



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

Canc frp: Sep 12

COMNAVCRUITCOMNOTE 1001  
N1

31 Oct 2011

COMNAVCRUITCOM NOTICE 1001

From: Commander, Navy Recruiting Command

Subj: NAVY RESERVE CANVASSER RECRUITER SUBMISSION GUIDELINES

Ref: (a) BUPERSINST 1001.40B

Encl: (1) Pre-Screen New Hire Eligibility Request  
(2) Navy Recruiting Canvasser Recruiter Recommendation

1. Purpose. To publish fiscal year (FY) 2012 new hire, continuation and non-continuation submission requirements for Canvasser Recruiters (CANREC).

2. Background. Guidance is established annually for Navy Recruiting Districts (NAVCRUIDISTS) to hire CANRECs in support of Navy Recruiting Command (NAVCRUITCOM) overall production.

3. Action. Reference (a) establishes eligibility criteria and documentation required to be submitted for new hires, continuation and non-continuation CANREC packages.

a. New Hire Plan for FY12

(1) CANREC new hires are based on FY12 losses (one-for-one).

(2) Officer new hires must be O3 and below.

b. New Hire Applicants

(1) NAVCRUITDIST Commanding Officers shall submit enclosure (1) electronically to Navy Personnel Command Reserve Board Support and Full Time Support (FTS) Management (PERS 92) for a pre-eligibility determination prior to submitting a new hire package.

(2) NAVCRUITDIST Commanding Officers shall submit eligible new hire packages per reference (a) to PERS 92 for approval or disapproval via Navy Recruiting Region (NAVCRUITREG)

and NAVCRUITCOM Manpower and Human Resources (N1). Enclosure (2) must be included in new hire packages.

c. Continuation and Non-continuation Requests

(1) NAVCRUITDIST Commanding Officers shall submit current CANREC continuation or non-continuation requests in accordance with reference (a) to PERS 92 via NAVCRUITREG and NAVCRUITCOM N1 for approval or disapproval.

(2) Continuation or non-continuation requests must be submitted 90 days in advance of a member's Projected Rotation Date (PRD).

(3) CANREC requesting non-continuation must include a signed letter stating request.

4. This notice shall be revised annually establishing fiscal year quotas and submission deadlines.

/s/  
R. L. GRAF  
Deputy

Distribution:  
Electronic only, via  
<http://www.cnrc.navy.mil/Publications/directives.htm>

**Pre-Screen New Hire Eligibility Request**

**Applicant Information**

1. Rate/Rank: \_\_\_\_\_ 2. Name: \_\_\_\_\_
  3. Full SSN: \_\_\_\_\_ 4. Date: \_\_\_\_\_
  5. What billet requesting to be hired to: \_\_\_\_\_  
(NRD, NRPS, NRS, etc.)
  6. Current Address: \_\_\_\_\_  
\_\_\_\_\_
  7. Does applicant reside within 50 miles of station location?  
(Yes or No)
- 

**Navy Recruiting District Point of Contact**

1. Navy Recruiting District Point of Contact:
    - a. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
    - b. Email: \_\_\_\_\_
- 

**PERS 92 Pre-Screen Eligible / Ineligible**

1. \_\_\_\_\_ is eligible/ineligible for new hire.  
(Applicant name)
2. Is applicant on Active Duty Special Work (ADSW) or Mobilization orders? \_\_\_\_\_; if so, when is the ending date \_\_\_\_\_.
3. Enlisted only - what is the member's Expiration of Reserve Enlistment (EREN) date? \_\_\_\_\_
4. Comments: \_\_\_\_\_
5. Verified by: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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Enclosure (1)

**Navy Recruiting Canvasser Recruiter Recommendation**

**Navy Recruiting Region (East or West) Recommendation**

1. \_\_\_\_\_ is recommended/not recommended for:  
(Applicant name)

New Hire / Continuation / Non-Continuation

2. Comments: \_\_\_\_\_

3. Navy Recruiting District (billet) \_\_\_\_\_

4. Completed by: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) (Date)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Navy Recruiting Command Manpower and Human Resources (N1)**

1. \_\_\_\_\_ is recommended/not recommended for:  
(Applicant name)

New Hire / Continuation / Non-Continuation

2. Comments: \_\_\_\_\_

3. Completed by: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) (Date)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Date forwarded to PERS 92: \_\_\_\_\_

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