requires applicants to successfully pass the PST: (1) (DEP Qualifying) prior to classification into a NSW/NSO/AIRR rate, (2) (Practice) every 45 days while in DEP to remain qualified, (3) (14 Day) within a 14-day period prior to shipping. Failure to successfully pass the PST renders the member ineligible to remain in the program and requires a mandatory reclassification into another program. PST requirements are as follows:

Physical Screening Test Requirements	Special Warfare Operator (SO)	Special Warfare Boat Operator (SB)	Explosive Ordnance Disposal (EOD) / Navy Diver (ND)	Aircrew Rescue Swimmer (AIRR)
500 yard swim	12:30	13:00	14:00	12:00
<b>Ten minutes rest</b>				
Push-ups (Within 2 minutes)	42	42	42	42
<b>Two minutes rest</b>				
Sit-ups (Within 2 minutes)	50	50	50	50
<b>Two minutes rest</b>				
Pull-ups (No time limit)	6	6	6	4
<b>Ten minutes rest</b>				
1.5 mile run	11:00	12:30	12:45	12:00

**Note:** Do not administer the PST to any individual enlisted under the Delayed Enlistment Medical (DEM) program until the waiver is approved and the applicant is cleared by Medical.

b. Only NSW/NSO/AIRR Coordinators, Contracted Mentors and CO designated PST Administrators are authorized to administer the PST. The DEP Qualifying and the 14-day PST will be administered only by the NSW/NSO/AIRR Coordinators or Contracted Mentors. CO designated PST Administrators are authorized to administer Practice PST's only. CO designated PST Administrators must be trained and certified by NSW/NSO/AIRR Coordinators or Contracted Mentor. All these personnel shall provide results to the Future Sailor and discuss the physical fitness requirements of their individual program and those at Recruit Training Command.

c. Individuals who cannot meet the minimum standards of the Navy Challenge Program and shall be reclassified into another program.

d. Due to seasonal weather conditions, the run portion of the PST can be administered on a treadmill upon approval of the NAVCRUITDIST CO.

e. Family members and friends of Future Sailors are prohibited from participating in the PST.

f. A NAVCRUIT 1131/6, shall be generated to document PST results and will be signed by the Commanding Officer or individuals delegated, in writing, to sign “By direction.”

g. An Operational Risk Management (ORM) analysis shall be completed at least 24 hours prior to the PST. The ORM process should use the “what if” tool and must include all aspects of the scheduled PST, from individual’s medical and physical condition, current medications, to terrain, weather, back-up emergency communications, etc.

(1) Steps shall be taken to ensure all known risks are eliminated to the maximum extent possible. Controls shall be put in place to reduce, to an acceptable level, any risks still existing. It is recommended that the ORM process be documented, and the appropriate level of authority within the chain of command be given the opportunity to make risk decisions.

(2) Guidelines for conducting a successful ORM analysis can be found in OPNAVINST 3500.39 and on COMNAVSAFECEN website: <http://www.safetycenter.navy.mil>. Additionally, useful guidelines regarding physical exercise can be found at the following website: <http://www.mwr.navy.mil>.

(3) Future Sailors must read and sign the Hold Harmless Agreement Certificate, prior to participating in the PST or any DEP physical training or sports event.

h. NSW/NSO/AIRR Coordinators, Contracted Mentors and CO designated PST Administrators approved by NAVCRUITCOM (N3), trained and certified by NSW/NSO/AIRR Coordinators or Contracted Mentor shall prepare a NAVCRUIT 1131/6 to document completion of the PST and place it in the Future Sailor’s service record with a copy to the DEP Residual File. The NAVCRUIT 1131/6 shall be signed by the Commanding Officer or individuals delegated in writing, to sign “By direction.”

i. All Navy Challenge Program applicants will be required to take the PST to include a 500-yard swim using the sidestroke, breaststroke or combination of both (AIRR may also utilize American crawl/freestyle) in 12:30 minutes for SEALs , 13:00 minutes for SWCC, 12:00 for AIRR and 14:00 minutes for EOD and Diver upon arrival at Recruit Training Command.

j. Recruits will be required to perform various in-water skills and technique drills. Comfort in the water beyond good swimming ability is required. There is no requirement to administer a swim assessment in the DEP. "Breath holding is not allowed". Future Sailors and prospective candidates will be briefed that at no time are they to participate, conduct, and/or practice breath holding evolutions while in DEP Status or otherwise. Breath holding, to include underwater swims, is not screening criteria or a competitive factor of a candidate desiring a NSW/NSO/AIRR program contract.

k. Recruits must complete a diving duty physical examination and physical screening test per MILPERSMAN Article 1220-100 while at Recruit Training Command.

**020114. SCREENING THE POOL.** Screening the DEP must be continuous, both for previously disclosed information as well as any new situation or disqualifying information that might arise while the Future Sailor is waiting to go to RTC. The DEP program is designed to provide continual contact between the Future Sailor and recruiter for a variety of reasons. There is no more glaring indictment of a recruiter's or LPO/LCPO's failure to carry out this responsibility than a previously undisclosed problem immediately preceding ship day. Any difficulties that might prevent a Future Sailor from shipping should be surfaced and confronted immediately, so that the command has an accurate picture of the requirements needed to make shipping.

**020115. DEP ACTION REQUEST (DAR).** A DAR is used to notify the chain of command of any changes in Future Sailors status, regardless of how insignificant.

a. The individual identifying the need for a DAR will immediately notify the LPO/LCPO. The LPO/LCPO will immediately submit a DAR, by fax, via the chain of command, and fax a copy to the DEP Coordinator. Once required supporting documents, if needed, are collected forward the original DAR and supporting documents via the chain of command

b. Each member of the chain of command will act quickly on each DAR. In cases where a disposition cannot be recommended within two working days, indicate the status and plan of action in the comments section and forward without final disposition.

**020116. DEP RECERTIFICATION.** The objective of DEP Recertification is early identification of issues that impact enlistment eligibility. It is crucial that every effort must be made to ensure this process is meaningful and relevant. Apathy in the implementation of this process will result in the increased DEP attrition. For example, a Future Sailor comes into the NAVCRUITSTA 3 times every week and is required to complete a recertification each time. This overuse will result in the process becoming irrelevant and the Future Sailor indifferent to the seriousness and consequence of failing to reports accurate information. If concerns are discovered during the recertification, the recruiter must notify the LPO/LCPO immediately. The LPO/LCPO will personally conduct the recertification at 30 days and 7 days prior to ship date and retain all DEP Recertification forms in the Future Sailor's training jacket until graduation from RTC. DEP Recertification shall be conducted:

- a. 30 days and 7 days prior to ship date
- b. Every DEP Meeting
- c. Monthly Mentoring Contact
- d. DEP Custody Turnover
- e. Whenever the **DLCPO/LPO/LCPO** feels there is a need to recertify the Future Sailor due to increased trends in the disclosure of problems/issues from the DEP.

**Note:** Verification of “Will Grad” status shall be conducted at the end of each scholastic grading period. A copy of the document shall be retained in the DEP Training Folder and documented in R-Tools. **Division Leading Chief Petty Officers** shall sign and date each individual “Will Grad” document during the station visit after the grading period. Recruiters should contact their assigned school’s officials well in advance of the reporting period and schedule a date for picking up the most recent EDVER.

**020117. DEP AUDITS.** The NAVCRUITDIST DEP Program will be continuously monitored for effectiveness. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and identify necessary training areas or leadership deficiencies.

- a. When conducting a DEP Audit, an examination of the processes is required. Knowing where the problems lie is invaluable for resolution. Resolving the process failure(s) causing the problem is mandatory.
- b. DEP Audits are to be conducted by the **Division Leading Chief Petty Officer** whenever there is a sign of excessive losses or excessive problems in the DEP Pool (in month or out month), and when a turnover of Recruiter, LPO/LCPO, and **Division Leading Chief Petty Officer** occurs.
- c. **Division Leading Chief Petty Officers** will conduct DEP audits face to face with all Future Sailors and complete a DEP Recertification. The results of each interview will be documented in RTOOLS and on the DEP Recertification. A DEP Action Request (DAR) will be completed and forwarded via the chain of command for any relevant problems discovered.
- d. The guidance to determine excessive loss is at the discretion of the NAVCRUITREG Commander and NAVCRUITDIST Commanding Officer.
- e. Results shall be retained for two years and forwarded to the commanding officer via the chain of command.

**020118. DEP TURNOVER.** A full DEP inspection of the DEP Program, including face-to-face interviews with each Future Sailor, shall be conducted as part of the LPO/LCPO Turnover. All turnovers and audits shall be documented in RTOOLS.

**020119. DEP CUSTODY TURNOVER.** The LPO/LCPO shall ensure a face-to-face Future Sailor turnover occurs between the Future Sailor and recruiter in each case where custody of the Future Sailor must be transferred to a different recruiter and remind the Future Sailor of his understanding of this event during DEP Indoc and their acknowledgement documented in the DEP S.T.A.R.T. Guide. Turnover shall occur within 30-days of recruiter transfer. The LPO/LCPO shall conduct the transfer with the recruiters. The DEP Custody Turnover will be document on the R-Tools record.

**020120. DEP EXECUTIVE SCREENS.** The purpose of the DEP Executive Screen, is to measure DEP Program effectiveness, confirm that the Future Sailor is motivated about his/her decision to join the Navy, and verify that the Future Sailor is still eligible for enlistment and their rating/program and is ready to ship.

a. At a minimum, the CO, XO, CMC, R-OPS, CR and ACR will conduct at least 10 Executive Screens face-to-face or telephonically, per month on Future Sailors scheduled to ship two or more months out (second out-month and later).

b. Results of Executive Screens will be documented on NAVCRUIT 1133/62 and briefed to the commanding officer by the R-OPS. Any issues identified may warrant further action.

**020121. DEP-OUT BRIEFING PRIOR TO SHIPPING TO RTC.** This briefing shall be conducted by the LPO/LCPO and Recruiter on the seven-day recertification and reiterated 24-hours prior to ship date. It includes, but is not limited to, the following:

a. Review the contents of the DEP Training Folder with the Future Sailor.

b. Validate the Future Sailor's Referral Tracking Sheet.

c. Review the Future Sailor's PQS and ensure a NAVPERS 1070/613 is prepared if all requirements have been completed and MEPS has included the documentation in the Future Sailors service record. The NAVPERS 1070/613 can be delegated to other personnel as directed by the commanding officer.

d. Ensure that the Future Sailor is informed of all items that are authorized at RTC. They must be made aware that cigarettes, cigars, pipes, tobacco, and chewing tobacco are prohibited items while at recruit training.

e. Answer any last minute questions the Future Sailor may have before shipping.

**020122. ATTRITION ANALYSIS.** The primary purpose of attrition analysis is to identify the trends associated with attrition in order to develop a plan of action for minimal impact on mission success.

a. The R-OPS will conduct a monthly analysis of DEP and RTC attrition, and forward results along with recommended corrective actions to the commanding officer for review and approval.

b. The commanding officer should ensure corrective action is taken on Division, Divisions or a NAVCRUITSTA that has excessive in-month attrition, excessive requests for rollouts, or abnormally high RTC attrition.

**020123. NON-INSTRUMENT DRUG TEST(NIDT).** Policy guidance regarding the NIDT is contained in COMNAVCRUITCOMINST 1130.9.

**020124. COURTESY SHIPPING.** Any Future Sailor who for any reason is unable to ship to RTC from the original MEPS they entered the DEP.

a. **LPO/LCPO's** must initiate a DAR up the chain of command requesting a courtesy ship.

b. The MEPS that the Future Sailor will be shipping to RTC from must be documented with current phone number and address on the DAR. Additionally the NAVCRUITSTA that will be providing support for the Future Sailor in the new local must be documented with phone number and name of **LPO/LCPO** on the DAR.

c. **LPO/LCPO's** must ensure all documents from the MEPS are mailed as soon as the courtesy ship is approved by the NAVCRUITDIST. **LPO/LCPO** must follow up with each MEPS and NAVCRUITSTA to ensure all documentation needed to ship is available and document all contacts in RTools. A courtesy ship does not release the **LPO/LCPO** of the responsibility to maintain contact with the Future Sailor.

## CHAPTER 3

### RECRUITING REFERRAL RECOGNITION PROGRAM

#### **030101. DISCUSSION**

a. Referrals from non-recruiters are an invaluable source of both officer and enlisted contracts. The Recruiting Referral Recognition Program is designed to reward these individuals for their efforts. Referral recognition awards are authorized for recipients in three categories:

(1) Navy Delayed Entry Program Personnel (Future Sailors). For purposes of this program, individuals are considered Navy Future Sailors from the time they contract until they report to their first permanent duty station.

(2) Military. Any Active or Reserve Component member of the United States Armed Forces, except members in the Individual Ready Reserve (IRR) or Delayed Entry Program (DEP).

(3) Civilians. This category includes federal service employees as well as persons in the IRR and those with no military or federal government association.

b. Awards for military and civilian categories are specified in COMNAVCRUITCOMINST 1650.1.

#### **030102. ELIGIBILITY REQUIREMENTS FOR DEP PERSONNEL**

a. Future Sailors may qualify for recognition if, during a rolling 12-month period, they refer the required number of applicants to a Navy recruiter who contract into a USN or USNR enlisted or officer program.

(1) Qualified Referrals. To be considered a qualified referral, the individual must not have been previously interviewed or processed by a Navy recruiter within the last four months. Any person listed on any Navy recruiter's applicant log within the previous four months is ineligible for referral status unless the individual was a referral from the same source when originally interviewed. Any non-referred applicant who previously processed for the Navy, but was found temporarily disqualified for any reason, does not qualify as a new referral unless 365 days have elapsed since the date of previous processing.

**Note:** Referrals can only be credited to one referring source, meaning that two or more individuals cannot receive referral credit for the same referred person.

b. Awards for Enlisted DEP Personnel

<b>Eligibility Criteria</b>	<b>Awards</b>	<b>Awarding Authority</b>
1 Enlisted Contract (non-NF or non-NSO/NSW)	Letter of Appreciation	NAVCRUITDIST
1 Enlisted NF or NSO/NSW Contract	Advancement to E2, Certificate of Promotion and CO LOC	NAVCRUITDIST
1 Officer Accession	Advancement to E2, Certificate of Promotion and CO LOC	NAVCRUITDIST
2 Enlisted Contracts (non-NF or non-NSO/NSW)	Advancement to E2, Certificate of Promotion and CO LOC	NAVCRUITDIST
2 Enlisted NF or NSO/NSW Contracts	Advancement to E3, Certificate of Promotion and Flag Letter of Commendation	NAVCRUITDIST/ NAVCRUITCOM
2 Officer Accessions	Advancement to E3, Certificate of Promotion and Flag Letter of Commendation	NAVCRUITDIST/ NAVCRUITCOM
4 Enlisted Contracts	Advancement to E3, Certificate of Promotion and Flag Letter of Commendation	NAVCRUITDIST/ NAVCRUITCOM

**Note:** Future Sailors can continue to provide and earn awards for referrals until they report to their first permanent duty station, provided the individuals referred contract before the Future Sailor arrives at their first permanent duty station. In such cases, the NAVCRUITDIST Commanding Officer will forward a NAVPERS 1070/613, Administrative Remarks, with appropriate recommendations and signature, to the member's current or next duty station.

**030103. RESPONSIBILITIES**

a. NAVCRUITCOM (N3) is assigned primary responsibility for administration of the Recruiting Referral Recognition Program.

b. NAVCRUITCOM (N35) is assigned as Recruiting Referral Recognition Program Manager.

c. NAVCRUITCOM (N961) will monitor referral award item inventory associated with this program.

d. Commanding Officer

(1) Develop and implement a program to track, monitor, and issue awards and recognition to non-recruiters who provide qualified referrals.

(2) Designate a Material Control Petty Officer for control of the referral award items (i.e., warm-up suits, etc).

(3) Review and sign the NAVCRUIT 5305/1 to document award approval. This can be delegated to the XO or officer assigned "Acting."

(4) Sign a NAVPERS 1070/613, Administrative Remarks, with appropriate recommendations, and forward to the member's current or next duty station for Future Sailors who are eligible for advancement to the next paygrade but cannot be advanced prior to reporting to their first permanent duty station.

e. Officer Programs (R-OPS)

(1) Ensure R-OPS Department personnel are knowledgeable about Recruiting Referral Recognition Program policies and procedures.

(2) Track and verify award eligibility/level of individuals that provide referrals to Officer Recruiters.

f. Recruiting Operations Officer (R-OPS)

(1) Ensure R-OPS Department personnel are knowledgeable about the Recruiting Referral Recognition Program policies and procedures.

(2) Track and verify award eligibility of individuals that provide referrals to Enlisted Recruiters.

(3) Maintain a file of all submitted Recruiting Referral Recognition Program documents for three years.

(4) Process all NAVCRUIT 5305/1 documents and prepare appropriate awards. Forward all NAVCRUITCOM level awards to the Executive Secretariat, NAVCRUITCOM (002SA).

g. Material Control Petty Officer

(1) Duties are described in COMNAVCRUITCOMINST 5400.1.

(2) Establish procedures to ensure reasonable safeguarding of referral award items.

(3) Maintain a historical database of NAVCRUIT 5305/1 documents. Process time for new requests should be within three to five working days of receipt.

h. **Division Leading Chief Petty Officer (DLCPPO) and Leading Petty Officer/Leading Chief Petty Officer (LPO/LCPO)**

(1) Ensure assigned recruiters submit NAVCRUIT 5305/1 within one working day when new contracts are processed.

(2) Verify recipient's eligibility for an award and data on NAVCRUIT 5305/1 with recruiting records (Applicant Log, RTools, OTools, or CIRIMS Print Out) and forward to the DEP Coordinator.

(3) Ensure awards are presented within 30 days of submitting all NAVCRUIT 5305/1 documents.

(4) The **LPO/LCPO** shall maintain a file of all Recruiting Referral Recognition documents for three years.

i. Recruiter. Complete NAVCRUIT 5305/1 and submit to the **LPO/LCPO** during the Daily Production Review .

**030104. PROCEDURES FOR OBTAINING AWARDS AND SUPPLIES**

a. Letters of Appreciation and Letters of Commendation will be prepared and signed by the Commanding Officer.

b. NAVCRUITCOM (002SA) will prepare NAVCRUITCOM Flag Letters of Commendation based on input provided by the NAVCRUITDIST. These awards shall be requested by submitting a NAVCRUIT 5305/1. NAVCRUITCOM (002SA) will forward the completed documents to the NAVCRUITDIST or current duty station, as appropriate, for presentation.

c. NAVCRUIT 5305/1 and OPNAV 1650/3 must include the recipient's current duty station for active duty or unit for Reservists. NAVCRUIT 5405/1 must be verified and signed by the Commanding Officer. Incomplete or unsigned submissions will be returned without action to the NAVCRUITDIST.

d. Recognition Letters and Certificates. Sample Letters of Appreciation, Letters of Commendation, and Award Certificates are available on the NAVCRUITCOM Quarterdeck website.

**CHAPTER 4****NAVY LIAISON DELAYED ENTRY PROGRAM ADMINISTRATION****SECTION 1****POLICIES AND PROCEDURES****040101. PROGRAM INFORMATION**

a. **Definition.** Delayed entry is the military status gained by an enlistment in which a service member's entry on active duty (ACDU) or initial active duty for training (IADT) is postponed for up to one year. Members in a delayed entry status incur a military service obligation (MSO). Time spent in a delay status counts toward satisfying the MSO. Persons who enlist in the Ready Reserve under Title 10 U.S.C. 513 for the express purpose of agreeing to a subsequent enlistment in a Regular Component of the Military Services (e.g., USN Programs) are in the DEP. Persons enlisted in DEP do not receive pay entry base date (PEBD) credit for time spent in DEP.

b. **DEP Limits.** Title 10 USC, Section 513 authorized all Services to enlist volunteers in DEP to a maximum of 365 days.

**040102. TERM OF ENLISTMENT.** Enlistment of non-prior service (NPS) applicants in the U. S. Navy Reserve is effective for a period of eight years. Enlistment of prior service applicants in the U. S. Navy Reserve will be for whichever is the greater number of years between the balance of their original six or eight year MSO, or for the number of years required by the program in which the USN enlistment is being made plus DEP/DER time. Subsequent discharge from DEP/DER and enlistment USN is for the period of years required for the program in which the USN enlistment is being made.

**040103. EXTENSION OF DEP BEYOND 365 DAYS**

a. **Extensions.** As authorized in Title 10 USC, Section 513 and Chief of Naval Personnel (CNP) (N13) Policy Decision Memorandum 02-22-98. NAVCRUITCOM (N3) may authorize DEP extension in the DEP Program beyond 365 days. Extensions may be considered only in cases where the DEP member cannot meet all requirements to access onto active duty prior to the 365<sup>th</sup> day. Extensions are granted on a case-by-case basis and for the minimum appropriate period, normally not to exceed 30 days. Authority to grant DEP extensions may not be delegated below the level of NAVCRUITCOM.

(1) 11S applicants joining in May, June, or July may be placed in DEP for up to 15 months. Once a ship date is established in PRIDE, no other extensions past 365 days of the original DEP date are authorized without an exception to policy.

b. **Requests.** Authorization Control Numbers are available for extensions of DEP beyond 365 days by submitting an Exception to Policy Request Form NAVCRUIT 1133/103 to NAVCRUITCOM (N35). Include information concerning applicant's name, social security number, length of extension required, and extenuating circumstance necessitating the extension.

c. **Documentation.** In all cases where an extension of DEP beyond 365 days has been authorized, DD Form 1966 page 3 remarks entries and service record Administrative Remarks NAVPERS 1070/613 must be made to document the reason for the extension and cite the NAVCRUITCOM authorization control number.

**040104. CHANGE IN ENLISTMENT OR PROGRAM ELIGIBILITY NOT REQUIRING SEPARATION**

a. **Eligibility Changes.** Any change in eligibility for enlistment is viewed from a waiver standpoint. Changes that are waivable by NAVCRUITDIST Commanding Officer, NAVCRUITREG, NAVCRUITCOM, or Chief of Naval Personnel are processed accordingly. Changes that render the applicant totally ineligible for enlistment require that the applicant be processed for discharge from DEP per Article 040107.

b. **Marital or Dependency Changes.** Changes in marital/ dependency status while in DEP that do not render the applicant ineligible for enlistment, must be reflected in the PRIDE system and the following documents, as indicated:

(1) *Dependency Application Record of Emergency Data* (NAVPERS 1070/602).

(2) *Record of Military Processing Armed Forces of the United States* (DD Form 1966).

(3) *Completed Enlistee Financial Statement* (NAVCRUIT 1130/13) (required).

(4) Copy of marriage certificate, if applicable.

(5) Copy of divorce decree, if applicable.

(6) Copy of birth certificate(s), if applicable.

c. **Program Eligibility.** After being enlisted in DEP, a member must continue to meet all qualifications for the program in which he/she is enlisted in order to remain in DEP. A member who becomes disqualified for the program in which enlisted, must be reclassified into a different program, or be administratively separated from DEP if no longer enlistment eligible or unwilling to accept an alternate program.

**040105. Guidance for the Transition of Recruit Travel to the GSA City Pair Program.** Navy Liaison Office will reliably project applicant shipping dates. Some City

Pair seats may be limited – late term changes may incur additional cost to the government and result in no recruit seats.

a. RESPONSIBILITIES.

(1) The Navy Liaison Office will:

(a) Project each day, shippers thirty (30) calendar days out using USMIRS CN01 screen (Projection); include destination in the remarks section.

(b) If a recruit enters the DEP and has a travel date less than thirty (30) calendar days from the current date, the Service will immediately notify the TA to make a reservation.

(c) Alert the TA of cancelled shippers **daily** for immediate notification to the Commercial Travel Office (CTO). Include the action to cancel the projection in USMIRS.

(d) Update projections in USMIRS daily. This includes making any changes to name, date and destination.

(e) Provide Request for Orders (RFO) to the TA five (5) business days prior to ship.

(f) Travel reservations are to be confirmed two (2) business days prior to ship dates with the TA. Cancellation or changes after the ticket has been issued (within the two (2) business days prior to ship) will result in the Services incurring transaction fees.

**040106. POLICIES AND STANDARDS FOR ADMINISTRATIVE SEPARATION OF DEP PERSONNEL**

a. NAVCRUITDIST Commanding Officers may administratively separate (discharge) a member from DEP for the purpose of immediate enlistment or reenlistment in the Regular Navy. Neither a NAVPERS 1070/613 (Administrative Separation from Delayed Entry) nor a notification letter is required. Additionally, a waiver is not required following administrative separation solely for the purpose of immediate enlistment or reenlistment in the Regular component.

b. Procedures for making program changes for persons in DEP without an administrative separation are provided in Article 040104. Use them as the standard method. However, some situations such as transfers between an USN and an USNR program require an administrative separation. In such cases, NAVCRUITDIST Commanding Officers may administratively separate (discharge) a member from DEP followed by immediate enlistment or reenlistment to implement a change of enlistment programs. Complete NAVPERS 1070/613 (Administrative Separation from Delayed Entry), using the optional entries pertinent to this type of transaction. A notification letter

and a waiver are not required following administrative separation solely for the purpose of changing enlistment programs, although a waiver may be necessary in conjunction with eligibility requirements of the new program.

c. Commanding Officers are authorized to administratively separate (discharge) a member on inactive duty in DEP if, before the start of ACDU or IADT, that member does not meet the qualifications for enlistment as prescribed by NAVCRUITCOM; or, the member undergoes a change in personal situation or attitude that justifies separation from DEP. An administrative separation under this provision is an uncharacterized Entry Level Separation (ELS). A member who is being separated from DEP for a reason other than basic enlistment eligibility disqualification, must be counseled concerning opportunities in the Navy Reserve. The reasons for enlistment ineligibility may include but are not limited to:

(1) Any police involvement while in DEP resulting in confinement of more than 3 days, supervised and/or conditional probation, or parole requires a DEP discharge.

(2) Does not now meet dependency criteria.

(3) Does not now meet physical standards and an extension in DEP is not possible because of having reached maximum DEP time limit or additional DEP time within authorized limits is not considered appropriate.

(4) Indebtedness to a degree that the individual is considered a financial risk.

(5) Individuals who, through their actions while in DEP, demonstrate an attitude or personal traits that would indicate unacceptability for Naval Service (such as, apathy or hostility). Changes in attitude that might prove to be detrimental to success of an individual in the Navy, as well as a burden on the Navy itself, are difficult to assess in purely quantitative means. This type of decision requires command judgment based on personal counseling of the DEP member.

(6) Unfavorable SAC or NACLIC investigation or unfavorable Police Record Check information subsequent to DEP enlistment. A written report to Defense Security Service (DSS) is required for discharges in this category.

(7) DEP member becomes disqualified for the enlistment program for any reason (medical, moral, failure to graduate from high school, etc.) and declines alternate program for which qualified.

(8) DEP member for USN/USNR program refuses to access onto active duty as scheduled.

(9) DEP member whereabouts become unknown.

(10) DEP member wants to pursue a four-year college education.

- (11) Concealment of prior service.
- (12) Personal hardship.
- (13) Religious training or appointment as an ordained minister.
- (14) Enlisted in another service.
- (15) Recruiting error.
- (16) Enlistment misunderstanding.
- (17) Presence of HIV (AIDS) antibody in blood detected by MEPS physical.
- (18) Parental consent is withdrawn for a 17-year-old DEP member.
- (19) Positive results on the MEPS Drug and Alcohol Test (DAT).

**Note 1:** Threatening DEP member with possible disciplinary actions for failing to enlist or coercing DEP members to fulfill their contractual obligations is inconsistent with the concept of the all-volunteer force (AVF). If a member of DEP refuses to ship, recruiters **will not** address the issue of possible disciplinary consequences for failure to report to active duty, nor will the DEP member be told that it is Navy policy to order or force an unwilling member to recruit training or to any other form of active or reserve duty.

**Note 2:** Recruiters must inform their **Division Leading Chief Petty Officer (DLCPO)** **immediately** whenever a DEP member is either unable or expresses intent of not fulfilling their contractual obligation for any reason. Once notified, the **DLCPO** has up to **48-hours** to make contact with the DEP member to affirm the individual's desires, attempt to re-motivate (in a professional manner-**free of coercion or intimidation**), and notify the command of recommended action to satisfy the DEP member's desires. When DEP discharge is recommended, the CO may direct the immediate administrative separation of the member from DEP. **The timeline from recruiting personnel notifying the DLCPO to the Commanding Officer's direction to DEP discharge a DEP member shall not exceed 72-hours.** A DEP Action Request (DAR), documenting DEP discharge must be placed in the member's residual file.

**Note 3:** Recruiting personnel will exercise sound judgment in their dealings and actions with DEP members declining enlistment to prevent them from feeling intimidated or coerced. This includes directing DEP members to travel beyond their hometown to facilitate a face-to-face meeting with recruiting supervisors for the purpose of discussing their reason(s) for declining to access onto active duty.

#### d. Canceling Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) Reservations

(1) PRIDE reservations must be cancelled **as soon as it is documented** that an individual cannot meet the scheduled shipping cycle for the reservation currently held. This policy applies to situations where a DEP member is being rescheduled for another reservation as well as in cases where the member is going to be administratively separated from DEP. Holding a reservation is only necessary until the actual ship date when there is some doubt that a potential or expected applicant may meet the date. Such exceptions might include:

(a) A member who is un-locatable but may still return to fulfill the contract;

(b) A member who has an apparent disqualifying medical condition, but has not been permanently disqualified by the MEPS doctor or is undergoing private medical treatment to correct a disqualifying condition;

(c) A member who has taken action, legal or otherwise, to reverse a decision to discharge him/her from DEP.

(2) The objective of canceling PRIDE reservations at the earliest opportunity is to make seats available for use in a time frame when they can be used rather than tie them up too late to provide reasonable opportunity for reassignment. In some situations, retaining the reservation may be necessary to preclude legal entanglements when an expected member has not reached the point where final disqualification factor(s) have been documented or when there is a prospect of counter discharge action on the part of the member.

(3) No precise guide addresses when to make an administrative separation for every case. The Commanding Officer, NAVCRUITDIST has DEP discharge authority and must review the justification for discharge. The Commanding Officer cannot delegate DEP discharge authority. The general rule is to discharge with minimum delay after reaching the decision for discharge. The reservation could be cancelled immediately following the decision even if administrative paperwork is not completed.

**040107. PROCEDURES FOR ADMINISTRATIVE SEPARATION OF DEP PERSONNEL.** NAVCRUITDIST COs will separate individuals under the following procedures:

**a. Instructions Concerning Notification**

(1) Deliver the NAVPERS 1070/613 (Administrative Separation from Delayed Entry) personally to the respondent or send by first class mail. Reasonable effort should be made to furnish a copy to the member through personal contact by a representative of the command (normally recruiter of record unless transferred, on leave, or otherwise unavailable).

(2) The notice must state the member was administratively separated and the reason for the action. That an Entry Level Separation is an administrative separation without characterization of service.

b. **Service Record Remarks.** On NAVPERS 1070/613 Administrative Remarks enter

(1) The reason for separation,

(2) That the individual is not recommended for reenlistment because of the reason for discharge.

(3) The length of time spent in DEP,

(4) That the individual shall not reenlist without NAVCRUITDIST CO approval, (see NAVPERS 1070/613 (Administrative Separation from Delayed Entry) for sample NAVPERS 1070/613 entry).

This NAVPERS 1070/613 serves as a separation document in the case of personnel administratively separated from DEP. Distribute copies as follows:

- Original and 2<sup>nd</sup> copy - DEP member's service record.
- 1<sup>st</sup> copy - DEP member being separated.
- 3<sup>rd</sup> copy - NAVCRUITDIST residual file.
- 4<sup>th</sup> copy - To MEPS, to be filed in examination records folder

c. **Caution.** Do not use the *Certificate of Release or Discharge from Active Duty* (DD Form 214) or reenlistment recommendation codes (RE-codes) in conjunction with an administrative separation from DEP.

d. **MEPS Notice.** Notify Military Entrance Processing Station (MEPS) Liaison Petty Officer of administrative separation date and reason for separation using the following codes:

Reason for Discharge	Code
Medical Disqualification-EPTS	ZAA
Medical Disqualification-Non/EPTS	ZAB
Pregnancy	ZAC
Death	ZAD
Moral Disqualification-EPTS	ZBA
Moral Disqualification-Non/EPTS	ZBB
Apathy/Personal Problem	ZBC
Refused to Enlist-Separate Action Initiated	ZBD
Did not Report on Date Scheduled for Active Duty- Separate Action Initiated	ZBE
Concealment of Prior Service	ZBF
Dependency Disqualification	ZCA
Marriage	ZCB
Personal Hardship	ZCC
Failure to Graduate from High School	ZDA
Pursuit of Higher Education	ZDB
Religious Training or Appointment as an Ordained Minister	ZDC
Enlisted in Another Service	ZEA
Recruiting Error	ZEB
Enlisted Misunderstanding	ZEC
No Longer Qualified for Option and Declines Alternate	ZED
Temporarily Disqualified through Loss of Original Option and Declines Alternate	ZEE
Enlistment Into Another Component of the Same Service	ZKC
Other Reason	ZFA
For MEPCOM use only	ZZZ

e. **Records.** Residual files of individuals DEP discharged shall be retained for a period of six years from the date of DEP discharge.

f. Administrative Separation from Delayed Entry (Administrative Remarks, NAVPERS 1070/613) is **not** an annex to DD Form 4 and must be prepared under Article 040107. Signature of Commanding Officer is authorized by direction authority.

**040108. SEPARATION OF ENLISTED PERSONNEL IMMEDIATELY AFTER THE SWEARING-IN CEREMONY.** When an erroneous, fraudulent, or void enlistment is detected immediately after the swearing-in ceremony at the Military Entrance Processing Station (MEPS), take the following action:

a. The MEPS commander revokes any travel order issued assigning the individual to recruit training or other assigned command, and issues an order assigning the individual

to the sponsoring NAVCRUITDIST for appropriate Entry Level Separation (ELS) or discharge processing.

b. The Commanding Officer, NAVCRUITDIST notifies the individual of the erroneous, fraudulent, or void enlistment, and executes an administrative separation. The (NAVPERS 1070/613) Administrative Separation for Failure to Ship to RTC shall be completed, and a copy provided to the individual. The NAVCRUITDIST shall inform MEPS of the individual's administrative separation when completed.

c. The NAVCRUITDIST CO shall ensure the individual's PRIDE record is changed to reflect "unconfirmed" and cancel the individual's reservation for failure to ship to RTC.

**040109. ENLISTEES UNABLE TO GO TO RECRUIT TRAINING FOR MEDICAL REASONS.** The following procedures apply when an enlistee who has entered on active duty at a MEPS subsequently is unable to transfer to recruit training for medical reasons.

**NOTE:** Under no circumstances will the PRIDE reservation be cancelled for individuals covered under this sub-section.

a. Before shipping, the new service member is briefed on what to do in case of a medical emergency. This briefing includes who to contact in an emergency, so that the Navy can ensure the new member receives quality medical care and the member's family is promptly notified and kept up to date on the member's condition.

b. If an enlisted member incurs a medical emergency or incapacitation after the swearing-in ceremony at the MEPS, take the following action:

(1) If the illness or medical problem can be resolved within 24 hours and does not require hospitalization, the MEPS Commander informs the appropriate Commanding Officer, NAVCRUITDIST, modifies the member's original orders, and transfers the individual to the Recruit Training Command.

(2) If the illness or medical problem cannot be resolved within 24 hours and does require hospitalization, the MEPS Commander revokes any travel orders issued assigning the individual to recruit training and informs the appropriate Commanding Officer, NAVCRUITDIST of the medical emergency/problem.

(3) If the illness requires hospitalization, the MEPS Commander notifies the appropriate Commanding Officer, NAVCRUITDIST and issues orders transferring the member to the responsible Navy Recruiting District. The Commanding Officer, NAVCRUITDIST is responsible for ensuring that the applicant is medically provided for until the applicant arrives at the Recruit Training Command. To do this, the CO:

(a) Notifies the Geographic Medical Command (Officer of Medical Affairs) having responsibility for the area in which the member is hospitalized.

**Note:** Geographic Medical Command phone numbers and their areas of responsibility are provided in COMNAVMEDCOMINST 6320.3.

(b) Submits the necessary personnel casualty report per MILPERSMAN Article 1770-010.

(c) Ensures that Recruit Training Command is contacted.

(d) Coordinates with supporting PSD, to ensure member's pay record is established and that orders will be available upon release from the hospital.

(4) The Geographic Medical Command:

(a) Designates the Naval Medical Facility (NMF) responsible for the individual.

(b) Notifies all commands concerned of the patient's status.

(c) Directs disposition of the patient's service record.

c. Immediate notification to the Geographic Medical Command will ensure proper disposition of the hospitalized individual's records and ensures that proper monitoring of patient's condition is maintained by Navy Medical Authority. The Geographic Medical Command:

(1) Designates the Naval Medical Facility (NMF) responsible for the individual.

(2) Notifies all commands concerned of the patient's status.

(3) Directs disposition of the patient's service record.

#### **040110. INJURY OR DEATH OF PERSONNEL IN DEP**

##### **a. Injury or Illness**

(1) Personnel in NAVCRUITCOM, DEP are in Naval Reserve Category "L" which is non-pay, non-participating, Individual Ready Reserve (IRR). Since Navy DEP members in this category are not performing inactive duty training (drills) or active duty for training, they are not entitled to medical or dental care under NAVMEDCOMINST 6320.3, because they are not in a duty status.

(2) DEP members who suffer injury or acute illness while awaiting or undergoing processing at Navy and Marine Corps facilities or MEPS may be furnished emergency hospitalization for that injury or illness under NAVMEDCOMINST 6320.3, which covers applicants for enlistment or reenlistment in the Armed Forces, and applicants for enlistment in the Reserve components.

(3) Per NAVMEDCOMINST 6320.3, DEP members injured while participating in supervised DEP physical exercise programs, including the Initial Fitness Assessment (IFA), Physical Readiness Test (PRT) and Physical Screening Test (PST), may use naval medical and dental facilities when granted Secretary of the Navy designee status. These members may not be authorized to use civilian health care under the TRICARE program. Requests for consideration as a potential designee shall be submitted to Chief, Bureau of Medicine and Surgery (MED 311) via Commander, Navy Recruiting Command (N32). Include sufficient information concerning the injury and the circumstance under which the injury occurred to show cause for approval. The Secretary's discretionary authority is exercised most conservatively; favorable action is usually taken on requests involving instances wherein the treatment is in the best interest of the patient, the Navy, and the government. The mere need of medical care alone will not support approval of such a request.

(4) A DEP member who becomes permanently, non-physically qualified as a result of such injury or illness must be administratively separated from DEP as not eligible for active duty. If a DEP member is only temporarily non-physically qualified for active duty with a definite expected date of being fully qualified, then the individual may be retained in DEP and can be scheduled for a new shipping date as long as DEP length limits will not be exceeded.

(5) If there is enough doubt concerning the recovery of an injured or ill DEP member to full physical eligibility, the person shall be separated from DEP with the prospects of reentry into DEP when the individual's condition warrants. This procedure will avoid holding reservations based on questionable availability of the enlistee.

b. **Death.** When a DEP member dies, the CO, NAVCRUITDIST must send, a report of death in letter form and the DEP service record to Chief of Naval Personnel (Pers-66) with copies of the letter to NAVCRUITCOM (N32) and Area Commander. Include all pertinent information obtainable, such as full name, rate, SSN, date, place, and cause of death, sources of information, and the name and address of next of kin, in this report. The service record must contain the originals only of DD Form 1966, DD Form 4, Annexes, and service record NAVPERS 1070/613 containing the separation entry (Reason death). Mark the service record folder appropriately on the outside cover, "DIED - DEP." Prepare and send to the next of kin a letter of condolence from the Commanding Officer, NAVCRUITDIST. Notify the MEPS Liaison Petty Officer as soon as possible to cancel PRIDE reservation. Persons who die while in DEP are not eligible for death entitlements available to members who die while on active duty or while in a duty status.

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**SECTION 2****REENLISTMENT OF FORMER DEP PERSONNEL****040201. REENLISTMENT OF FORMER DEP PERSONNEL**

a. **Criteria.** A person who has been administratively separated from DEP (from any service) can be reenlisted in DEP or directly accessed, provided the applicant currently meets all enlistment eligibility criteria and provided the reason for separation from DEP is not a factor that will preclude reentry into the service. If the applicant's separation documents are not available; or if separation documents available are not explicit in describing the cause for separation; or if separation documents are not readily available; or if time is limited, use the following procedures: Telephone for the information, but record identity of persons and commands involved in the verbal transaction in the waiver statement signed by the Commanding Officer, NAVCRUITDIST.

DD Form 1966, Section VI, Remarks Waiver Approval Entry:

**(Date): The following information was obtained telephonically between (Name of Persons and Commands involved in verbal Transaction): (Applicant's Name), (SSN) was Separated due to (Reason for Separation) on (Date of Separation) under separation authority (Separation Authority and Article Number) with (Number) of days in DEP.**

\_\_\_\_\_  
**(Signature of Approving Authority)**

b. **Prior Service.** Applicants whose last military status was in DEP, and who were categorized as prior military service before the recent DEP period, must be processed under the pertinent prior service guidance in Volume IV. Applicants whose only military affiliation was in DEP (or who were classified as non-prior service before the recent DEP), are to be processed under the pertinent non-prior service guidance contained in this manual. Such processing is subject to approval by the NAVCRUITDIST CO regarding the DEP separation and is to be accomplished via a CO's enlistment eligibility determination. Such determination approval is to be documented on the DD Form 1966.

c. **MSO and PEBD Credit.** Individuals administratively separated (discharged) from DEP for any reason, including for immediate reentry into another component will not receive credit towards MSO, if eligible, for time in delay status if they later reenlist in DET or as a direct accession. Any future enlistment or appointment of such persons is treated as an original entry into military service and establishes a new start date for computing MSO and maximum allowable time in DEP.

**040202. PROCEDURES UPON ENLISTMENT USN**

a. **Police Checks and Physical Exam.** New police record checks or a complete physical examination are not necessary unless there is a change in either civil involvement, physical condition, or more than 24 months has elapsed since date of initial complete physical examination. A new physical examination may also be given if deemed appropriate by the recruiting activity or MEPS.

b. **Review of Documents.** The DEP enlistee will be required to review DD Form 2807-1 immediately prior to enlistment USN.

**040203. DELAYED ENTRY PROGRAM ENLISTMENTS AT OTHER THAN MEPS.**

NAVCRUITDIST CO may authorize DEP enlistments under this chapter, to be made at NAVCRUITDIST facilities or other facilities considered appropriate for an enlistment ceremony.

a. **Ceremony.** In all cases, enlistments will be made with the United States of America flag prominently placed. The enlistment oath is administered by a commissioned officer who, must indicate after signing, on DD Form 4, the grade, branch of service and capacity in which he or she is serving at the time of administering the oath.

b. **Physical Exam.** Enlistment will not be effected until the applicant has been determined to be physically qualified for enlistment by a MEPS-administered medical examination. Enlistments must be made within 72 hours of the physical examination or inspection.

c. **Eligibility Requirements.** Applicants enlisted DEP under this paragraph must meet all enlistment eligibility requirements listed in Chapter 2 in addition to those qualifications listed in Volume IV (for NAVETs and OSVETs).

d. **Documents.** All other forms/documents in connection with a DEP enlistment must be completed as required in Chapter 3.

e. **MEPS Date.** Necessary enlistment data input must be provided to MEPS in a timely manner, normally on the day of enlistment or within 24 hours. Use a copy of DD Form 1966 as the input document.

**040204. MEPS PROCEDURES FOR HANDLING DISCHARGE FROM DEP OR FOR ENLISTMENT WITH ANOTHER SERVICE.** If the MEPS is aware that an applicant is in the DEP of one service and is processing for the DEP or active enlistment of another service, MEPS will stop the processing until such time as the first service provides the proper documentation to MEPS indicating that the applicant has been discharged from their DEP. In situations such as these, the MEPS will notify both service representatives concerned so that the matter can be resolved expeditiously.

**040205. PROCEDURES TO CHANGE ENLISTMENT PROGRAMS BEFORE STARTING ACTIVE DUTY OR ACTIVE DUTY FOR TRAINING AND DEPARTURE FOR RTC.**

a. **General Procedures.** Persons in DEP may change enlistment programs provided the decision to do so is mutually agreed upon to be in the best interests of the applicant and the Navy, and provided the applicant is qualified for the desired program. Changes between Regular and Reserve component programs are made by an administrative separation followed by immediate reenlistment in DEP for the new program. Program changes within the same Reserve or Regular component accession path can be made with appropriate administrative adjustments to the contract without resorting to administrative separation solely for the purpose of changing programs.

b. **Telephone Reclassifications**

(1) Keep telephonic reclassifications to an absolute minimum and use only as a last resort; however, there are occasions when it will be impossible or impractical for the recruiter to have the applicant at MEPS to see the classifier.

**Example:** The applicant is physically unable to go to the MEPS, the distance from the Navy Recruiting Station to the MEPS precludes the recruiter is taking the applicant to MEPS.

**Note:** The Enlisted Programs Officer (R-OPS) will approve on a case-by-case basis all telephonic reclassifications. For component changes USN to USNR or USNR to USN, the applicant must be present at MEPS; telephone interviews are **not** authorized.

(2) For all “roll-outs,” the Commanding Officer, Executive Officer or the Enlisted Programs Officer (when the CO/XO are not present) decides whether or not an applicant will be rolled out. This rule applies whether or not the applicant is present at MEPS. A DEP Action Request (DAR) must be completed and placed in the Future Sailor’s residual file.

(3) If approved, the R-OPS calls the Enlisted Processing Division Supervisor (EPDS) at MEPS giving the EPDS/classifier the approval to conduct a telephonic reclassification.

(4) The classifier calls the recruiter to set-up an appointment for the telephonic interview.

(5) The recruiter will have the applicant at the Navy Recruiting Station. The recruiter calls the classifier at MEPS, who conducts an interview with an applicant.

(6) If the applicant's program changes, the classifier will do the following:

(a) After obtaining a new reservation in the PRIDE System.

(b) Mark the old annex as follows:

**(Date): Annex ( ) is superseded by Annex ( ).**

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**(Signature of Enlisting Officer)**

(c) Prepare the new annex and update the appropriate sections of DD Form 1966. TeleFax the new annex to the Navy Recruiting Station.

(7) The recruiter will have the applicant read and sign the new annex. The recruiter will then telefax the signed annex to the classifier. The classifier places the telefaxed copy into the applicant's service record. Do not cancel original reservation without applicant's acknowledgement and consent. Ensure all newly signed annexes are received and correct prior to cancelling the old reservation.

(8) The applicant must go to MEPS and sign the new annex as soon as possible. If the applicant is unable to go to MEPS, the classifier provides the recruiter with the new annex for the applicant's signature. Once the applicant signs, the recruiter returns the annex to the MEPS for the classifier to file in the applicant's service record in place of the telefaxed copy.

(9) The MEPS Liaison Petty Officer must ensure that MEPS MIRS system has been updated. If the applicant has an USNR program, the MEPS Liaison Petty Officer ensures that MEPS receives the updated information to prepare an "amendment to Reserve orders."

(10) If the applicant has an USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (e.g., "Annex B replaces Annex A").

(11) In all cases, both the new and old annexes are retained in the applicant's service record and residual file.

(12) To ensure integrity of the DEP pool, the Commanding Officer and R-OPS should monitor the PRIDE ATRSEE report to ensure that each applicant who has been "rolled out" was authorized.

(13) If the applicant's accession date is the only change, the classifier updates the applicable sections of DD Form 1966 with the new accession date information. The MEPS Liaison Petty Officer must ensure the MEPS MIRS system has been updated. If the applicant has an USNR program, the MEPS Liaison Petty Officer ensures that MEPS receives the updated information to prepare an "amendment to Reserve orders".

**c. Changes between Regular and Reserve Components.** The following procedures are applicable for changing enlistment programs between Regular and Reserve Component programs (such as, crossover between USN 4/5/6YO to a USNR NAT/FTS or vice versa):

(1) Cancel the PRIDE reservation for the old program. This is an attrite from the respective component.

(2) Prepare a NAVPERS 1070/613 (Administrative Separation from Delayed Entry) and forward/coordinate with MEPS to clear the member from MIRS and to offset enlistments into the "new" Component.

(3) Build a new enlistment kit. Forms and documents for the previous kit may be used. Reenlist the member in the "new" program with a new DD Form 4 and destroy the old DD Form 4.

**d. Changes Within Same Component Path.** The following procedures are applicable for changing enlistment programs within the **same** Reserve or Regular component accession path (such as, change from 4YO to 5YO USN enlistment; change from NAT to FTS "A" School):

(1) The applicant must be present at MEPS for a face to face interview with the classifier.

(2) If the applicant's program changes, the classifier will do the following:

(a) After obtaining a new reservation in the PRIDE System, cancel the old reservation.

(b) Mark the old annex as follows:

**(Date): Annex ( ) is superseded by Annex ( ).**

\_\_\_\_\_  
**(Signature of Enlisting Officer)**

(c) Prepare the new annex and update the applicable sections of DD Form 1966. Ask the applicant to read and sign the new annex.

(3) The MEPS Liaison Petty Officer must ensure that MIRS has been updated. If the applicant has an USNR program, the MEPS Liaison Petty Officer ensures that MEPS receives the updated information to prepare an amendment to Reserve orders.

(4) If the applicant has a USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (i.e., Annex B replaces Annex A).

(5) In all cases, both the new and old annexes must be retained in the applicant's service record and residual file.

(6) To ensure the integrity of the DEP pool, the Commanding Officer and R-OPS should monitor the PRIDE ATRSEE report to ensure that each applicant who has been rolled out was authorized.

## CHAPTER 5

### AFTER THE SALE

**050101. APPLICANT BRIEFING.** Recruiting personnel must brief all applicants for enlistment on Navy life, especially what they can expect during the early recruit training phases. In addition, recruiters shall show all applicants the films *Recruit Training – The Beginning*, *Zero Tolerance*, *Drug Testing in Navy Boot Camp*, and *Mutual Respect*. These are excellent aids for conditions to be expected during the early training phases.

a. Re-enlistees. Recruiters shall also show the film *Zero Tolerance* to prior service applicants before reenlistments. This film, approximately six minutes in length, provides a brief look at the Navy's drug policy and the reasons why drug use is not tolerated in the Navy.

b. Non U. S. Citizens. Non U. S. citizen applicants (permanent resident aliens) shall be briefed about the expeditious processing of requests to become naturalized citizens with the United States Citizenship and Immigration Services (USCIS) that results from service in the U. S. military. Non U. S. citizen service members may become naturalized citizens after completing **one** years of honorable service, provided they maintain all other USCIS eligibility requirements. The naturalization process normally takes up to five years for permanent resident aliens without U. S. military service.

**Note:** There is currently no requirement for a Navy service member to become Naturalized for retention or continued service.

**050102. IMMUNIZATION RECORDS.** To prevent unnecessary immunizations at RTC, new recruits must bring documentation on any immunizations received since birth.

a. Acceptable forms of documentation include yellow "shot cards", letters from physicians on letterhead stationery, and copies of medical records from school health programs, doctors' offices, clinics, hospitals, emergency rooms. or a completed immunization form as indicated below.

b. Recruiters must advise new recruits that if they do not provide proof of current vaccinations, they will receive the following vaccinations at RTC: measles, mumps, rubella (MMR); polio; yellow fever; and diphtheria-tetanus (DT or DPT), Hepatitis A, Hepatitis B, Meningococcal, and Gardasil.

c. Immunization Information for Navy Recruit Training.

(a) Recruiters shall request applicants provide a copy of their immunization record with their school transcript or diploma. When received, attach the immunization record to the applicant's Medical Pre-Screening Form, DD Form 2246, prior to

enlistment on active duty. The immunization record is not required for processing through MEPS or enlistment into the Delayed Entry Program.

(b) Should the applicant fail to provide a copy of their immunization record prior to enlistment, make the following entry in Section VI, Remarks, of the DD Form 1966: "Immunization Record not available from school, health programs, doctor's offices, clinics, hospitals, or emergency rooms".

**050103. ZERO TOLERANCE POLICY.** Recruiters shall thoroughly brief each new recruit on the Navy's Zero Tolerance Policy. Inform the enlistee that urinalysis drug testing takes place within 24 hours of arrival at RTC and must stress that a positive urinalysis will result in immediate discharge.

**050104. TRAINING PERIOD (RTC).** Recruit training is the period when the recruit adjusts to the Navy life. Advise new recruits that the training is rigorous and designed to test the recruit's ability and motivation to become a member of the Navy team. Those who do not meet the stringent Navy standards will be discharged. Discharge for fraudulent enlistment can result if information not disclosed during the recruiting process is revealed at a later time.

a. New recruits must realize and understand that Navy life requires discipline and adherence to regulations and that these requirements are necessary for the well being of the individual as well as the group as a whole.

b. Encourage new recruits to ask questions, read and understand everything they sign during the recruiting process and while at RTC.

c. Each new recruit must understand that graduation from boot camp may be delayed for various reasons, including illness, academic failure, emergency leave, disciplinary problems, lack of motivation, or failure to meet minimum swimming and physical training requirements.

**050105. ADDITIONAL INFORMATION FOR NEW RECRUITS**

a. Additional Training. All recruits not attending Class "A" School immediately following recruit training will remain for four additional weeks of Seaman or Airman Apprentice Training.

b. Life Insurance. Encourage applicants for enlistment and reenlistment who have either U. S. Government National Life Insurance and/or commercial life insurance policies to retain these policies until they can be adequately informed of their rights under the Serviceman's and Veteran's Survivor Benefits Act. Applicants and their parents must be advised that the Navy does not sell insurance or endorse any commercial insurance company. Therefore, the enlistee must be careful in obtaining insurance before receiving full information on the rights of the enlistee under the

aforementioned Act. This information is normally provided at the indoctrination training schools or can be obtained at the first permanent duty station.

- b. Transportation. MEPS will arrange transportation to RTC Great Lakes. New recruits' luggage is their responsibility and they must personally **carry** it aboard the plane, train, or bus. Transportation from airlines/train/bus terminal to RTC is handled as follows: New recruits arriving at O'Hare International Airport are taken to RTC via NAVTRANS bus. The bus service begins at 0755 and runs until 2215 Monday through Friday, with buses leaving approximately every two hours. The service runs from 0755 to 1625 on Saturdays. New recruits arriving after regular bus service hours (or at any time at the train or bus terminals) must go to the USO to arrange transportation.

**NOTE:** Future Sailors taking personal hygiene products to RTC must be made aware of TSA regulations restricting liquids to 3 oz. and no aerosol products or gels. All 3 oz. liquid containers must be inside 1 one gallon zip type bag.

- d. Fraternization. Advise a new recruit that once they arrive at RTC, there is no talking or socializing between the sexes. Any recruit that breaks this rule may be set back two weeks in training.

**050106. SPECIFIC INFORMATION FOR MALE NEW RECRUITS.** Because storage space is extremely limited at RTC, instruct new recruits to limit the amount of personal effects brought with them, and keep luggage to a maximum of one small gym or travel bag. Advise new recruits reporting to RTC during winter months (October through April) to wear warm outer clothing. Counsel new recruits that during in-processing they will be required to mail any item not listed above, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing shall not be stored at RTC. In addition to the clothing worn on the trip, new recruits may also bring:

- a. One pair of prescription glasses (most recent pair) and reading glasses. NEW recruits are **not allowed** to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the new recruit may wear the contact lenses to RTC and bring a contact lens case with a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will then no longer be permitted.

- b. Money – maximum of \$50
- c. Light sweater/jacket for winter months
- d. Completed Direct Deposit Sign-Up (Standard Form 1198A)
- e. Check book and ATM card

- f. Photo Identification/ Drivers license
- g. Two pairs of clean socks
- h. Prescription drugs with identifying prescription labels
- i. Small Bible
- j. One pair of athletic footwear (running shoes) if size 5 or smaller or 17 or larger or greater than EE in width. No high top running shoes.
- k. Social Security Card
- l. Two pair clean underwear
- m. One pre-paid calling card

**Note:** At a designated time, new recruits will be sent to the dispensary at RTC for medical evaluation.

n. Additional Items to Bring, if Applicable

- (1) Immunization Record
- (2) Small address book
- (3) Jewelry (limit to Wedding Ring, Watch, Religious Medallion)
- (4) Retainers with case
- (5) Passport
- (6) Credit Cards

(7) Family Papers. Advise new recruits to bring copies (not originals) of their marriage certificate, dependents' birth certificates and proof of dependents' social security numbers, in order to properly enroll dependents into DEERS. This can be accomplished by certified copies of their dependents' social security cards or any Social Security Administration issued document with the dependent's social security numbers on it. **This is a shipping requirement.** Shipping without verification of dependents' social security numbers is not authorized. These documents will be scanned into RAPIDS at RTC and are necessary to register allotments. Recruits must also bring copies of court decrees pertaining to alimony and child support. Additionally, if either the wife or husband has been previously divorced, a certified copy of divorce documents is required.

(8) Alien Papers. Advise alien recruits to bring a copy of their certificate of entry.

**050107. SPECIFIC INFORMATION FOR FEMALE NEW RECRUITS.** Because storage space is extremely limited at RTC, instruct new recruits to limit the amount of personal effects brought with them, and keep luggage to a maximum of one small gym or travel bag. Advise new recruits reporting to RTC during winter months (October through April) to wear warm outer clothing. Counsel new recruits that during in-processing they will be required to mail any item not listed above, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing shall not be stored at RTC. In addition to the clothing worn on the trip, new recruits may also bring:

a. One pair of prescription glasses (most recent pair) and reading glasses. New recruits are **not allowed** to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the new recruit may wear the contact lenses to RTC and bring a contact lens case with a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will then no longer be permitted.

b. Money – maximum of \$50

c. Light sweater/jacket for winter months

d. Completed Direct Deposit Sign-Up (Standard Form 1198A)

e. Check book and ATM card

f. Photo Identification/ Drivers license

g. Two pairs of clean socks

h. Prescription drugs with identifying prescription labels

i. Small Bible

j. One pair of athletic footwear (running shoes) if size 5 or smaller or 17 or larger or greater than EE in width. No high top running shoes

k. Social Security Card

l. Six white cotton panties

j. One full cup bra n. One sports bra if 40 DD or larger

o. One pre-paid calling card

**Note:** At a designated time, new recruits will be sent to the dispensary at RTC for medical evaluation.

p. Additional Items to Bring, if Applicable

(1) Immunization Record

(2) Small address book

(3) Jewelry (limit to Wedding Ring, Watch, Religious Medallion)

(4) Retainers with case

(5) Passport

(6) Credit Cards

(7) Conservative nightwear/lingerie

(8) Basic makeup (due to time constraints and a lack of personal storage space, new recruits are not permitted to wear makeup except during photographs, family night, and on graduation liberty). No glass items, including mirrors, are permitted.

(9) Additional medical documents (See Note 2)

(10) Family Papers. Advise new recruits to bring copies (not originals) of their marriage certificate, dependents' birth certificates and proof of dependents' social security numbers, in order to properly enroll dependents into DEERS. This can be accomplished by certified copies of their dependents' social security cards or any Social Security Administration issued document with the dependent's social security numbers on it. **This is a shipping requirement.** Shipping without verification of dependents' social security numbers is not authorized. These documents will be scanned into RAPIDS at RTC and are necessary to register allotments. Recruits must also bring copies of court decrees pertaining to alimony and child support. Additionally, if either the wife or husband has been previously divorced, a certified copy of divorce documents is required.

(11) Alien Papers. Advise alien recruits to bring a copy of their certificate of entry.

**Note 1:** Sanitary items sufficient for one week, as required.

**Note 2:** Female lingerie will be inspected upon reporting, and if within specifications, will be authorized for wear. New recruits have an active schedule of physical training and conditioning. Women may bring a familiar brand of lingerie if deemed necessary; however, suitable lingerie is issued as part of the sea bag.

q. Hair. Female new recruits may travel to RTC with their hair styled as desired. The standard hair length for females may touch but not fall below a horizontal line level with the lower edge of the back of the uniform collar. Females will have their hair cut (styled) to military standards after reporting to RTC for a nominal fee.

r. Medical Processing. To expedite medical processing, encourage all female recruits who have had a PAP smear/pelvic examination during the six months prior to shipping to bring their test results to RTC. Additionally, encourage all new recruits who are currently using birth control pills, to bring copies of exam records (in addition to the pills) specifying type(s) of birth control pills both presently and previously prescribed.

s. Medical Information for Female New Recruits. To help medical providers serve you promptly at the Recruit Training Command (RTC), we **strongly recommend** that:

(1) If you had a PAP smear and pelvic exam completed within the past six months, bring a copy of the report of this exam to RTC with you.

(2) If you are currently using an oral contraceptive (birth control pills), bring copies of exam records specifying the type(s) of oral contraceptive(s) both presently and previously prescribed.

(3) Consulting a physician just to obtain these items, if you have not previously done so, is **not required**.

(4) This is a voluntary effort, but will help prevent unnecessary exams and late delays in transfer. You will receive a pregnancy test within three days of arrival at Recruit Training. If the test results are positive, you will be discharged.

#### **050108. ITEMS THAT WILL BE SENT HOME.**

- a. All alcohol based health and comfort items
- b. All electronic items
- c. Curling irons
- d. All books and magazines
- e. Cards, dice, or other gambling paraphernalia
- f. Large and bulky stationary
- g. Large plastic picks, rakes, etc., or any made of metal
- h. Anything in glass containers, including mirrors

- i. Double-edge razor blades
- j. Cigarettes, cigars, pipes, tobacco (smoking, chewing, or dipping)
- k. Large deodorants (larger than three ounces)

l. All miscellaneous items that are large or bulky and are of significant value or deemed not required for training will be sent home or donated to a local charity, at the recruit's discretion.

- m. All other items deemed unnecessary

**050109. ITEMS THAT WILL BE CONFISCATED AT RECRUIT TRAINING.** All items not listed above will be confiscated at time of arrival at RTC.

**050110. NON-PRESCRIPTION DRUGS AND MEDICATIONS.** All non-prescription drugs and medications will be confiscated and disposed of and/or mailed home. These include, but are not limited to, the following:

- a. Phisoderm, Phisohex, and similar products
- b. Foot powders
- c. Rubbing alcohol
- d. Motion sickness medication
- e. Commercial sleeping aid
- f. Decongestants
- g. Acne medication
- h. Antihistamines
- i. Analgesics
- j. Eyewash (with the exception of saline solution for contact lenses)
- k. Sex-related materials (including diaphragms and condoms)
- l. Vitamins