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

COMNAVCRUITCOMINST 1100.8F
OOC
14 Jul 2009

COMNAVCRUITCOM INSTRUCTION 1100.8F

From: Commander, Navy Recruiting Command

Subj: CAMPUS LIAISON OFFICER (CLO)

Ref: (a) CNO Program Authorization (PA) 230 of January 2009
(b) NAVCRUITCOMINST 1131.2
(c) BUPERSINST 1001.39
(d) COMNAVRESFORINST 1001.5
(e) BUPERSINST 1610.10

Encl: (1) Sample Letter Requesting Assignment as CLO and Pre-Screen Information
(2) CLO Application Flowchart
(3) CLO Check-Off Sheet
(4) CLO Designation Letter
(5) CLO Guide

1. Purpose. To define the mission, functions, responsibilities, and application process for CLOs and to provide guidance for program management and administration.

2. Cancellation. COMNAVCRUITCOMINST 1100.8E. This instruction has been completely revised and should be read in its entirety. CLO's will be provided with a copy of enclosure (5).

3. Background. Campus Liaison Officers (CLOs) are college/ seminary faculty members, administrators, and administrative professionals who are affiliated with a Community College or University level educational facility. Per reference (a), the CLO Program commissions Ensigns as Human Resource (HR) Officers (Designator 1205) through the Reserve Component Direct Commissioning Program to assist the Navy Recruiting Command in diversity officer recruiting. Specifically, the purpose of this program is to increase diversity community awareness of the opportunities and upward mobility available to all persons in the Navy as well as to increase Navy diversity officer accessions.

a. Age: Must not have passed their 42nd birthday at time of commissioning. Prior qualifying service (enlisted or

commissioned) will be considered for year-for-year credit up to age 50. Prior commissioned officers, if selected for this program, may return at their prior rank. Non-prior service personnel over 42 may be considered for a waiver provide:

(1) Community professional review board recommends the member for commissioning and will accept the applicant over the age requirement.

(2) The applicant understands and acknowledges in writing that he/she may not be able to serve long enough to obtain a retirement (regular or reserve).

b. Education. Must have a Baccalaureate degree or higher from an accredited college or university.

c. Work experience. Must be a full time faculty member, either teaching or administrative, of a two year or four year accredited college or university, where there is a significant diversity student population.

d. Enlisted Reservists (SELRES or IRR). SELRES on extended or recall orders (Mobilization, one, two, or three-year recall, ADSW) may apply but must complete their active duty obligation under current orders before being commissioned. Those serving on active duty, including Full Time Support (FTS) are not eligible to apply. Other Service Commissioned Officers may apply, but must submit an Inter-Service Transfer (IST) via their current and prospective chains of command for approval.

5. Application Guidelines

a. CLO applicants must be in a civilian or reserve status, and have a relationship with a Navy approved accredited education program. Applicants must obtain a letter of approval from the College President or Provost in order to serve in that role.

b. Requests for assignment as a CLO should be submitted per enclosure (1) prior to completing the application kit process.

c. Upon approval, applications for the CLO program should be submitted to NAVCRUITCOM (00C) per reference (b).

6. Obligated Service. Per reference (a), all CLOs will be required to serve eight years in the Ready Reserve, beginning on the date of commissioning.

7. Responsibilities

a. Commander, Navy Recruiting Command (COMNAVCRUITCOM) will designate all CLOs in writing as per enclosure (4).

b. Diversity Advisor to NAVCRUITCOM (00C) will:

(1) Serve as the CLO Program Manager.

(2) Implement NAVCRUITCOM policies and instructions concerning the management, training and appointment of CLOs.

(3) Maintain a current list of all CLOs.

(4) Maintain files for each CLO consisting of copies of drill reports, awards, and all other pertinent documentation, which may be useful to the CLO in the future.

(5) Monitor the Navy Recruiting Region and Navy Recruiting District CLO program management.

(6) Coordinate the selection process for all applicants.

(7) Track the application through completion to ensure expeditious notification to the NAVCRUITDIST and applicant.

(8) Coordinate national CLO conferences.

(9) Disseminate Officer or Enlisted program changes and other updates to CLOs in a timely manner.

c. Navy Recruiting Region Commanders will:

(1) Execute NAVCRUITCOM policies and instructions concerning the program.

(2) Ensure NAVCRUITDISTs properly administer all CLO Navy Reserve administrative requirements.

(3) Endorse and forward to NAVCRUITCOM (00C) screening documents for CLO applications submitted by NAVCRUITDISTs.

(4) Provide personal interest and leadership as necessary to ensure NAVCRUITDIST Commanding Officers are effectively counseling, motivating, managing, administering, tasking, and utilizing assigned CLOs.

(5) Endorse and forward requests for termination of CLOs to NAVCRUITCOM (00C).

(6) Assign the NAVCRUITREG Diversity Officer the collateral duty of CLO Regional Manager. Assignments and reliefs, as occurring, shall be reported to NAVCRUITCOM (00C). Officers assigned must be very familiar with all CLO program directives, including references (c) and (d), and will:

(a) Serve as primary points of contact for all matters pertaining to the program and for CLOs within the NAVCRUITREG.

(b) Ensure all NAVCRUITREG and NAVCRUITDIST CLO training requirements are scheduled and completed in a timely manner. (Enclosure (5) provides the required topic areas in TAB E)

(c) Ensure training records are properly maintained.

(d) Maintain a copy of all CLO drill reports for CLOs within the NAVCRUITREG.

(e) Ensure NAVCRUITREGs appropriately budget for CLO training and travel in support of Diversity recruiting.

(f) Ensure NAVCRUITDISTs proactively take all steps necessary to recruit a CLO candidate to ensure they have all the necessary tools and resources available to accomplish their mission.

d. NAVCRUITDIST Commanding Officers will:

(1) Execute NAVCRUITCOM policies and instructions concerning the program.

(2) Recruit qualified college faculty members, administrators, and administrative professionals for appointment as CLOs. Additionally, each NAVCRUITDIST shall recruit and maintain a minimum of one CLO.

(3) Screen and process applicants for the program per reference (b), utilizing enclosures (1) through (3).

(4) Schedule and fund through responsible Region, all CLO training requirements and maintain training records.

(5) Provide new Campus Liaison Officers with a Welcome Aboard letter scheduling the NAVCRUITDIST orientation visit and identifying reporting responsibilities to the Executive Officer, Operations Officer and the Officer Programs Officer. (TAB F, of enclosure (5), provides a sample letter.)

(6) Meet with each CLO assigned to the NAVCRUITDIST prior to the beginning of each quarter to develop recruiting objectives and tasking requirements for the upcoming year. After this meeting, task CLOs in writing to accomplish the objectives (See Tab A of enclosure (5)).

(7) Provide personal interest, leadership, and counseling, as necessary, to ensure all CLOs are provided adequate support to accomplish their assigned recruiting objectives.

(8) Assign the OPO the collateral duty of CLO Management Officer. The NAVCRUITDIST CLO Management Officer shall be intimately familiar with all program directives, references (c) and (d) and shall:

(a) Serve as the primary point of contact to NAVCRUITCOM (00C) for all matters pertaining to the CLO program and CLOs within the NAVCRUITDIST.

(b) Serve as a liaison between the Reserve activity and the CLO.

(c) Ensure each CLO is properly affiliated with the Navy Operational Support Center (NOSC).

(d) Ensure monthly drill reports are submitted to the appropriate NOSC and that a copy of each is maintained in the CLO’s personal file.

(9) Hold routine meetings with the CLO. If a personal meeting is geographically unfeasible, contact the CLO by phone monthly and in person on a quarterly basis.

(10) Ensure CLOs are invited to all OPO Production meetings, conferences and award ceremonies. Provide the CLO a schedule of all other NAVCRUITDIST meetings (EPO, RDAC, EDSPEC, marketing, etc.) with an open invitation to attend.

(11) Submit annual fitness reports per reference (e).

(12) By the 10th of the month, compute the number of drills performed by the CLO the previous month and submit the certification letter to the appropriate NOSC with a copy to the CLO, NAVCRUITCOM Diversity Program Manager (OOC), and the NAVCRUITREG CLO Assistance Officer.

(13) Request Invitational Travel Orders (ITOs) or Active Duty Training (ADT) orders with pay on all occasions when CLOs have been tasked or requested by NAVCRUITREG or the NAVCRUITDIST to attend and participate in activities, meetings, conventions, conferences, training, or selection boards outside the immediate locale of the CLO.

(14) Endorse and forward initial (one-time) uniform allowance claims per reference (d). Initial (one-time) uniform allowance claims may be filed after the CLO has earned 14 active/inactive duty points.

(15) Maintain a listing of all referrals and accessions attributable to each CLO. All individuals accessed as a result of a CLO’s efforts will be counted as an accession once the recruiter receives official notification of the accession.

(16) Forward all requests for voluntary and involuntary termination of CLOs to the NAVCRUITREG CLO Assistance Officer. Notify the CLO Assistance Officer of a CLO’s termination of employment with the college or university.

(17) Award a Navy Recruiting Command Gold Wreath or star to each CLO who fulfills the assigned tasking on the same schedule as that of NAVCRUITDIST Officer Recruiters. Nominate the CLO for other awards as appropriate.

e. NAVCRUITDIST CLOs shall:

(1) Perform drill activities as tasked by the NAVCRUITDIST Commanding Officer. (Ideas and samples are provided in the CLO Handbook.)

(2) Refer the names of prospects for all Navy programs to the NAVCRUITDIST.

(3) Create and coordinate Diversity recruiting opportunities for recruiters on their campus and other campuses in the vicinity.

(4) Maintain close liaison with the Professor of Navy Science (PNS) of the NROTC unit(s) (if a unit is assigned) and the NAVCRUITDIST to enhance relationships with colleges, universities and the communities.

(5) Wear the appropriate Navy uniform when performing Navy Reserve drills for retirement points. Abide by Navy grooming standards when in uniform.

(6) Meet at least quarterly with the NAVCRUITDIST Commanding Officer. If a personal meeting is geographically unfeasible, ensure contact with the Commanding Officer by phone, and in person on a quarterly basis.

(7) Maintain close liaison with the NAVCRUITDIST CLO Management Officer on all matters pertaining to CLO affiliation and the Navy Reserve.

(8) Not later than the last working day of each month, submit the CLO Monthly Drill Activity Report to the NAVCRUITDIST with a copy to the NAVCRUITREG CLO Assistance Officer and NAVCRUITCOM Diversity Programs Division Director.

(9) If CLO affiliation is no longer desired, submit a NAVRES 1305/5 requesting termination to the appropriate Navy Operational Support Center (NOSC via the NAVCRUITDIST and NAVCRUITREG with a copy to NAVCRUITCOM (OOC).

/s/
R. R. BRAUN
Deputy

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

Sample Letter Requesting Assignment as CLO

From: (*Rank, Name, SSN, Corps, USN, and Designator*)
To: Commander, Navy Recruiting Command (00C)
Via: Officer Programs Officer, (*Insert Local NAVCRUITDIST*)

Subj: REQUEST ASSIGNMENT AS CAMPUS LIAISON OFFICER (CLO)

Ref: (a) COMNAVCRUITCOMINST 1100.8

Encl: (1) CLO Pre-Screen Form
(2) Current Curriculum Vita or Resume
(3) Description of Current Affiliations/Relationships
(4) DD-214 (if applicable)
(5) Acknowledgement Letter from College or University

1. Per reference (a), I request assignment as a CLO for (*name and location of school*). Enclosures (1) through (5) are provided for review during the CLO Selection Board.

2. The following information is provided for placement into the official CLO directory:

a. Full name/degree

b. Professional school appointment/affiliation

c. Academic title

d. Specialty - Document any advanced degrees

e. Business address, telephone, fax, email

f. Home address and telephone number (will not be publicized)

_____
(*Signature of Applicant*)

PRIVACY ACT

AUTHORITY Privacy Act of 1974, 5 USC 552a.
PRINCIPAL PURPOSE The information is to determine eligibility for selection for Campus Liaison Officer. The information constitutes the minimum required to determine current eligibility.
ROUTINE USE The information provided on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence by Navy Officers and employees of the Navy Recruiting Command to determine eligibility.

CLO Pre-Screen Information

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1. Name:

2. Address:

3. Phone Number:

4. Age: Date of Birth:

5. Education level:

6. Employment Status: Faculty____ Professional Staff_____ Administration ____

7. Prior Military Experience: Y N (*Circle One*)

8. Are you willing to wear the Navy uniform?
Y N (*Circle One*)

9. Are you able to travel to at least two CLO conferences per year? Y N (*Circle One*)

10. Are you willing to actively promote Navy programs on your campus? Y N (*Circle One*)

11. President/Chancellor approval: Y N (*Circle One*)

12. Present Employment: (*Job title and brief job description*):

_____
_____

13. Demonstrated experience in working with under represented populations:

_____
_____

CLO Pre-Screen Information (Continued)

14. List community organizations with which you are actively involved:

_____
_____
_____

15. Provide a list of at least five university or community leaders with whom you actively network:

_____
_____
_____
_____
_____

CLO Application Flowchart

1. Locate qualified and interested CLO.

2. NAVCRUITDIST - Have applicant complete pre-screen per COMNAVCRUITCOMINST 1100.8.

3. NAVCRUITDIST - Forward prescreen documents to OOC via NAVCRUITREG.

4. 00C - Review prescreen documents for further processing.

5. 00C - Notify NAVCRUITDIST via NAVCRUITREG if selected.

6. 00C - Prepare applicant reject letter if not selected.

7. NAVCRUITDIST - Process applicant for formal application per COMNAVCRUITCOMIST 1131.2 and COMNAVCRUITCOMINST 1100.8 if screened.

8. NAVCRUITDIST - Forward completed kit to 00C via NAVCRUITREG.

9. 00C - Consider application for select or non-select.

10. 00C - Prepare reject letter to applicant if not selected.

11. 00C - Notify NAVCRUITDIST via NAVCRUITREG and send kit to PERS-9 for commission processing if selected.

12. PERS-9 - Send commissioning documents to NAVCRUITDIST via NAVCRUITREG for processing.

13. PERS-3 – If already a Reservist, OOC sends letter to PERS-3 of official appointment and notify NAVCRUITDIST and Applicant.

14. NAVCRUITDIST - Commission new CLO.

15. NAVCRUITDIST - Send appropriate data to NOSC.

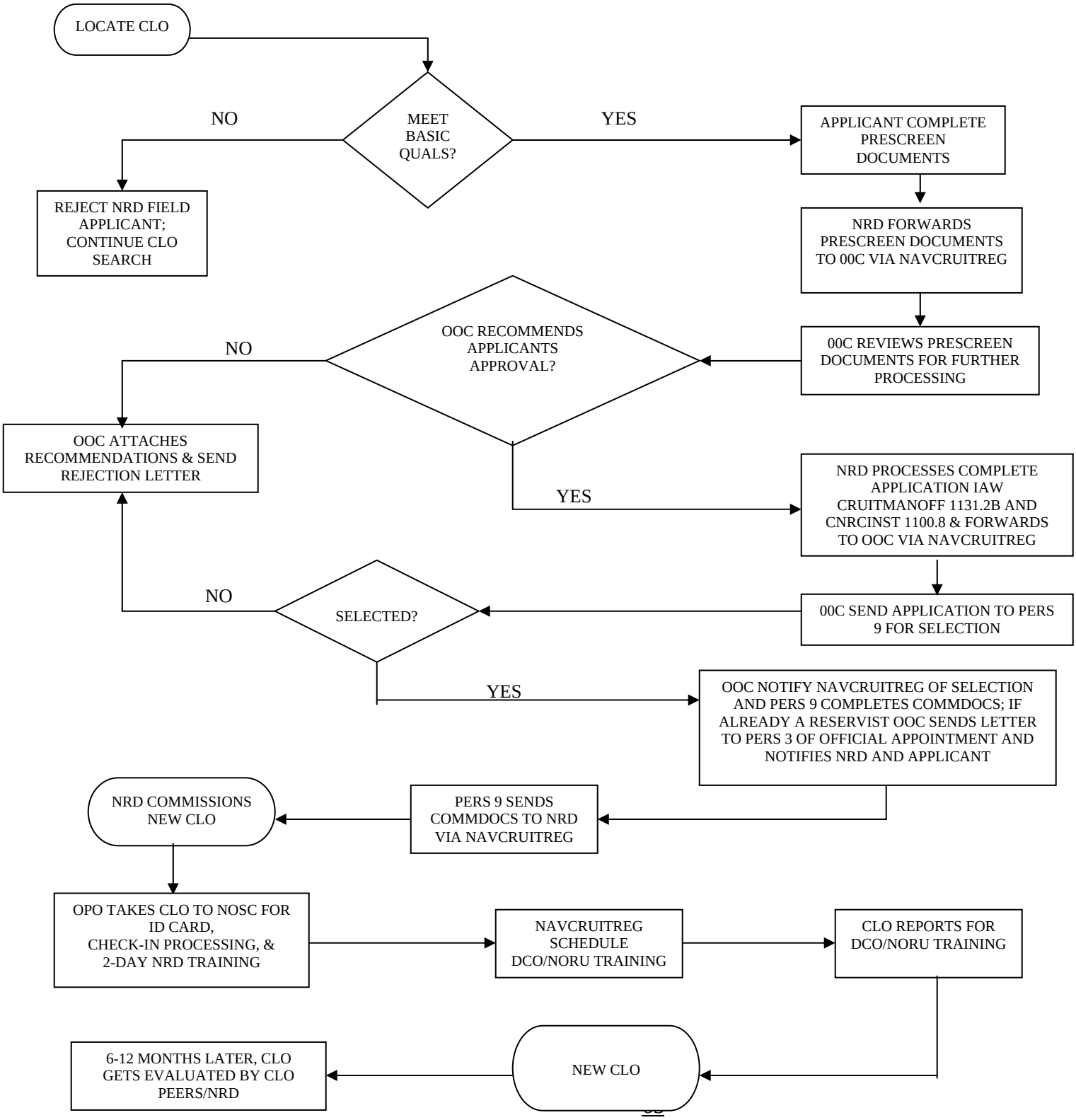
16. OPO - Take CLO to Navy Operational Support Command (NOSC) for ID/Check-In/NAVCRUITDIST training.

17. NAVCRUITREG - Schedule CLO for DCO/NAVCRUITCOM ORIENT UNIT training.

18. CLO - Attend DCO/NAVCRUITCOM ORIENT UNIT training.

19. 6-12 - Month evaluation by peer CLOs and NAVCRUITDIST.

CLO Application Flowchart (Continued)



CLO Check-Off Sheet

NAME: _____RECRUITER: _____
PROCESSOR: _____PHYSICAL DT: _____PROCESS DT: _____
SPECIALTY CODE: _____

O	☐	Application Control & Processing Record (NAVCRUIT 1100/4)	8E.111
O	☐	Summary Sheet (NAVCRUIT 1131/9)	8E.141
O+1CC	☐	Report of Medical Examination (DD Form 2808)/ with exam attachments	8E.116
O+1CC	☐	Report of Medical History (DD Form 2807-1)	8E.116
O+1CC	☐	Consults (if applicable)	8E.116
O+1CC	☐	Privacy Act Statement for Health Care Records (DD 2005)	8E.116
O	☐	Application for Commission (NAVCRUIT 1100/11)	8E.112
O	☐	Motivational Statement *(signed and dated by applicant)*	8E.112
CC	☐	EPSQ *(copy, signed and dated by applicant)*	8E.121
O	☐	Expanded Drug Statement *(for admitted drug use only)*	8E.123
O	☐	Birth Certificate *(or original of completed DD 372, if birth certificate unavailable/cannot be copied)*	8E.122
CC	☐	Evidence of Citizenship Form *(if applicable)*	8E.122
O	☐	Transcripts *(official, from **ALL** schools attended/both sides copied)*	8E.109
O+1C	☐	Resume	8E.142
O	☐	Professional Community Interview	8E.129
O	☐	References: Employment References (DD370)/*minimum last 3 years of employment*	8E.139
O	☐	Peer Reference *(3 required*)	8E.139
O	☐	Unsolicited References: Employment Refs. /Character Refs./Interviews ***(*only required when employment references are not available)***	8E.139
CC	☐	DD 214 *(if applicable)*	8E.114
CC	☐	Prior Military Service Record/CD **(for Prior/Active Service)**	8E.114
O	☐	CO's Recommendation **(for Reservists)**	8E.139
O	☐	Request for Release from Reserves (DD 368)/or/Conditional Release **(for Reservists)**	8E.117
O	☐	Privacy Act Statement/Disclosure of SSN	8E.118
O	☐	Record Of Disenrollment from Officer Candidate Training (DD 785) (if applicable)	2.105
O	☐	Change of Name Statement *(non-legal)* /or/ copy of court documentation *(legal)* (if applicable)	8E.115
O	☐	Family Care Plan Certificate (NAVPERS 1740/1) (if applicable)	2.104
O	☐	Dual Compensation & Waiver of Claim Statement (if applicable)	8E.119
*	☐	Fingerprint Cards-DD 258 *(2 original, forward to DSS when EPSQ is transmitted)*	8E.125
*	☐	OPM EPSQ Authorization Form	8E.121
O	☐	Police Record Checks *(send to CNRC only if derogatory info returned)* (if applicable)	8E.135

LEGEND: O-Original/C-Copy/CC-Certified Copy/*-See Note/Reference

NOTE 1: SEND THE ORIGINAL PACKAGE **PLUS 1 COMPLETE COPY** TO NAVCRUITCOM *(One Copy of each Item Is Sufficient for the Additional Kit)*

ADDITIONAL REMARKS:

1. Place copy of the completed checklist on left side of folder, under clips.
2. Place a long PORT SEEREC on top of the checklist on the left side of folder, under clips.
3. *Fingerprint Cards and OPM EPSQ Authorization are retained at the NAVCRUITDIST/NAVCRUITSTA and forwarded to OPM upon transmission of the EPSQ

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CLO Designation Letter

1100
Ser OOC/

From: Commander, Navy Recruiting Command
To: Commanding Officer, (*Insert Local NAVCRUITDIST*)

Subj: CAMPUS LIAISON OFFICER (CLO) SELECTION ICO
(*Rank, Name, Corps, USN)*

Ref: (a) NAVCRUITCOMINST 1100.8E

1. Per reference (a), (*Insert Applicants Name*) has been granted approval to affiliate as Campus Liaison Officer, (*Insert Local NAVCRUITDIST*) effective (*Insert Effective Date*). It is a pleasure to have (*Insert Rank and Name)* aboard. Ensure (*Insert Applicants Name*) is officially affiliated with the appropriate Navy Operational Support Center (NOSC) per NAVCRUITCOMINST 1100.8E.

_____
(*Signature)*

Copy to:
NAVCRUITREGION
NAVCRUITDIST
(*Insert Applicants Name*)

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Commander
Navy Recruiting Command

CAMPUS LIAISON OFFICER (CLO) GUIDE

14 July 2009

Enclosure (5)

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List of Effective Forms

Form	Title	Source
DD Form 1172	Military Identification Card Application http://www.cnrc.navy.mil/Publications/directives.htm	
NAVCRUIT 1000/20	Officer Appointment Acceptance and Oath of Office	NAVCRUITCOM(N31)
NAVPERS 1070/74	Officer's Report of Home of Record and Place from Which Ordered to a Tour of Active Duty http://www.cnrc.navy.mil/Publications/directives.htm	
NAVPERS 1070/602 (Part II)	Dependency Application/Record of Emergency Data http://www.cnrc.navy.mil/Publications/directives.htm	
NAVPERS 1200/1	Ready Reserve Service Agreement http://www.cnrc.navy.mil/Publications/directives.htm	
NAVRES 1301/4	Officer Qualifications Questionnaire	
NAVRES 1321/1	Officer Application/Orders for Inactive Duty Training	0117-LF-013-2105
OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding http://www.cnrc.navy.mil/Publications/directives.htm	

SF Forms Access:

http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF#1-1000

SF-86	Questionnaire For National Security Security Positions http://www.cnrc.navy.mil/Publications/directives.htm	
SF-88	Report of Medical Examination	7540-00-634-4038
SF-93	Report of Physical Examination	7540-00-181-8638
SGLI-8286	Servicemen's Group Life Insurance (SGLI) Election and Certificate Form http://www.cnrc.navy.mil/Publications/directives.htm	

Reporting Requirements

RCS	Title	Frequency	Authority
NAVCRUIT 1100-5	CLO Monthly Drill Activity Report	Last Working Day Monthly	1.C.5b
NAVCRUIT 1100-6	NAVCRUITDIST Certification of Drill Performance Report	10th of the Month for the Prior Month's Drill Performance	1.C.7

CHAPTER 1
PROGRAM ADMINISTRATION

Section A
General

1.A.1. Basic Directives

a. The basic directives covering policy and administrative procedures for the Navy Reserve Program are BUPERSINST 1001.39 and COMNAVRESFORINST 1001.5. For more detailed information on topics in this and succeeding sections refer to those directives.

b. The basic operating directive for the CLO Program COMNAVCRUITCOMINST 1100.8.

c. The application procedures and requirements for CLOs are in COMNAVCRUITCOMINST 1131.2 and COMNAVCRUITCOMINST 1100.8.

d. NAVMED P-117, The Manual of the Medical Department, Chapter 15, contains information concerning the medical requirements for officer applicants for inactive duty in the Navy Reserve.

e. BUPERSINST 1610.10 contains procedures for the preparation and submission of fitness reports for Navy officers.

1.A.2. Ready Reserve (USNR-R)

Campus Liaison Officers, as members of the Ready Reserve (USNR-R), are eligible for assignment to pay or non-pay billets subject to the needs of the Navy Reserve. In addition, they may receive pay and allowances for duly authorized and approved Active Duty Training (ADT). They are, if otherwise qualified, eligible to be considered for promotion. CLOs are appointed in the Ready Reserve and remain in that status. CLOs may not be involuntarily mobilized for Active Duty service, unless in a dual affiliation status.

1.A.3. Promotion of Navy Reserve Officers

Promotion beyond Lieutenant is the result of recommendations made by selection boards.

1.A.4. Attrition from an Active Status

Title 10, United States Code, SECNAVINST 1920.6, and BUPERSINST 1001.39 provide the criteria for effecting the attrition of Navy Reserve officers.

CHAPTER 1
PROGRAM ADMINISTRATION

Section B
Command Relationships

1.B.1. CLO Affiliations

a. Upon commissioning, CLOs must affiliate with the Navy Reserve. To affiliate means to be assigned to a Reserve unit. CLOs initially commissioned into the Reserves will be affiliated with the Navy Operational Support Center (NOSC). Affiliation with the NOSC is not just a "square" to be filled. It is extremely important to the CLO's career. CLOs cannot drill for retirement points or go before a promotion board unless they are affiliated with a unit.

b. Under the CLO Program, NOSC's provide administrative assistance and support to Navy Recruiting Districts and their CLOs, including maintaining health and service records, endorsing inactive duty training orders, Active Duty Training (ADT) requests and official correspondence to Navy Personnel Command (PERS-9). CLOs will be assigned to the NOSC closest to their university. (See the SNDL, Part 2, Section 1, Code 5605.)

c. To affiliate the CLO with the NOSC, the OPO, an officer recruiter, or another CLO will escort the CLO to the NOSC or nearest Personnel Support Activity Detachment (PSD). Take a copy of the CLO's oath of office and residual file. The NOSC will need these forms to process affiliation. Be sure to get an ID card while at the center.

(1) CLOs may be authorized dual participation with more than one Navy Reserve unit. Where a member is affiliated with only the CLO Program, the Navy Recruiting District Commanding Officer is the reporting senior for the administration and submission of fitness reports.

(2) If a CLO has a primary affiliation with another unit of the Navy Reserve, the Commanding Officer of that unit is the reporting senior. In this case, the member's participation with a Navy Recruiting District is classified as a secondary affiliation and the Commanding Officer of the primary unit is responsible for administration and submission of fitness reports. The District Commanding Officer is responsible for reporting CLO drills and submitting concurrent fitness reports.

He/she also serves as the Commanding Officer of the member for CLO functions.

(3) If a CLO affiliates with the Navy Sea Cadet Corps or the Sea Power Presentation Team, the CLO affiliation remains the primary affiliation. The District Commanding Officer remains the CLO's reporting senior.

(4) A member may terminate his/her CLO affiliation at any time and participate in other Navy Reserve programs and units, as allowed by Navy Reserve Forces Command.

CHAPTER 1
PROGRAM ADMINISTRATION

Section C
CLO Participation Requirements

1.C.1. Tasking

NAVCRUITDIST Commanding Officers will meet with each CLO assigned to the NAVCRUITDIST prior to the beginning of each fiscal year and collaborate in developing recruiting objectives and tasking requirements for the upcoming year. After this meeting, task CLOs in writing to accomplish the objectives discussed. Baccalaureate Degree Completion Program (BDCP), NROTC Immediate Selection Reservation Scholarship (ISR), and Nuclear Propulsion Officer Candidate (NUPOC) goals should specifically be included in each CLO's quarterly tasking letter. A sample-tasking letter with non-prioritized recommended (not all inclusive) tasks is included in Chapter 4.

1.C.2. Training/Retirement Category

Participation requirements for members of the Navy Reserve are determined by the training/retirement category of the unit to which each is assigned. CLOs are assigned to NAVCRUITDISTs and are in Training/Retirement Category H. BUPERSINST 1001.39 explains minimums for drills and active duty training (ADT).

1.C.3. Inactive Duty Training Orders

a. After appointment as a CLO, affiliation will be processed per COMNAVRESFORINST 1001.5.

b. NAVRES 1301/5 is used to request a change to inactive duty training orders (transfer from one unit/NAVCRUITDIST to another or establishment of dual affiliation). A completed NAVRES 1301/5 should be forwarded to the NOSC serving the region in which the unit/NAVCRUITDIST with which the CLO desires to affiliate is located. The NOSC will endorse the completed form and return the endorsed copies to the unit/NAVCRUITDIST with which the CLO is affiliating. In addition, the gaining NOSC will use a NAVRES 1321/5 (Inactive Duty Training Orders Termination/Cancellation/ Modification) to effect the transfer or dual affiliation.

1.C.4. Drills

a. A drill is a period of training authorized for Navy Reservists on inactive duty. A drill is normally performed by CLOs in a non-pay drill status, unless dual affiliated with another unit and in a pay status.

b. As non-pay drilling reservists, CLOs have the following drill limitations:

(1) Single drills must be a minimum duration of three hours. CLO activities totaling less than three hours in one day may not be credited.

(2) Multiple drills must be a minimum duration of four hours each. A minimum of eight hours of activity in one day may be credited as two drills. No more than two drills may be credited in any one-day, regardless of the duration of activities beyond eight hours.

c. A CLO, who is dual affiliated in a pay status may accrue additional points or include their CLO acquired points as part of the required 50 points for a valid retirement year. Paid drills are authorized dependent upon the unit’s supported command requirements.

1.C.5. Drill Schedules and Accountability

a. NAVCRUITDISTs shall establish and maintain drill schedules for each CLO assigned. They shall schedule at least 12 drills per year for each CLO to ensure SGLI coverage. Drill schedules and changes thereto are to be maintained in the CLO personal file at the NAVCRUITDIST and the local NOSC.

b. CLO Monthly Drill Activity Report. Not later than the last working day of each month, each CLO shall provide the NAVCRUITDIST a summary of Navy Reserve as drill activities performed during that month, listing the date and time devoted to each activity. In addition, the CLO shall include in this report drill plans for the following month, the name and address of all referrals provided to the NAVCRUITDIST during the month, and other activities in support of the NAVCRUITDIST mission. These drill reports provide an easy, workable tracking system for CLO referrals and accessions. CLO drill activities performed and planned shall be in consonance with recruiting goals of the NAVCRUITDIST. Drill reports shall use the format

contained in TAB C. Report Control Symbol, NAVCRUIT 1100-5 has been assigned to this report.

c. Monthly drill reports submitted to the NAVCRUITDIST shall only list the drills performed as a CLO in support of Navy Recruiting.

1.C.6. Retirement Point Credit

a. Retirement points are earned for membership in the Ready Reserve, drill participation, AT, ADT, ADSW, Active Duty, and for successful completion of qualifying Navy correspondence courses. A retirement point is equivalent to one drill credit or one day of ADT. To be eligible for retirement pay, the reservist must complete at least 20 years of qualifying service. For any one-anniversary year to count as a qualifying year towards retirement, at least 50 retirement points must be accrued.

b. NAVCRUITDIST Commanding Officers should counsel CLOs to perform at least 35 drills per anniversary year. This will ensure satisfactory participation towards retirement benefits since 15 points are awarded each anniversary year for membership in a Reserve component.

1.C.7. Drill Reporting

By the 10th of each month, the NAVCRUITDIST shall compute the number of drills performed by each CLO during the previous month and forward the report to the appropriate NOSC and the CLO. Drill certification reports shall be in the letter format shown in TAB D. Report Control Symbol, NAVCRUIT 1100-6 has been assigned to this report.

1.C.8. CLO Terminations

a. Procedures for Voluntary Termination:

(1) A CLO who desires to voluntarily terminate affiliation with the CLO Program shall request termination by NAVRES 1301/5 to the appropriate NOSC via the NAVCRUITDIST with a copy to NAVCRUITCOM (OOC).

(2) A closeout Fitness Report must be completed for all terminations.

b. Procedures for Involuntary Termination:

(1) An NAVCRUITDIST that desires to involuntarily terminate a CLO's affiliation shall request termination of the individual by NAVRES 1301/5 to NAVCRUITCOM (OOC), copy to the CLO.

(2) The form shall include record evidence of unsatisfactory performance and justify the termination recommendation.

c. Procedures for Termination for Loss of College/ University Affiliation:

(1) An NAVCRUITDIST Commanding Officer shall begin termination procedures if a CLO ends full-time employment at a college or university.

(2) The CLO may opt for voluntary termination.

d. Termination from the CLO program does not drop an individual from the Navy Reserve. A CLO who is terminated from the program should contact the NOSC to determine the steps to be taken for further reserve status.

1.C.9. Files and Records

a. The NAVCRUITDIST shall maintain records on each CLO regardless of whether the CLO is assigned in a primary or secondary affiliation status. Include copies of:

(1) ADT applications.

(2) Letter requests for ITOs.

(3) AQQs (Annual Qualification Questionnaires).

(4) CLO monthly drill activity reports (Section 4.A.03).

(5) NAVCRUITDIST certification letters/forms to the NOSC reporting CLO drill performance (Section 4.A.04).

(6) Inactive duty training orders (NAVRES 1321/1 and NAVRES 1321/5).

(7) Ready Reserve Transfer Request Service Agreement initiated for CLOs (if applicable).

(8) Official correspondence involving the CLO.

(9) Certificates of achievement or commendation awarded to the CLO.

b. If a CLO becomes separated from the CLO Program due to voluntary or involuntary termination, or resigns his/her commission in the Navy Reserve, the NAVCRUITDIST permanent file (not medical and service record) shall be forwarded to Navy Personnel Command(PERS-9), Millington, TN (NPC).

CHAPTER 2
TRAINING

Section A
General

2.A.1. NAVCRUITDIST Training Objectives

a. The CLO Program is somewhat unique in that the CLO is assigned to a Navy Recruiting District, which is comprised of Active Duty members, rather than members of a Navy Reserve Unit. Consequently, the CLO must take responsibility for managing his/her own training.

b. The CLO Management Officer at each NAVCRUITDIST shall ensure newly commissioned CLOs receive the required training.

c. District Commanding Officers shall ensure training is provided within the specified time period. A successful CLO Program requires a comprehensive ongoing training plan. The training plan shall:

(1) Provide useful, general information about the Navy and the Navy Reserve.

(2) Provide an understanding of the Navy Recruiting Command and its mission and organization.

(3) Provide practical information regarding Navy officer and enlisted programs.

(4) Provide a general orientation to recruiting programs and initiatives.

(5) Provide location and name of closest NOSC to serve as a POC for reserve issues.

2.A.2. Training Requirements

a. Within one month of commissioning, the CLO shall spend two full days at the NAVCRUITDIST Headquarters for a complete indoctrination and orientation program. If the CLO does not live in the local area, the NAVCRUITDIST will fund travel costs via the Region. If funds are unavailable, an ITO must be requested through (OOC) to cover costs associated with this travel. See example in Chapter 4.A.02.

b. Within one year of commissioning, NAVCRUITREG will schedule the non-prior commissioned CLO for Direct Commission Officer Indoctrination School in Newport, RI and Navy Officer Recruiter course in Pensacola, FL. Since these courses are a requirement for commissioning and recruiting duties, a request for Active Duty for Training shall be completed in NROWS by the CLO and submitted to the NOSC for processing at least 30 days in advance.

2.A.3. Training Records and Plans

The NAVCRUITDIST shall prepare and maintain a training record of required and performed topics for each assigned CLO. The locally prepared record must list the training requirements specified in chapter 4.A.5. Upon completion of each unit, the CLO and the trainer must initial and date the training log, certifying the training was completed. After all units have been covered, the log will be filed at the NAVCRUITDIST and copies mailed to NAVCRUITCOM (OOC) and the Region CLO Assistance officer.

2.A.4. Recommended Training

CLOs should be encouraged to participate in every training opportunity available through the NAVCRUITDIST and NOSC. Good sources for additional training are Navy correspondence courses such as Navy Officer Recruiting Orientation; officer and enlisted production meetings; and Educator Orientation visits to Navy bases and ships. CLOs should check the NAVCRUITDIST’s training plan for dates and locations.

CHAPTER 3
BENEFITS AND PRIVILEGES

Section A
General

3.A.1. Benefits

a. Servicemen's Group Life Insurance:

(1) Servicemen's Group Life Insurance (SGLI) coverage. Full-time coverage in the maximum amount available is now provided to those personnel serving in the Ready Reserve (pay or non-pay drill status) who are assigned to a unit in which they may be required to perform active duty or active duty training and in which they will be scheduled to perform at least 12 drills annually. If interested in this automatic coverage, members are encouraged to dual affiliate with a Navy Reserve unit where regularly scheduled drills are the norm. The Defense Finance and Accounting Center, Cleveland is responsible for collecting premiums from reserve members in both a pay and non-pay drill status. Monthly deductions will be made from the drill pay accounts of reservists in a pay status. Computerized premium notices will be forwarded to those members drilling in a non-pay status.

(2) CLOs who do not desire standard beneficiary designation, or who desire to decline or change the amount of SGLI coverage must complete VA 29-8286, Servicemen's Group Life Insurance (SGLI) Election. This form is available at NOSCs, Regional Veterans Administration Offices and the DFAS, Cleveland.

(3) BUPERSINST 1001.39 provides additional information.

b. Retirement

All CLOs are eligible for retirement based on at least 20 years active duty and/or reserve qualifying service. Chapter 20 of BUPERSINST 1001.39 provides specific information on retirement.

3.A.2. Privileges

a. Air Travel. The following applies to CLOs only (Dependent travel is not authorized):

(1) Reservists may travel between Alaska, Hawaii, Puerto Rico, the Virgin Islands, or Guam and within CONUS (space available) by DoD-owned or controlled aircraft subject to space availability.

(2) Chapter 19 of BUPERSINST 1001.39 provides additional information.

b. Military Exchange. Exchange privileges are authorized for any Ready Reserve or retirement eligible at age 60. CLOs are authorized to use Navy Exchange and revenue generating (i.e., Category C) Morale, Welfare, and Recreation (MWR) facilities and Temporary Lodging Facilities (TLF) on the same basis as members serving on active duty in the United States.

Note: Chapter 17 of BUPERSINST 1001.39 provides additional information.

c. Commissary. Members of the Navy reserve and their dependents will use the Armed Forces Identification Card for access to Commissary facilities.

Note: Chapter 18 of BUPERSINST 1001.39 provides additional information.

CHAPTER 4
SAMPLE LETTERS/PERTINENT INFORMATION

Section A
Tasking/Training/Travel

4.A.1. CLO Tasking

Note: TAB A provides a sample CLO Tasking Letter.

4.A.2. ITO Requests

Note: TAB B provides a sample Invitational Travel Order Request completed by NAVCRUITREG.

4.A.3. CLO Monthly Drill Activity

Note: TAB C provides a sample of the Monthly Drill Activity Report format.

a. Categories for CLO Drills. In order to establish a better evaluation of the CLO's activity via the drill report the following categories have been added to the form: P = Production, C = Community Liaison and A = Administrative. Examples of the categories are listed.

(1) Production. Production as a CLO is defined as assisting the NAVCRUITDIST in the placement of people in the Navy and/or dealing with a person on a one to one situation explaining Navy Scholarship programs in person. Examples include: placing an individual(s) name on the drill report or mailing in a Business Reply Card (BRC) as a referral.

(2) Community Liaison. Community Liaison includes working with College Administrators, Academic Deans and Professors, and Student Services departments for the benefit of the Navy. Additionally it includes introducing your network of community and professional colleagues to the Navy.

(3) Administrative. Administrative tasks include working on drill reports as well as other required reports and efforts for the NAVCRUITDIST, preparing lists for the NAVCRUITDIST, and/or responding to NAVCRUITCOM requests.

4.A.4. NAVCRUITDIST Certification of Drill Performance

Note: TAB D provides a sample Certification of Drill Performance.

4.A.5. Training Guidelines

Note: TAB E highlights the minimum requirements for CLO Training.

4.A.6. Welcome Aboard Letter

Note: TAB F is a Sample Welcome Aboard Letter and is an aid in establishing the initial relationship for the newly selected CLO.

TAB A

Sample CLO Tasking Letter

1100
Ser
(*Date*)

From: Commanding Officer, Navy Recruiting District (*Insert Geographic Location*)
To: (*Insert Rank, Name, Branch, and Designator*)

Subj: TASKING REQUIREMENT FOR FY(*Insert appropriate Fiscal Year*)

Ref: (a) NAVCRUITCOMINST 1100.8E

1. I have reviewed the tasking requirements contained in reference (a) for your position as a Campus Liaison Officer (CLO) for (*Insert Name)* University. The success of Navy Recruiting District (*Insert Geographic Location*) (NAVCRUITDIST) Diversity Recruiting Program depends heavily on informing the students of the tremendous opportunities the Navy has to offer. You have the potential to be a true asset to NAVCRUITDIST (*Insert Geographic Location*) in accomplishing our mission.

2. In your capacity as an educator and administrator, you have the capability of being an excellent source for referrals and Diversity outreach. The Navy, through this Navy Recruiting District, is focusing a lot of effort on increasing the number of Diverse Individuals, particularly, in the officer community. We are looking for you to heighten public awareness of opportunities in today’s Navy.

3. Guidance for conduct of the CLO Program is contained in reference (a). You should be very familiar with its contents. In addition, you are hereby tasked with the following requirements for FY(*Insert appropriate year*) in support of NAVCRUITDIST (*Insert Geographic Location*) recruiting objectives:

a. Develop and implement, with the Officer Programs Officer (OPO), a college visitation schedule for FY(*Insert appropriate year*). In addition to supporting career days, the schedule should include, as a minimum, semi-annual appointments with the Placement Officer, Financial Aid Officer, Office of Admissions, Dean of Student Affairs, Dean of Engineering, Director,

Diversity Engineering Program, and Nursing Programs. Coordinate and assist with a COI/student networking event each semester.

b. Provide NAVCRUITDIST (*Insert Geographic Location*) a list of community college and university educators who would profit from participation in an Educator Orientation Visit (EOV). Participate as an escort on at least one EOV.

c. Obtain from the appropriate Dean's Office the names, campus addresses, and email addresses of all qualified (specify qualifications such as major, GPA, etc) students enrolled in technical degree programs on your campus. Submit this list by (*Insert deadline date.*) to the OPO.

d. Obtain from the appropriate Dean's Office the names, campus addresses, and email addresses of all qualified students enrolled in nursing and pre-med programs. Submit this list by (*Insert deadline date.*) to the OPO.

e. Attend production and Navy Recruiting District Assistance Council (RDAC) meetings at least (*specify frequency*). (If the CLO is not located within 50 miles of the NAVCRUITDIST, then the CLO's tasking would include a conference call to the meeting or monthly phone calls to the OPO rather than participation at meetings.)

f. Meet with the OPO and Commanding Officer on a quarterly basis. At least half of these meetings should be held on your campus and include an appointment with at least one new Center of Influence (COI).

g. Attend all career fairs held on your campus in uniform as long as it does not interfere with work schedule.

h. Assist officer recruiters with scheduling presentations to campus affinity groups, such as NSBE, SHPE, AISES, MAES, SWE, as well as Diversity fraternities and sororities, etc. on your campus.

i. Submit a monthly drill activity report to the OPO containing a detailed account of the objectives completed for that month and planned activity for the following month. This report shall be submitted by the last working day of each month.

j. Assist the OPO with planning and implementing one COI event for faculty members and educators.

k. Coordinate with the OPO and sponsor a Navy Officer Recruiting Day on campus during the (*Insert* number) semester. Identify officer prospects and arrange for them to meet with you and the OPO recruiters for an interview during the recruiting visit.

l. Arrange one presentation (Engineering, Medical, NUPOC, etc) to be given to the Engineering and Science students at your campus each semester.

m. Attend at least one marketing meeting, OPO production meetings, the Annual District Awards Conference, at least two RDAC meetings, the annual Officer Recruiter conference, and local diversity events.

n. Provide a calendar of significant events for the upcoming school year (i.e. Career Days, etc) that Navy Recruiting may be able to participate in and benefit from. Submit this calendar to the OPO no later than (*Insert date*).

o. Be an active member of the NAVCRUITDIST (*Insert geographic location*) recruiting team.

_____

(*Signature of Commanding Officer*)

TAB B

Sample Invitational Travel Orders Request Letter

1100
(*Date*)

From: (*Insert Rank, Name*, USN and Designator), Campus Liaison Officer
To: Commanding Officer, NAVCRUITDIST (*Insert Geographic Location*)

Subj: INVITATIONAL TRAVEL ORDERS (ITOs) FOR CAMPUS LIAISON OFFICER (CLO)

Ref: (a) NAVCRUITCOMINST 4400.1, Chapter 7

1. Per reference (a), request that ITOs be issued as follows:

a. Name of CLO traveling (use civilian vice military title).

b. Home address of CLO.

c. Business title and address of CLO.

d. Point from which travel is to begin. As applicable, indicate if PVO is to be utilized for transportation from/to home or office to/from city where commercial or government transportation will originate/return.

e. Destination (city/state).

f. Date travel will commence.

g. Duration of travel (TAD plus travel time).

h. Purpose of trip and how it relates to recruiting. Include brief justification for travel.

i. Point to which CLO is to return if different than subparagraph 1d above.

TAB B (Continued)

j. As appropriate, include any other remarks/pertinent information.

_____

(*CLO Signature*)

Copy to:
NAVCRUITCOM (OOC)

TAB C

Sample CLO Monthly Drill Activity Report

RCS NAVCRUIT 1100-5 (02-04)

1100
(*Date*)

From: (*Insert Rank, Name, Branch, and Designator of CLO*)
To: Commanding Officer, Navy Recruiting District (*Insert Geographic Location*)

Subj: MONTHLY SUMMARY OF DRILL PERFORMANCE

Ref: (a) NAVCRUITCOMINST 1100.8E

Encl: (1) (Attach any pertinent documents, flyers, news release or schedules which support activities reported)

1. Per reference (a), the following is a listing of my activities for the preceding month of (*Insert Month and Year*):

ACTIVITY (Describe fully)	TOT HRS CATEGORY/INVOLVED/DATE
a. _____ _____	_____/____/_____
b. _____ _____	_____/____/_____
c. _____ _____	_____/____/_____

2. Name and address of prospects contacted/referred this month:

_____

_____

3. Number of referrals/accessions FY year to date:
_____/_____*

TAB C (Continued)

4. I plan to drill, subject to your approval, as follows next month:

DATE	TIME	LOCATION	PLANNED ACTIVITIES
_____	_____	_____	_____
_____	_____	_____	_____

*Even though OPO or other recruiter is credited with accession, individual accessed due to CLO efforts is also credited to CLO.

_____
(CLOs signature)

TAB D

Sample NAVCRUITDIST Certification of Drill Performance

RCS NAVCRUIT 1100-6 (02-04)

1100
Ser
(*Date*)

From: Commanding Officer, Navy Recruiting District (*Insert Geographic Location*)
To: Commanding Officer, Navy Operational Support Center (NOSC) (*Insert City*)

Subj: CERTIFICATION OF DUTY (NAVY RESERVE DRILLS) PERFORMED BY CAMPUS LIAISON OFFICER (CLO) INACTIVE NAVY RESERVE OFFICERS

1. The following CLO(s) performed non-pay drills towards retirement points as follows:

RANK/NAME/SSN	DESIG	DRILL DATES	HOURS	NUMBER OF DRILLS
LCDR JOHN P. SMITH, USN	1205	2JAN09	3	1
XXX-XX-6789		7JAN09	4	1
		22JAN09	8	2
			TOTAL:	4

_____
(CO's or By Direction Signature)

TAB E

Training Guidelines

Name:_____NAVCRUITDIST:_____

NAVCRUITREG CLO Training Officer:_____

Date: _____

Subject Date Completed:	Trainer
Training Requirements	_____
Initial Training held at NAVCRUITDIST	_____
Training Conducted by NAVCRUITREG CLO Training Officer	_____
Request for Submitted via NROWS for Direct Commission Officer Indoctrination Course. Desired Date of Course: _____	_____
Affiliated with NOSC _____	_____
Armed Services Identification Card Obtained	_____
Navy Uniform Requirements Discussion	_____
Submission of Initial Uniform Allowance Claim	_____
Navy Grooming Standards	_____
NAVCRUITCOM Organization and Mission	_____

TAB E (Continued)

Subject Date Completed:	Trainer
Region CLO Training Officer's Role _____	_____
Received First CLO Tasking Letter _____	_____
Referrals, Accessions and Recognition _____	_____
Reserve Status _____	_____
Importance of Dual Affiliation _____	_____
Drill Definition _____	_____
Drill reporting _____	_____
Annual Statement of Service _____	_____
Promotion Boards _____	_____
Maintaining Service Records _____	_____
Communicating with a Selection Board _____	_____
Officer Fitness Reports _____	_____
Official Photographs _____	_____

TAB E (Continued)

Subject Date Completed:	Trainer
Navy Reserve Retirement _____	_____
Official Travel _____	_____
Official Phone Calls _____	_____
Business Cards _____	_____
Servicemen's Group Life Insurance (SGLI) _____	_____
Military Exchange and Commissary Privileges _____	_____
Space Available Travel _____	_____
Support Networks _____	_____
PRT _____	_____
GMT _____	_____

TAB F

Sample Welcome Aboard Letter

1100
Ser
(*Date*)

(*Addressee's Name*)
(*Insert Mailing Address*)

Dear (*Fill in the Rank and Name of the Addressee*):

SUBJECT: WELCOME ABOARD

Welcome aboard! Thank you for volunteering to help young men and women discover the benefits of joining the United States Navy. We believe you will find this to be a very satisfying journey!

You will be scheduled to come to the Navy Recruiting District (NAVCRUITDIST) Headquarters for an orientation visit. Meanwhile, the purpose of this letter is to set forth your responsibilities as a Navy Campus Liaison Officer (CLO). Before I do so, let me explain that, if you are currently a drilling reservist either in a pay or VTU status, this additional assignment may be career enhancing. I will be submitting a concurrent fitness report for your official military record. In addition, you will be eligible to earn the coveted Recruiting Gold Wreath, letters of appreciation and commendation, and even medals as appropriate. Your willingness to serve is appreciated.

You will report to my Executive Officer, (*Fill in XO's Rank and Name*) with primary coordination of recruiting duties through the Officer Programs Officer, (*Fill in the OPO's Rank and Name*). You will also serve on our Marketing Team, which consists of the Leads Processing Center Supervisor, Officer Programs Officer, Enlisted Program Officer, Special Programs Officers (Medical, etc), Public Affairs Officer, Zone Supervisors. The Marketing Team is charged with the responsibility of creating a marketing plan and implementing the strategy. You will be asked to play a major role in assisting in the development of the plan. Under NAVCRUITCOMINST 1l00.8 you will be provided with an activity checklist. Your first task will be to meet with your local recruiter and review the “action taskers.” Based on your local recruiters’ input and your knowledge of your institution, you

will select activities, estimate the amount of time you believe it will take to do them, and develop a timeframe for your activities covering the first months. This action tasker will then be submitted to our Marketing Team for their input. You may be asked to answer questions and provide further insight into your organization. Additionally, as a prominent member in the education arena, I would appreciate your recommendations for attendees on our Educator Orientation Visits (EOVs).

My Executive Officer will be responsible for the assessment of your efforts with input from the local recruiters. Although you may be senior to your local recruiters, the Campus Liaison Program is based on “positional authority” — we can only be successful if we work as a team. Remember, recruiters are held to meeting strict goals. Your support of the recruiting process will be directly proportional to your evaluation and promotion opportunity.

Please understand, that as with active duty personnel assigned to this command, we reserve the right to terminate your assignment either on a fault or no-fault basis. We will do everything we can to ensure you have a most successful and fulfilling tour. Again, welcome aboard. Go Navy!

Sincerely,

(*Typed Name*)
CDR, USN
Commanding Officer
Navy Recruiting District
(*Insert Geographic Location*)