UNCLASSIFIED

Commander, Navy Recruiting Command

NAVY RECRUITING MANUAL-OFFICER

Prepared for:

COMNAVCRUITCOM Staff and Personnel

Commander, Navy Recruiting Command Point-of-Contact:

Policy and Programs Division (N35)
5722 Integrity Drive
Millington, TN 38054

Telephone/DSN: 882-9131
Telephone/Commercial: (901) 874-9131

Distribution limited to Department of the Navy, Navy Recruiting Command personnel and authorized representatives. Additional copies of this document can be obtained from COMNAVCRUITCOM website www/cnrc.navy.mil/publications.

Prepared by:

Policy and Programs Division
Operations Department
Navy Recruiting Command

UNCLASSIFIED

RECORD OF CHANGES

CHANGE NO.	CHANGE DATED	DATE RECEIVED	DATE INSERTED	INITIALS	DESCRIPTION

LIST OF EFFECTIVE PAGES

PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
i	0	1-3-3	1	1-7-11	0
ii	0	1-3-4	0	1-7-12	0
iii	0	1-3-5	1	1-7-13	0
iv	0	1-3-6	1	1-7-14	0
v	0	1-3-7	0	1-7-15	0
vi	0	1-3-8	0	1-7-16	0
vii	0	1-3-9	0		
viii	0	1-3-10	0	1-8-1	0
ix	0	1-3-11	0	1-8-2	0
		1-3-12	0	1-8-3	0
TOC 1	0	1-3-13	0	1-8-4	1
TOC 2	0	1-3-14	0	1-8-5	0
TOC 3	0			1-8-6	0
TOC 4	0	1-4-1	0	1-8-7	0
TOC 5	0	1-4-2	0	1-8-8	0
TOC 6	0	1-4-3	0	1-8-9	0
TOC 7	0	1-4-4	0	1-8-10	0
TOC 8	0	1-4-5	0	1-8-11	0
TOC 9	0	1-4-6	0	1-8-12	0
TOC 10	0	1-4-7	0	1-8-13	0
TOC 11	0	1-4-8	0	1-8-14	0
TOC 12	0				0
TOC 13	0	1-5-1	0	2-1-1	0
TOC 14	0	1-5-2	0	2-1-2	0
TOC 15	0	1-5-3	0	2-1-3	0
TOC 16	0	1-5-4	0	2-1-4	0
TOC 17	0			2-1-5	0
TOC 18	0	1-6-1	0	2-1-6	0
TOC 19	0	1-6-2	0	2-1-7	0
		1-6-3	0	2-1-8	0
1-1-1	0	1-6-4	0	2-1-9	0
1-1-2	0			2-1-10	0
1-1-3	1	1-7-1	0	2-1-11	0
1-1-4	1	1-7-2	0	2-1-12	0
		1-7-3	0		
1-2-1	0	1-7-4	0	2-2-1	0
1-2-2	0	1-7-5	0	2-2-2	0
1-2-3	0	1-7-6	0	2-2-3	
1-2-4	0	1-7-7	0	2-2-4	0
		1-7-8	0		
1-3-1	1	1-7-9	0	2-3-1	0
1-3-2	0	1-7-10	0	2-3-2	0

LIST OF EFFECTIVE PAGES

PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
2-4-1	0	2-10-4	0	4-1-1	0
2-4-2	0	2-10-5	0	4-1-2	0
2-5-1	1	2-10-6	0	4-1-3	0
2-5-2	1	2-10-7	0	4-1-4	0
2-5-3	1	2-10-8	0	4-1-5	0
2-5-4	1	2-10-9	0	4-1-6	0
2-5-5	1	2-10-10	0	4-1-7	0
2-5-6	1	2-10-11	0	4-1-8	0
		2-10-12	0	4-1-9	0
2-6-1	0	2-10-13	0	4-1-10	0
2-6-2	0	2-10-14	0		
2-6-3	0	2-10-15	0	4-2-1	0
2-6-4	0	2-10-16	0	4-2-2	
2-6-5	0			4-2-3	0
2-6-6	0	3-1-1	0	4-2-4	0
		3-1-2	0	4-2-5	0
2-7-1	0			4-2-6	0
2-7-2	0	3-2-1	0	4-2-7	0
2-7-3	0	3-2-2	0	4-2-8	0
2-7-4	0			4-2-9	0
2-7-5	0	3-3-1	0	4-2-10	0
2-7-6	0	3-3-2	0		
2-7-7	0	3-3-3	0	4-3-1	0
2-7-8	0	3-3-4	0	4-3-2	0
2-7-9	0	3-3-5	0	4-3-3	0
2-7-10	0	3-3-6	0	4-3-4	0
2-7-11	0	3-3-7	0	4-3-5	0
2-7-12	0	3-3-8	0	4-3-6	0
	0			4-3-7	0
2-8-1	0	3-4-1	0	4-3-8	0
2-8-2	0	3-4-2	0	4-3-9	0
2-8-3	0	3-4-3	0	4-3-10	0
2-8-4	0	3-4-4	0	4-3-11	0
				4-3-12	0
2-9-1	0	3-5-1	0	4-3-13	0
2-9-2	0	3-5-2	0	4-3-14	0
2-9-3	0	3-5-3	0		
2-9-4	0	3-5-4	0	4-4-1	0
				4-4-2	0
2-10-1	0	3-6-1	0	4-4-3	0
2-10-2	0	3-6-2	0	4-4-4	0
2-10-3	0			4-4-5	0

LIST OF EFFECTIVE PAGES

PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
4-4-6	0	4-10-16	0	6-1-5	0
				6-1-6	0
4-5-1	0	4-11-1	0		
4-5-2	0	4-11-2	0	6-2-1	0
		4-11-3	0	6-2-2	0
4-6-1	0	4-11-4	0	6-2-3	0
4-6-2	0			6-2-4	0
		4-12-1	0	6-2-5	0
4-7-1	0	4-12-2	0	6-2-6	0
4-7-2	0			6-2-7	0
4-7-3	0	4-13-1	0	6-2-8	0
4-7-4	0	4-13-2	0	6-2-9	0
		4-13-3	0	6-2-10	0
4-8-1	0	4-13-4	0	6-2-11	0
4-8-2	0			6-2-12	0
4-8-3	0	4-14-1	0		0
4-8-4	0	4-14-2	0	6-3-1	0
		4-14-3	0	6-3-2	0
4-9-1	0	4-14-4	0	6-3-3	0
4-9-2	0			6-3-4	0
4-9-3	0	5-1-1	0		
4-9-4	0	5-1-2	0	6-4-1	0
4-9-5	0	5-1-3	0	6-4-2	0
4-9-6	0	5-1-4	0	6-4-3	0
4-9-7	0		0	6-4-4	0
4-9-8	0	5-2-1			
		5-2-2	0	6-5-1	0
4-10-1	0	5-2-3	0	6-5-2	0
4-10-2	0	5-2-4	0	6-5-3	0
4-10-3	0	5-2-5	0	6-5-4	0
4-1-0-4	0	5-2-6	0	6-5-5	0
4-10-5	0	5-2-7	0	6-5-6	0
4-10-6	0	5-2-8	0		
4-10-7	0	5-2-9	0	6-6-1	0
4-10-8	0	5-2-10	0	6-6-2	0
4-10-9	0	5-2-11	0	6-6-3	0
4-10-10	0	5-2-12	0	6-6-4	0
4-10-11	0			6-6-5	0
4-10-12	0	6-1-1	0	6-6-6	0
4-10-13	0	6-1-2	0	6-6-7	0
4-10-14	0	6-1-3	0	6-6-8	0
4-10-15	0	6-1-4	0	6-6-9	0

LIST OF EFFECTIVE PAGES

PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
6-6-10	0	8-1-10	0	9-4-2	0
6-6-11	0				
6-6-12	0	8-2-1	0	9-5-1	0
6-6-13	0	8-2-2	0	9-5-2	0
6-6-14	0	8-2-3	0		
		8-2-4	0		
7-1-1	0				
7-1-2	0	8-3-1	0		
		8-3-2	0		
7-2-1	0	8-3-3	0		
7-2-2	0	8-3-4	0		
7-2-3	0				
7-2-4	0	8-4-1	0		
7-2-5	0	8-4-2	0		
7-2-6	0	8-4-3	0		
7-2-7	0	8-4-4	0		
7-2-8	0				
7-2-9	0	8-5-1	0		
7-2-10	0	8-5-2	1		
7-2-11	0				
7-2-12	0	8-6-1	0		
7-2-13	1	8-6-2	0		
7-2-14	1	8-6-3	0		
		8-6-4	0		
7-3-1	0	8-6-5	0		
7-3-2	0	8-6-6	0		
7-4-1	0	8-7-1	0		
7-4-2	0	8-7-2	0		
7-5-1	0	9-1-1	1		
7-5-2	0	9-1-2	0		
		9-1-3	0		
8-1-1	0	9-1-4	0		
8-1-2	0				
8-1-3	0	9-2-1	0		
8-1-4	0	9-2-2	0		
8-1-5	0				
8-1-6	1	9-3-1	0		
8-1-7		9-3-2	1		
8-1-8	0				
8-1-9	0	9-4-1	0		

LIST OF EFFECTIVE PAGES

PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #

INTRODUCTION

000001. AUTHORITY. The Secretary of the Navy approved the establishment of the Navy Recruiting Command, Washington, D. C., effective 06 April 1971. The Secretary of the Navy approved the establishment of the Navy Reserve Recruiting Command, effective 16 February 1989. Navy Recruiting Command and Navy Reserve Recruiting Command consolidated on 1 October 2002, and are known as Navy Recruiting Command.

000002. PURPOSE. This manual is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of Navy Officers, to establish the criteria for enlistment/commissioning, to establish procedures governing the processing of applicants, and to summarize recruiting support programs to be used in accomplishing the Active and Reserve Component officer recruiting mission.

000003. STATUS

a. The policies and procedures in this manual apply to Navy Recruiting Headquarters, subordinate recruiting and training commands, field commanders, staff and personnel who are authorized to recruit for the U.S. Navy.

b. Any deviation from the instructions in this manual must be authorized by Commander, Navy Recruiting Command.

000004. RESPONSIBILITY. The Commander, Navy Recruiting Command is responsible for the accuracy, currency, modification, and distribution of this Manual. NAVCRUITCOM staff and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this manual.

000005. ORGANIZATION

a. This manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

b. Paragraph numbering is based on six digits. The first two digits indicates the chapter; the next two digits, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 010302d.(2)(d) refers to chapter 1, section 3, general major paragraph number 02, subparagraph d.(2)(d).

c. Pages are numbered in separate series by chapter and section, e.g., the fifth page of Chapter 1, Section 3 is shown as:

Chapter 1 Section 3 5

000006. CHANGES. NAVCRUITCOM will publish changes to this manual per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose. Paragraphs and text that have been revised or added as a result of a change will appear highlighted.

000007. RECRUITING FORMS AND DOCUMENTS. Forms and documents necessary for the processing of Navy applicants for Active and Reserve Component enlistment/commissioning that do not appear in this manual can be located on the NAVCRUITCOM Quarterdeck Website.

TABLE OF CONTENTS

ARTICLE		PAGE
	INTRODUCTION	
000001	AUTHORITY	viii
000002	PURPOSE	viii
000003	STATUS	viii
000004	RESPONSIBILITY	viii
000005	ORGANIZATION	viii
000006	CHANGES	ix
000007	RECRUITING FORMS AND DOCUMENTS	ix

CHAPTER 1

OFFICER RECRUITING LEADERSHIP AND MANAGEMENT

SECTION 1- CHANGES TO COMNAVCRUITCOMINST 1131.2 AND DISTRIBUTION

010101	COMNAVCRUITCOMINST 1131.2 RECOMMENDED CHANGES	1
010102	AUTHORITY FOR ISSUANCE	2
010103	DISTRIBUTION	2

SECTION 2 - PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1131.2

010201	CONTENT	1
010202	AUTHORITY OF MANUAL	1
010203	ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSIONING	1

SECTION 3 - DUTIES AND RESPONSIBILITIES OF RECRUITING STAFF

010301	INTRODUCTION	1
010302	REGION OFFICER PROGRAMS OFFICER (ROPO)	1
010303	REGION MEDICAL PROGRAMS OFFICER (MPO)	1
010304	REGION NUCLEAR TRAINED OFFICER (RNTO)	1
010305	REGION CHAPLAIN CORPS PROGRAM RECRUITER (RCCPR)	2
010306	OPO FUNCTION	2
010307	OPO RESPONSIBILITIES	3
010308	OFFICER RECRUITER (OR) FUNCTION	6
010309	OFFICER RECRUITER (OR) RESPONSIBILITIES	7
010310	OFFICER PROCESSOR (OP) AND OFFICER PROCESSOR LEAD(OPL)FUNCTIONS	8
010311	OP AND OPL RESPONSIBILITIES	8
010312	ADDITIONAL DUTIES OF THE OPL	11
010313	DIRECTOR, OFFICER PROCESSING & COLLEGIATE MANAGEMENT DIVISION (N315)	12

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 4 - MILITARY CONDUCT ON RECRUITING DUTY		
010401	INTRODUCTION	1
010402	ACCEPTANCE FOR ENLISTMENT AND COMMISSIONING	1
010403	RECRUITER AWARENESS	1
010404	RECRUITING ETHICS	1
010405	CONDUCT WITH APPLICANTS	4
010406	CONCEALING APPLICANT INFORMATION	5
010407	NON-SOLICITATION OF CERTAIN INDIVIDUALS	5
010408	SAFEGUARDING APPLICATION INFORMATION	6
010409	SENDING RECRUITMENT INFORMATION OR MATERIAL TO A FOREIGN COUNTRY	7
010410	UNIFORMS	7
010411	HOURS OF OPERATION, NAVY RECRUITING COMMAND	7
010412	INSPECTIONS	8
SECTION 5 - OPERATIONS		
010501	PURPOSE	1
010502	NAVY OFFICER RECRUITING STATION (NORS) SECURITY	1
010503	COMPUTERS	1
010504	PRIVACY ACT/FREEDOM OF INFORMATION ACT (PA/FOIA)	1
010505	COLLECTION OF PERSONAL INFORMATION FROM INDIVIDUALS	2
010506	OFFICER PROGRAMS DEPARTMENT ORGANIZATION	3
010507	OFFICE FILES	3
010508	VEHICLES	3
SECTION 6 - GENERAL INFORMATION		
010601	INITIAL APPOINTMENTS	1
010602	OFFICER DESIGNATORS	1
010603	OFFICER GRADE CODES	2
010604	NAVY OFFICER BILLET CLASSIFICATIONS	2
010605	SOLICITATION OF PRIVACY ACT INFORMATION	3
010606	DEFINITIONS	4
SECTION 7 - PROSPECTING		
010701	INTRODUCTION	1
010702	BASIC DEFINITIONS	1
010703	PRINCIPAL SOURCES OF LEADS/CONTACTS	2
010704	POACHING	5
010705	ADVERTISING AND LEADS RESPONSIBILITIES	6
010706	LEADS HANDLING	9

TABLE OF CONTENTS

ARTICLE		PAGE
010707	SCHOOL CANVASSING PROGRAM	9
010708	CAMPUS DATA NOTEBOOKS (CDN)	14
010709	BLUEPRINTING	16

SECTION 8 - MODES OF PROSPECTING

010801	PURPOSE	1
010802	TELEPHONE	1
010803	REFERRALS	2
010804	ADVERTISING – LEADS	4
010805	MAILOUTS	5
010806	PERSONALLY DEVELOPED CONTACTS (PDC)	5
010807	TIME MANAGEMENT	6
010808	ANALYSIS OF PROSPECTING	7

CHAPTER 2

BASIC ELIGIBILITY REQUIREMENTS

SECTION 1- GENERAL

020101	RECRUITER GUIDELINES	1
020102	CHARACTER	1
020103	ELIGIBILITY DETERMINATION AUTHORITY	2
020104	PREVIOUS DISENROLLMENT FROM PROGRAMS LEADING TO A COMMISSION	3
020105	SCREENING OF APPLICANTS	4
020106	MANDATORY REJECTION	4
020107	MARGINALLY QUALIFIED PROSPECTS	7
020108	MAXIMUM AGE STATEMENT OF UNDERSTANDING	7
020109	VERIFICATION OF BIRTH/BIRTH CERTIFICATE	7
020110	DEPENDENCY STATUS	9
020111	SWIMMING REQUIREMENTS	10

SECTION 2 - CITIZENSHIP

020201	GENERAL	1
020202	EVIDENCE OF CITIZENSHIP	1

SECTION 3 - SOCIAL SECURITY NUMBER REQUIREMENT

020301	CRITERIA	1
020302	VERIFICATION	1
020303	WAIVERS	2

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 4 - ENLISTMENT/COMMISSIONING NAME REQUIREMENT		
020401	ENLISTMENT/COMMISSIONING NAME	1
SECTION 5 - PHYSICAL REQUIREMENT		
020501	ORTHODONTIA	1
020502	BODY ART/MARKING AND ORNAMENTATION	1
SECTION 6 - DRUG AND ALCOHOL SCREENING REQUIREMENT		
020601	POLICY	1
020602	DEFINITIONS	1
020603	WAIVER CRITERIA FOR DRUG USE	4
020604	PREVIOUS OR CURRENT ALCOHOL ABUSE	6
SECTION 7 - LEGAL/CONDUCT REQUIREMENTS		
020701	GENERAL	1
020702	CRITERIA	2
020703	DEFINITIONS	2
020704	VERIFICATION	7
020705	DOCUMENTATION OF CONDUCT QUALIFICATION	7
020706	CIVIL RESTRAINT	8
020707	PENDING LAWSUITS AND COURT CASES	10
020708	SELF ADMITTED CRIMES - NO POLICE RECORD	10
020709	SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE	10
020710	MANDATORY DETERMINATIONS	11
SECTION 8 - EDUCATION		
020801	EDUCATION CREDENTIALS	1
020802	LETTER OF ACCEPTANCE FOR STUDENT PROGRAMS	1
020803	LETTER OF GOOD STANDING	1
020804	TRANSCRIPTS	1
SECTION 9 - PROFESSIONAL QUALIFICATIONS		
020901	PROFESSIONAL SCHOOL ENTRANCE EXAM REPORT	1
020902	PROFESSIONAL CERTIFICATES/CERTIFICATION	1
020903	PROFESSIONAL INTERVIEWS	2

TABLE OF CONTENTS

ARTICLE **PAGE**

SECTION 10 - MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS

021001 ACCOMPANYING OFFICER CANDIDATES TO THE MILITARY ENTRANCE PROCESSING STATION 1
021002 PHYSICAL STANDARDS 1
021003 APPLICANT PRE-SHIPPING PHYSICAL FITNESS ASSESSMENT (PFA) REQUIREMENTS 2
021004 EXAMINATION OF FEMALE APPLICANTS 2
021005 APPOINTMENT, ENLISTMENT, AND AFFILIATION PHYSICALEXAMINATION 2
021006 HIV/SEROLOGICAL EXAMINATION REPORTS 9
021007 DRUG AND ALCOHOL TEST (DAT) 9
021008 MEDICAL CONSULTS 10
021009 CORRECTION OF MINOR PHYSICAL DEFECTS 10
021010 REQUIREMENTS FOR RE-EXAMINATION 11
021011 NOTIFICATION OF PHYSICAL STATUS 11
021012 COURTESY REVIEWS 12
021013 MEDICAL WAIVER PROCEDURES 13
021014 FLAG REVIEW PROCEDURES 14

CHAPTER 3

OFFICER PROGRAMS

SECTION 1 - OFFICER CANDIDATE SCHOOL (OCS) STUDENT PROGRAMS

030101 BACCALAUREATE DEGREE COMPLETION PROGRAM (BDCP-XXXX7) 1

SECTION 2 - NUCLEAR OFFICER PROGRAMS

030201 NUCLEAR PROPULSION OFFICER CANDIDATE (11701 OR 11601) 1
030202 NAVAL REACTORS ENGINEER (12201) 1
030203 NUCLEAR POWER INSTRUCTOR (12101) 1

SECTION 3 - OFFICER DEVELOPMENT SCHOOL (ODS) PROGRAMS (ACTIVE AND RESERVE)

030301 HEALTH SERVICES COLLEGIATE PROGRAM (HSCP) 1
030302 ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP) (1975X, 1985X, 1995X) 1
030303 FINANCIAL ASSISTANCE PROGRAM (FAP) 2
030304 NAVY NURSE CORPS ACTIVE DUTY ACCESSION BONUS PROGRAM 2

TABLE OF CONTENTS

ARTICLE		PAGE
030305	DENTAL STUDENT PROGRAM (1925i)	3
030306	MEDICAL CORPS ACTIVE/RESERVE (2100/2105)	3
030307	DENTAL CORPS AND GENERAL PRACTICE RESIDENCY ACTIVE/RESERVE (2200/2205)	4
030308	MEDICAL SERVICE CORPS (MSC) (2300/2305)	5
030309	JUDGE ADVOCATE GENERAL CORPS ACTIVE/RESERVE (2500/2505)	6
030310	JUDGE ADVOCATE GENERAL CORPS STUDENT PROGRAM (1955)	7
030311	NURSE CORPS ACTIVE/RESERVE (2900/2905)	7
030312	NURSE CANDIDATE PROGRAM (29002)	8

SECTION 4 - GENERAL OFFICER - OFFICER CANDIDATE SCHOOL (OCS) PROGRAMS (ACTIVE ONLY)

030401	SURFACE WARFARE (1160)	1
030402	SPECIAL WARFARE (1180)	1
030403	SPECIAL OPERATIONS (1190)	1
030404	NAVAL FLIGHT OFFICER CANDIDATE (NFO) (1370)	1
030405	AVIATION OFFICER CANDIDATE (AOC) (1390)	1
030406	SURFACE WARFARE – ENGINEERING DUTY OFFICER OPTION (1460)	2
030407	AEROSPACE ENGINEERING DUTY (AVIATION MAINTENANCE) OFFICER (1520)	2
030408	SPECIAL DUTY (INTELLIGENCE) OFFICER (1630)	2
030409	SPECIAL DUTY (INFORMATION WARFARE) OFFICER (1640	2
030410	SPECIAL DUTY (PUBLIC AFFAIRS OFFICER) (1650)	2
030411	SURFACE WARFARE – OCEANOGRAPHY OFFICER OPTION (1860)	3
030412	SUPPLY CORPS (3100)	3
030413	CIVIL ENGINEER CORPS (5100)	3

SECTION 5 - GENERAL AND MEDICAL OFFICER DIRECT COMMISSION OFFICER (DCO), NAVET, AND ODS PROGRAMS (RESERVE ONLY)

030501	CAMPUS LIAISON OFFICER (1205)	1
030502	SPECIAL WARFARE OFFICER (1135)	1
030503	SPECIAL OPERATIONS OFFICER – EOD (1145)	1
030504	ENGINEERING DUTY OFFICER (1465)	1
030505	AERONAUTICAL ENGINEERING DUTY OFFICER (1515)	2
030506	AVIATION MAINTENANCE DUTY OFFICER (1525)	2
030507	SPECIAL DUTY OFFICER (INFORMATION WARFARE) (CRYPTOLOGY)	2
030508	SPECIAL DUTY OFFICER (MERCHANT MARINE) (1625, 1665, 1675, 1695)	2

TABLE OF CONTENTS

ARTICLE		PAGE
030509	SPECIAL DUTY OFFICER (INTELLIGENCE) (1635)	2
030510	SPECIAL DUTY OFFICER (PUBLIC AFFAIRS) (1655)	3
030511	SPECIAL DUTY OFFICER (OCEANOGRAPHY) (1805)	3
030512	SUPPLY CORPS (3165) & (NAVET – 3105)	3
030513	CIVIL ENGINEER CORPS (5105)	3
030514	HUMAN RESOURCES (1205)	3
030515	MEDICAL CORPS (2105)	3
030516	JUDGE ADVOCATE GENERAL CORPS (2505) – (NAVETS ONLY)	4
030517	NURSE CORPS (2905)	4
030518	MEDICAL SERVICE CORPS (2305)	4
030519	DENTAL CORPS AND GENERAL RESIDENCY (2205)	4

SECTION 6 - CHAPLAIN PROGRAMS

030601	CHAPLAIN CANDIDATE (1945)	1
030602	CHAPLAIN CORPS (ACTIVE - 4100) & (STUDENT - 41001)	1
030603	CHAPLAIN CORPS, RESERVE (4105)	1

CHAPTER 4

ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING

SECTION 1 - GENERAL INFORMATION

040101	INTRODUCTION	1
040102	RESPONSIBILITIES	1
040103	POINTS OF CONTACT	1
040104	ADVERTISING AND CONTACTING PROSPECTS	1
040105	SUBMISSION PROCEDURES	1
040106	QUOTA AVAILABILITY	1
040107	BOARD MEMBER RECOMMENDATIONS	2
040108	DOCUMENT VERIFICATION REPRODUCTION POLICY	2
040109	WITHDRAWAL FROM PROCESSING	2
040110	GUIDANCE ON PROGRAM PREFERENCES AND SELECTIONS	2
040111	FINAL SELECTION AUTHORITY	3
040112	FIELD REJECTION AUTHORITY	4
040113	RECORDS MAINTENANCE	5
040114	AUTHORIZATION AND GUIDANCE ON RECORDS DESTRUCTION	6
040115	RECRUITING RESIDUAL FILE REQUIREMENTS	7

SECTION 2 – APPLICANT TESTING

040201	CONTROL OF TESTING MATERIAL	1
040202	AVIATION SELECTION TEST BATTERY	2

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 3 - ACTIVE/ DIRECT COMMISSION / STUDENT PROGRAMS APPLICATION PREPARATION AND SUBMISSION		
040301	INTRODUCTION	1
040302	INITIAL PROCESSING	1
040303	CHECKLIST ITEMS TO REQUEST EARLY	3
040304	MEDICAL PROCESSING	4
040305	KIT SUBMISSION	5
040306	SELECTION CRITERIA	7
040307	SELECTION PROCEDURES	8
040308	RECONSIDERATION REQUESTS	11
040309	FINANCIAL INCENTIVE PROGRAMS	12
040310	NUCLEAR AND CHAPLAIN INTERVIEW	12
040311	OBTAINING RESERVE BILLET	13
SECTION 4 - NAVY AND OTHER SERVICE VETERAN APPLICATION PREPARATION AND SUBMISSION		
040401	INTRODUCTION	1
040402	OTHER SERVICE VETERANS AND INTERSERVICE TRANSFERS	1
040403	NAVET INITIAL PROCESSING	1
040404	FINANCIAL INCENTIVES	2
040405	NAVET MEDICAL PROCESSING	2
040406	NAVET KIT SUBMISSION	3
040407	TOUCH AND GO RECRUITING	5
SECTION 5 - NAVET APPOINTMENTS AND REAPPOINTMENTS		
040501	INTRODUCTION	1
040502	AUTHORIZATION	1
040503	ACTIVE COMPONENT NAVY OFFICERS BEING PROCESSED FOR HONORABLE SEPARATION	1
040504	FORMER OFFICER REQUESTING REAPPOINTMENT WITHIN THREE YEARS	2
040505	FORMER OFFICERS REQUESTING REAPPOINTMENT AFTER THREE YEARS	2
SECTION 6 - JAG CORPS OFFICER PROCESSING		
040601	INTRODUCTION	1
040602	JAG APPLICANT PROCESS (STUDENT PROGRAMS AND DIRECT ACCESSIONS)	1

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 7 - RECALL TO ACTIVE DUTY APPLICATION PREPARATION AND SUBMISSION		
040701	INTRODUCTION	1
040702	AUTHORIZATION	1
040703	RECALL PROCESSING PROCEDURES	1
040704	RECALL TO ACTIVE DUTY (MEDICAL AND CHAPLAIN)	1
040705	PHYSICAL STANDARDS	2
040706	DESIGNATOR CHANGE	2
040707	CALL TO ACTIVE DUTY	2
040708	AUGMENTATION	3
040709	SELECTION	3
040710	POINTS OF CONTACT	3
SECTION 8 - CONTINGENT FIELD SELECT PROGRAM		
040801	CONTINGENT FIELD SELECT PROGRAM	1
SECTION 9 – NASIS, JPAS AND SCROLL PROCESSES		
040901	INTRODUCTION	1
040902	NASIS PROCESS FOR OFFICER APPLICANTS	1
040903	KEY ISSUES WITH NASIS PROCESSING OF OFFICER APPLICANTS	2
040904	PROCESS OF JPAS VERIFICATION	4
040905	SCROLL PROCESS	4
SECTION 10 - ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES		
041001	INTRODUCTION	1
041002	PREPARATION FOR ENLISTMENT/COMMISSIONING	1
041003	BRIEFING AT TIME OF ENLISTMENT/COMMISSIONING	4
041004	EXECUTING ENLISTMENT	6
041005	EXECUTING THE COMMISSION	6
041006	DISQUALIFICATION AFTER ENLISTMENT (PHYSICAL OR EDUCATIONAL)	7
041007	DISTRIBUTION OF ENLISTMENT DOCUMENTS	8
041008	DISTRIBUTION OF COMMISSIONING DOCUMENTS	9
041009	COURTESY/ SUPERSEDING APPOINTMENTS	10
041010	DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS) AND THE MILITARY IDENTIFICATION CARD	10
SECTION 11 - ORDERS		
041101	GENERAL GUIDELINES	1

TABLE OF CONTENTS

ARTICLE		PAGE
041102	COLLEGIATE ORDERS	1
041103	PLACE OF DEPARTURE FOR ORDERS	2
041104	DEPENDENT TRAVEL	2
041105	SHIPMENT OF HOUSEHOLD GOODS	2
041106	REPORTING WINDOWS	2
041107	VIP ORDERS	3

SECTION 12 - DISCHARGE OF OFFICER CANDIDATES

041201	INACTIVE DUTY OFFICER CANDIDATES AWAITING OFFICER CANDIDATE SCHOOL	1
041202	ACTIVE DUTY OFFICER CANDIDATES ACCEPTING A COMMISSION	1
041203	ACTIVE DUTY OFFICER CANDIDATES	1
041204	INJURY OR DEATH	2
041205	DISCHARGE PHYSICAL FOR ACTIVE DUTY DISCHARGED FOR NONPERFORMANCE	2

SECTION 13 - RESERVE AFFILIATION

041301	RESERVE OFFICER ACCESSION BRANCH (PERS-911)	1
041302	DRILLING ELIGIBILITY/STATUS	2
041303	KEY EMPLOYEES	2
041304	NAVY ACTIVE DUTY DELAY FOR SPECIALIST PHYSICIAN PROGRAM (NADDS)	3
041305	MEDICAL/DENTAL STUDENTS	3

SECTION 14 - OFFICER TRAINING SCHOOL INFORMATION

041401	CONTACTING SCHOOLS	1
041402	OFFICER CANDIDATE SCHOOL	1
041403	OFFICER DEVELOPMENT SCHOOL	1
041404	DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSES	2
041405	NAVAL CHAPLAIN SCHOOL	2

CHAPTER 5

OFFICER RECRUITING PRODUCTION AND MANAGEMENT SYSTEM (ORPMS)

SECTION 1 - GENERAL

050101	BACKGROUND	1
050102	PURPOSE	1
050103	GOAL ASSIGNMENTS AND APPOINTMENT	1

TABLE OF CONTENTS

ARTICLE		PAGE
050104	REPORTS	1

SECTION 2 - OFFICER PRODUCTION ANALYSIS TRAINING AND EVALUATION (OPATE)

050201	ABBREVIATIONS	1
050202	PRESENTATIONS	1
050203	EMAIL	2

CHAPTER 6

MARKETING OPERATION PLAN

SECTION 1 - MARKETING OPERATIONS PLAN (MOP) - GUIDELINES

060101	PURPOSE	1
060102	BACKGROUND	2
060103	ACTION	2
060104	INTRODUCTION	3
060105	RESPONSIBILITIES	4
060106	PARTNERING RESPONSIBILITIES	5
060107	TRAINING	6

SECTION 2 - MARKETING

060201	INTRODUCTION	1
060202	MARKETING ENVIRONMENT	3

SECTION 3 - ENGINEERING OFFICER PROGRAMS

060301	MARKETING DEFINITION	1
060302	PRODUCTION	1
060303	STRENGTHS AND WEAKNESSES	1
060304	COLLEGES/UNIVERSITIES	2

SECTION 4 - GENERAL OFFICER PROGRAMS

060401	MARKETING DEFINITION	1
060402	PRODUCTION	1
060403	STRENGTHS AND WEAKNESSES	1
060404	COLLEGES/UNIVERSITIES	2

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 5 - MEDICAL OFFICER PROGRAMS		
060501	MARKETING DEFINITION	1
060502	PRODUCTION	1
060503	STRENGTHS AND WEAKNESSES	1
060504	COLLEGES/UNIVERSITIES	2
SECTION 6 - DIVERSITY RECRUITING		
060601	MARKETING DEFINITION	1
060602	PRODUCTION	1
060603	STRENGTHS AND WEAKNESSES	1
060604	COLLEGES/UNIVERSITIES	2
CHAPTER 7		
FORMS AND DOCUMENTS		
SECTION 1 - INTRODUCTION		
070101	CONTENTS OF CHAPTER	1
070102	FORM CHANGES, ADOPTION AND CANCELLATION PROCESS	1
070103	FILLABLE FORM SAVE RESTRICTION	2
070104	APPLICATION PROCESSING AND SUMMARY RECORD CHECKLIST (REV 10/07)	2
070105	MAXIMUM AGE STATEMENT OF UNDERSTANDING	2
070106	GPA CALCULATION WORKSHEET	2
070107	CONTINGENT RESIGNATION LETTER	2
070108	REQUESTING COPIES OF MILITARY PERSONNEL RECORDS	2
SECTION 2 - FORMS		
070201	EVIDENCE OF CITIZENSHIP (NAVCRUIT 1100/25)	1
070202	HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY CERTIFICATE (NAVCRUIT 1100/27)	1
070203	APPLICATION FOR COMMISSION (NAVCRUIT 1131/2)	1
070204	ACADEMIC DEGREE COMPLETION PLAN (NAVCRUIT 1131/4)	1
070205	ADMINISTRATIVE REMARKS (NAVPERS 1070/613)	2
070206	APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY (NAVPERS 1331/5)	2
070207	DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE (NAVPERS 1740/6)/ FAMILY CARE PLAN ARRANGEMENTS (NAVPERS 1740/7)	2

TABLE OF CONTENTS

ARTICLE		PAGE
070208	ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)	2
070209	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) AND REPORT OF SEPARATION (NGB-22) AND RECORD OF SERVICE	6
070210	REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)	6
070211	POLICE RECORD CHECKS (PRCs) (DD FORM 369)	10
070212	REFERENCES - REQUEST FOR REFERENCE (DD FORM 370)	11
070213	STATE OF LEGAL RESIDENCE (DD FORM 2058)	12
070214	REPORT OF MEDICAL EXAMINATION (DD FORM 2808), AND REPORT OF MEDICAL HISTORY (DD FORM 2807-1)	12
070215	MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2)	13
070216	RECORD OF MILITARY PROCESSING – ARMED FORCES OF THE UNITED STATES (DD FORM 1966)	13
070217	SECURITY INVESTIGATION	13
070218	FINGERPRINTS (FD FORM 258)	13
070219	USMEPCOM FORM 680-3A-E (OCT 05) REQUEST FOR EXAMINATION	13

SECTION 3 - NUCLEAR FORMS

070301	INTRODUCTION	1
070302	NUCLEAR PROPULSION PROGRAM SECURITY SCREEN (NAVCRUIT 1131/9)	1
070303	NUCLEAR PROPULSION OFFICER CANDIDATE LETTER OF INTENT TO ENLIST	1
070304	NUCLEAR PROPULSION PROGRAM PRE-SERVICE DRUG ABUSE STATEMENT (NAVCRUIT 1131/8)	1
070305	NUCLEAR PROGRAMS ACADEMIC HISTORY SUMMARY (NAVCRUIT 1131/7)	1

SECTION 4 – CHAPLAIN FORMS

070401	INTRODUCTION	1
070402	DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT APPROVAL (DD FORM 2088)/ DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT (NAVCRUIT 1131/10)	1

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 5 - MEDICAL CREDENTIALING		
070501	INTRODUCTION	1
070502	NAVY MEDICINE SUPPORT COMMAND (NMSC) JACKSONVILLE CREDENTIALING PACKAGE	1
	CHAPTER 8	
	COLLEGIATE MANAGEMENT	
SECTION 1 - OVERVIEW/ADMINISTRATION		
080101	INTRODUCTION	1
080102	MANAGEMENT OF ACTIVE DUTY COLLEGIATES	1
080103	MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES	2
080104	CHAPLAIN STUDENT MANAGEMENT	3
080105	ACTIVE DUTY COLLEGIATE TRANSFER	5
080106	CHANGE IN PERSONAL/LEGAL/OTHER STATUS	6
080107	ORDERS	6
080108	REQUIREMENTS PRIOR TO COLLEGIATE TRANSFER TO OCS/ODS	7
080109	URINALYSIS	8
080110	SERIOUS ILLNESS/DEATH OF AN ACTIVE DUTY COLLEGIATE	9
SECTION 2 - COLLEGIATE MANAGEMENT AND REPORTING		
080201	COLLEGIATE MANAGEMENT	1
080202	COLLEGIATE MANAGEMENT REPORTS (CMR) (REPORT CONTROL SYMBOLS NAVCRUIT 1131-1 AND 1131-7)	2
080203	ADVERSE COLLEGIATE MANAGEMENT REPORTS	3
SECTION 3 - ACADEMICS		
080301	COLLEGIATE ACADEMIC RESPONSIBILITIES	1
080302	NAVCRUITDIST RESPONSIBILITIES	1
080303	ACADEMIC DISENROLLMENT	2
080304	PROGRAM ACADEMIC REQUIREMENTS	3
SECTION 4 - MEDICAL/PHYSICAL		
080401	MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS	1
080402	CHANGE IN PHYSICAL STATUS	1

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 5 - PHYSICAL READINESS		
080501	PHYSICAL FITNESS	1
080502	OCS PHYSICAL READINESS	2
SECTION 6 - ADVANCEMENT		
080601	NUPOC ADVANCEMENT	1
080602	BDCP ADVANCEMENT	1
080603	CEC ADVANCEMENT	2
080604	HSCP ADVANCEMENT	2
SECTION 7 - COLLEGIATE LEAVE AND LIBERTY		
080701	LEAVE AND LIBERTY	1
CHAPTER 9		
COLLEGIATE MANAGEMENT HANDOUT		
SECTION 1 - OVERVIEW/ADMINISTRATION		
090101	INTRODUCTION	1
090102	MANAGEMENT OF ACTIVE DUTY COLLEGIATES	1
090103	MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES	2
090104	CHAPLAIN STUDENT MANAGEMENT	3
090105	CHANGE IN STATUS	3
090106	ORDERS	4
090107	URINALYSIS	4
SECTION 2 - ACADEMICS		
090201	COLLEGIATE ACADEMIC RESPONSIBILITIES	1
090202	PROGRAM ACADEMIC REQUIREMENTS	1
090203	ACADEMIC DISENROLLMENT	1
SECTION 3 - PHYSICAL FITNESS		
090301	PHYSICAL FITNESS	1
090302	OCS PHYSICAL READINESS	2

SECTION 4 – ADVANCEMENT (PROMOTION)

090401	NUPOC ADVANCEMENT	1
090402	BDCP ADVANCEMENT	1
090403	CEC ADVANCEMENT	1
090404	HSCP ADVANCEMENT	2

SECTION 5 - COLLEGIATE LEAVE AND LIBERTY

090501	LEAVE AND LIBERTY	1

LIST OF EXHIBITS

EXHIBIT **PAGE**

CHAPTER 1
OFFICER RECRUITING LEADERSHIP AND MANAGEMENT

SECTION 1- CHANGES TO COMNAVCRUITCOMINST 1131.2 AND DISTRIBUTION

010101 RECOMMENDED CHANGE SUBMISSION DOCUMENT 3

SECTION 2 - PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1131.2

010201 ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSION RECRUITER LETTER 3
010202 SAMPLE ERRONEOUS/FRAUDULENT ACCESSION ENDORSEMENT FROM NAVCRUITDIST 4

SECTION 8 - MODES OF PROSPECTING

010801 PSS PHONE SCRIPT 9

CHAPTER 2
BASIC ELIGIBILITY REQUIREMENTS

SECTION 1 - GENERAL

020101 OFFICER CANDIDATE SCHOOL (OCS)/OFFICER DEVELOPMENT SCHOOL(ODS) THIRD CLASS SWIM TEST 11

SECTION 5 -PHYSICAL REQUIREMENTS

020501 TATTOO/BODY ART/BODY MUTILATION/BODY MARKING WARNING 6

SECTION 10 - MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS

021001 WEIGHT AND HEIGHT SCREENING TABLE 15

CHAPTER 4
ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING

SECTION 1 - GENERAL INFORMATION

040101 APPLICANT DESIGNATOR CHANGE REQUEST 8
040102 FIELD REJECTION LETTER (MANDATORY USE – NO ADJUSTMENTS AUTHORIZED) 9

LIST OF EXHIBITS

EXHIBIT		PAGE
SECTION 2 - APPLICANT TESTING		
040201	TEST CONTROL OFFICER (TCO) DESIGNATION LETTER	8
040202	OFFICER PROGRAMS TEST ADMINISTRATOR DESIGNATION LETTER	9
040203	AVIATION SELECTION TEST BATTERY MATERIAL SUB-CUSTODY LETTER	10
SECTION 8 - CONTINGENT FIELD SELECT PROGRAM		
040801	MEDICAL/DENTAL CORPS HPSP/HSCP CONTINGENT SELECT LETTER	3
SECTION 10 - ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES		
041001	ENLISTMENT PAYGRADE DETERMINATION	12
041002	COLLEGIATE STATUS/AIR TRANSPORTATION/BAH AND BAS ELIGIBILITY LETTER	13
CHAPTER 5 OFFICER RECRUITING PRODUCTION AND MANAGEMENT SYSTEM (ORPMS)		
SECTION 2 OFFICER PRODUCTION ANALYSIS TRAINING AND EVALUATION (OPATE)		
050201	ANNUAL OFFICER PROGRAMS GOALING LETTER	3
050202	OFFICER PROSPECTING APPLICATION LOG	5
050203	OFFICER PRODUCTION ANALYSIS TRAINING AND EVALUATION (OPATE)	6
050204	NAVY OFFICER RECRUITING STATION (NORS) ASSIT VISIT CHECKLIST	8
050205	OFFICER PRODUCTION REVIEW (OPR) REPORT (NAVCRUIT 1131/23)	11
CHAPTER 8 COLLEGIATE MANAGEMENT		
SECTION 6 - ADVANCEMENT		
080601	MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER	4
080602	MERITORIOUS ADVANCEMENT FOR ACADEMIC EXCELLENCE LETTER	5

LIST OF EXHIBITS

EXHIBIT	PAGE
APPENDIX A OTOOLS USER MANAUL	A-1
APPENDIX B ACRONYMS	B-1
APPENDIX C WEBSITES	C-1

(This Page Intentionally Left Blank)

CHAPTER 1

OFFICER RECRUITING LEADERSHIP AND MANAGEMENT

SECTION 1

CHANGES TO COMNAVCRUITCOMINST 1131.2 AND DISTRIBUTION

010101. COMNAVCRUITCOMINST 1131.2 RECOMMENDED CHANGES

a. Recommended changes to COMNAVCRUITCOMINST 1131.2 may be submitted by anyone via their chain of command.

(1) Changes must be submitted in the exact form and wording being recommended. Identify the article(s) and page number(s) affected by the recommended change. Include full justification for the proposed change.

(2) Recommended changes will be typed or legibly handwritten. Navy Recruiting Command members will copy and complete Exhibit 010101, Recommended Change Form, when submitting change recommendations to NAVCRUITCOM (N35). Change recommendations received via any format other than email will not be accepted. Change recommendations received without proper routing via the chain of command or endorsements will not be accepted. Recommended Change Form can be downloaded from http://www.cnrc.navy.mil/Publications/forms.htm

Address recommended changes to:

Navy Recruiting Command
Policy and Programs Division (N35)
5722 Integrity Drive
Millington, TN 38054-5057

Note: Provide an information copy to:

Commander, Navy Recruiting Command (N7)

b. Textual changes will be highlighted in both the paper and electronic versions of COMNAVCRUITCOMINST 1131.2.

010102. AUTHORITY FOR ISSUANCE. The Recruiting Manual - Officer (CRUITMANOFF) is issued per Bureau of Naval Personnel (BUPERS) Instruction 5450.16, under the provisions of 5 USC 301 and 302; 10 USC 6011, 10 USC 504, 12103, 12201 *et. seq.*, 651, 2107, 2120 et. seq. and 2130a; and Articles 0206, and 0307 U. S. Navy Regulations 1973. Commander, Navy Recruiting Command (COMNAVCRUITCOM) is responsible for issuance, maintenance and changes to this regulation.

010103. DISTRIBUTION. COMNAVCRUITCOM 1131.2D and all future changes can be obtained by accessing the Recruiting Quarterdeck using the following link: www.cnrc.navy.mil, then click on "Publication".

EXHIBIT 010101. RECOMMENDED CHANGE SUBMISSION DOCUMENT

Recommended Change to COMNAVCRUITCOMINST _____

10/21/09
Date

From:

To: Navy Recruiting Command
Policy and Programs Division (N35)
5722 Integrity Drive
Millington, TN 38054-5057

Via: (1) Commanding Officer, Navy Recruiting District _____
(2) Commander, Navy Recruiting Region _____

SUBJ: PROPOSED CHANGE TO COMNAVCRUITCOMINST _____

1. Applicable page(s) _____ , paragraph(s) _____

(Include all pages/paragraphs, which will be affected by the recommended change.)

SAMPLE

2. Recommended change:

3. Justification:

_____

Page 1 of 2

EXHIBIT 010101. (P. 2) RECOMMENDED CHANGE SUBMISSION DOCUMENT

Recommended Change to COMNAVCRUITCOMINST _____

First Endorsement

_____
Date

From: Commanding Officer, Navy Recruiting District _____

To: Commander, Navy Recruiting Command (N35)

Via: Commander, Navy Recruiting Region _____

1. Forwarded, recommending _____

2. Comments:

SAMPLE

_____

Second Endorsement

_____
Date

From: Commander, Navy Recruiting Region _____

To: Commander, Navy Recruiting Command (N35)

1. Forwarded, recommending _____

2. Comments:

_____

Page 2 of 2

SECTION 2

PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1131.2

010201. CONTENT. This manual is published as COMNAVCRUITCOM Instruction 1131.2 to prescribe enlistment/commissioning eligibility requirements, provide information on various programs available to applicants for Naval Service, prescribe procedures for the enlistment/commissioning and processing of men and women into the United States Navy Active and Reserve Components, and to govern the actions and conduct of all personnel connected with the recruitment and processing of Navy applicants.

a. Personnel requiring an interpretation of the intent of wording in this instruction will contact their chain-of-command. In the event the chain-of-command cannot provide a satisfactory explanation, the Region representing the NAVCRUITDIST that raised the question will contact NAVCRUITCOM (N3).

b. All Navy applicants will be processed in accordance with this instruction. If their eligibility circumstances do not fall within the parameters described herein, they will not be processed.

010202. AUTHORITY OF MANUAL. COMNAVCRUITCOMINST 1131.2 has the same force as orders from Commander, Navy Recruiting Command. Violation of COMNAVCRUITCOMINST 1131.2 provides a basis for disciplinary action under the Uniform Code of Military Justice (UCMJ), e.g., Articles 84 and 92. Violations of COMNAVCRUITCOMINST 1131.2 may also be cause for appropriate civil action in addition to any penalty provided by the UCMJ.

010203. ERRONEOUS/ FRAUDULENT ENLISTMENT/COMMISSIONING. Erroneous or fraudulent enlistment/commission waivers will be required when an applicant has been enlisted/commissioned without meeting all applicable accession criteria contained in this instruction. The Navy Recruiting District (NAVCRUITDIST) will investigate violations of recruiting standards, practices, and/or procedures to determine culpability under the UCMJ. Naval Military Personnel Manual (MILPERSMAN) and COMNAVCRUITCOM instructions provide guidance on what constitutes an erroneous or fraudulent enlistment/commission and what constitutes an acceptable enlistment/commission.

a. All erroneous and fraudulent enlistments/commissions will be submitted within 30 days of discovery to NAVCRUITCOM (N31) with copies to NAVCRUITCOM (00IG and 00J), via chain of command, for review and retention. For members that have not yet been enlisted/commissioned, cases will be adjudicated by NAVCRUITCOM. Cases of members that have been enlisted/commissioned will be forwarded, with recommendation, by appropriate PM via chain of command to Navy Personnel Command (NAVPERSCOM) (PERS-9) for adjudication.

b. When an investigation reveals an erroneous or fraudulent enlistment/ commission, the recruiter will submit a letter, via chain of command, explaining the circumstances of the error/fraud. Exhibits 010201 and 010202 will be used as guidance.

EXHIBIT 010201. ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSION RECRUITER LETTER

Date

From: Recruiter, Navy Officer Recruiting Station, City/State
To: Commander, Navy Recruiting Command (N3)
Via: (1) Commanding Officer, Navy Recruiting District _____, City/State
(2) Commander, Navy Recruiting Region _____

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

Ref: (a) COMNAVCRUITCOMINST 1131.2D
(b) List other applicable references (i.e., COMNAVRESFOR or other instruction). Specific format is provided in SECNAVINST 5216.5.

Encl: (1) Residual file ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded.

2. On date, Rate/First Name, Middle Initial, Last Name was accessed under the provisions of the (specific program). Per references (a) and (b), (provide a short synopsis of the reason(s) for the erroneous or fraudulent accession and how the error or fraud was discovered/detected).

_____
Signature

Copy to:
COMNAVCRUITCOM (00IG)

EXHIBIT 010202. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION ENDORSEMENT FROM NAVCRUITDIST

(Must be on Letterhead)

1130
Ser N31/
Date

FIRST ENDORSEMENT on Recruiter Rate/Name ltr of (date)

From: Commanding Officer, Navy Recruiting District _____, City/State
To: Commander, Navy Recruiting Command (N311)
Via: Commander, Navy Recruiting Region _____

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded recommending approval.

2. Provide comments and suggestions.

_____
Signature

- - - -

SECTION 3

DUTIES AND RESPONSIBILITIES OF RECRUITING STAFF

010301. INTRODUCTION. This section details the responsibilities of the various staff personnel.

010302. REGION OFFICER PROGRAMS OFFICER (ROPO). Department Head for the Region Officer Programs Department. Advises the Region Commander of those Region level actions necessary to enhance attainment of assigned Region Officer recruiting goals through the supervision of Region Personnel, application of resources and direct liaison with District Officer Programs Officer. Must understand and be able to perform the functions of the NAVCRUITDIST Officer Recruiter (OR) and Officer Programs Officer (OPO). It is mandatory that Region OPOs attend the OR and OPO courses taught at NORU.

010303. REGION MEDICAL PROGRAMS OFFICER (MPO). The Region Medical Programs Officer (MPO) is responsible to the ROPO for the overall recruiting efforts of the Medical Officer Recruiters in the 13 NAVCRUITDISTs. The MPO coordinates these efforts and serves as a focal point and intermediary to the Region and NAVCRUITCOM. Specifically the MPO:

a. Coordinates with the NAVCRUITDISTs to provide Medical VIP trips and interviews during the tours.

b. Assists the NAVCRUITDISTs in the processing of applications.

c. Provides coordination between Program Managers and NAVCRUITDISTs for changes in Program Authorizations and quotas.

d. Provides the Region Commander with statistical analysis of recruiting efforts and when necessary, gives suggestions for improvement.

010304. REGION NUCLEAR TRAINED OFFICER (RNTO). RNTOs are assigned to Regions to act as consultants and coordinators for the NAVCRUITDIST Nuclear Recruiter. They route, review and

disseminate all pertinent correspondence and appropriate information to /from NAVCRUITCOM and the District Nuclear Recruiter. They confirm each qualified applicant by established procedures with NAVCRUITCOM, track status of applicant paperwork and monitor preparation for interview at Naval Reactors. They also coordinate and conduct VIP visits to submarine/surface ships to introduce prospective nuclear officers to Navy life. Further, they coordinate and conduct nuclear instructor applicant visits to Nuclear Power School (IVIP) allowing candidates to obtain first hand information from school instructors and staff. They conduct one-on-one technical interviews with each applicant to determine strengths, weaknesses and likelihood of passing an interview at Naval Reactors, and coordinate and conduct trips to Washington, D.C. for interviews at Naval Reactors. Lastly, they provide all necessary support to the NAVCRUITDISTs to help achieve the Nuclear Program Mission.

010305. **REGION CHAPLAIN CORPS PROGRAM RECRUITER (RCCPR)**. The RCCPR is responsible for ensuring the successful attainment of Region Chaplain Corps recruiting goals. Represent the Navy Chaplain Corps to potentially qualified prospects, educators and organizations which are influential among potential applicants. Provide information requests concerning applicants. Maintain a liaison with, provide advice and assist NAVCRUITDIST ORs in establishing community awareness of Navy Chaplain Corps and Theological Student Programs. Coordinate with BUPERS to assist NAVCRUITDISTs in arranging Chaplain Corps Interviews. Brief applicants scheduled to attend Chaplain school. Report regularly to the Region Commander and NAVCRUITCOM via the Region OPO on the status of Chaplain Corps recruiting.

010306. **OPO FUNCTION**. The OPO functions as the Department Head for the Officer Programs Department and the focal point for NAVCRUITDIST officer recruiting matters. He or she ensures attainment of officer recruiting goals by processing sufficient numbers of qualified applicants for commissioning or enlistment into the United States Navy through the supervision of assigned personnel and application of assigned resources. The OPO must obtain Officer Recruiter Personnel Qualification Standards (PQS) in addition to OPO PQS within six months.

010307. OPO RESPONSIBILITIES

a. Administration

(1) Recommend, initiate, review, forward and monitor OPO Department promotions, awards, Enlisted Evaluations, Chief Petty Officer and Officer Fitness Reports, disciplinary actions, Goaling Letter (Exhibit 050201), Quarterly Progress Review and the Officer Production Reviews Report (Exhibit 050205).

(2) Ensure adherence to governing directives relative to privacy act information. Serve as the Test Control Officer (TCO) responsible for testing materials.

(3) Prepare, review, and disseminate incoming and outgoing reports, correspondence and directives.

(4) Ensure required publications and directives are maintained and current.

(5) Enforce domicile to duty vehicle use, operation and maintenance requirements for vehicles assigned to the OPO Department.

(6) Ensure management of assigned Active Duty Officer Candidates per existing regulations.

(7) Supervise, train and counsel OPO Department personnel (military and civilian).

(8) Coordinate and or conduct enlistment and commissioning ceremonies.

(9) Notify NAVCRUITCOM of detachment in order to transfer NAVOPSPTCEN account.

(10) Ensure proper collegiate management per Ch 8.

b. Resource Management

(1) Develop and provide input to the NAVCRUITDIST Marketing Operations Plans. Monitor and adjust plans to ensure consistent attainment of assigned recruiting goals and targets.

(2) Initiate, adjust and execute the OPO Department annual budget.

(3) Recommend assignment of personnel in the OPO Department to Executive Officer (XO).

(4) Ensure that Medical Service Corps, Nurse Corps Officer Recruiters and Hospital Corpsmen dedicate themselves to recruiting Navy Medical Health Care applicants. They should not be burdened with numerous or major collateral duties or other administrative duties that do not pertain to medical recruiting. However, they are subject to all other personnel management policies which apply to other recruiters.

(5) Maintain the accountability of plant property and minor property assigned to the OPO Department.

(6) Monitor and distribute OPO Recruiting Aid Devices (RADs).

c. Marketing

(1) Perform a market and territory analysis to develop objectives and plans in support of the NAVCRUITDIST Marketing Operations Plan.

(2) Formulate, distribute, monitor and analyze quarterly officer activity and recruiting goals.

d. Recruiting

(1) Ensure communication is established and maintained with the chain of command, other services, local community leaders, colleges, Inactive Reserve Officers, Navy Operational Support Centers (NAVOPSPTCEN) Reserve Units, Blue and Gold Officers, Professional School Liaison Officers (PSLOs), Campus Liaison Officers (CLOs), Personnel Support Detachments (PERSUPPDETs) and Professors of Naval Science (PNSs)in the NAVCRUITDIST’s area of responsibility.

(2) Ensure visits are conducted to colleges on a scheduled basis and campus data notebooks are properly documented.

(3) Approve or review (depending on Defense Travel System (DTS) set-up) officer recruiting staff travel itineraries.

(4) Oversee coordination of the various activities of the OPO recruiting team members (MEDVIPs, NUCVIPs, Chaplain Interviews, Educator Orientation Visit (EOVs), exhibit vans, Navy bands, air shows, and parades).

(5) Ensure applicants not qualified for Officer Programs are referred to the Enlisted Programs Department.

(6) Assign and ensure leads are followed-up in a timely manner. Monitor and reduce overdue leads.

e. Applicant Flow

(1) Maintain liaison with Military Entrance Processing Station (MEPS) on matters relating to Officer applicants.

(2) Ensure application kits are prepared in accordance with current directives.

(3) Ensure applicant interviews, testing and processing procedures are conducted in accordance with current directives.

(4) Ensure timely submission of application kits to NAVCRUITCOM.

f. Training

(1) Submit input to annual training plan.

(2) Implement Naval Education and Training Center (NETC), NAVCRUITCOM and NAVCRUITDIST OPO Department training program. Ensure training jackets are updated.

(3) Ensure compliance with PQS Training per COMNAVCRUITCOMINST 1136.2.

(4) Ensure all OR, OP and Officer Processor Lead (OPL) PQS is completed within 6 months or 9 months if remedial instruction is required.

(5) Personally observe, critique and train officer recruiters in proper prospecting, interviewing and sales techniques.

g. Quality Control (QC)

(1) Ensure applications are properly screened to make certain that mental, moral and physical requirements are met.

(2) Monitor quality of applicants being worked.

(3) Monitor quality of kit submission and error rate.

(4) Monitor approvals, attainment designators and subspecialty codes, transaction codes and drill verifications for awards boards at the end of each fiscal year.

h. Security Containers.

(1) Ensure that combination locks are used on all security containers. Only NAVCRUITSTA recruiting personnel shall be authorized knowledge of combination numbers.

(2) Ensure lock combinations are changed and submitted to the NAVCRUITDIST Security Officer annually or upon the departure of any NAVCRUITSTA recruiting personnel assigned to the Navy Officer Recruiting Stations (NORS) and District Headquarters.

(3) Ensure upon turnover to a new OPO that lock combinations are changed.

i. Production Management. Evaluate departmental productivity and adherence to the NAVCRUITDIST Marketing Operations Plan.

j. Reporting Relationships. Reports to the Commanding Officer (CO) and XO; authorized direct liaison with department heads and Region OPO.

k. Prerequisites. Completion of NAVCRUITCOM ORIENT UNIT Officer Recruiter and Officer Programs Officer Course, and completion of the OPO PQS within 6 months of reporting.

010308. OFFICER RECRUITER (OR) FUNCTION. The OR's function is to attain qualified applicants for selection into the Navy's Active and Reserve Officer Communities. ORs must complete Officer Recruiter PQS within six months.

010309. OFFICER RECRUITER (OR) RESPONSIBILITIES

a. Administration

(1) Maintain a personal planning calendar for all recruiting activities (scheduled Marketing Operations Plan(MOP) events, schools visits, career fairs, presentations, phone power, interviews, etc.).

(2) Ensure campus data notebooks are properly updated including current list of collegiates, Center of Influence (COIs), and Post Visit Reports.

(3) Make travel arrangements for applicants to attend NUCVIPs, MEDVIPS, EOVs, and all required in-person interviews.

(4) Ensure applicants not qualified for Officer Programs are referred to the Enlisted Programs Department.

(5) Utilize Web NAVOPSPTCEN for effective management of all leads, contacts, prospects, applicants, and collegiates.

b. Prospecting

(1) Ensure leads are followed-up in a timely manner. Monitor and reduce overdue leads.

(2) Perform campus visits, conduct presentations, and attend career fairs at colleges/universities, medical schools, and teaching hospitals within assigned Area of Responsibility (AOR), and complete all required paperwork.

(3) Inform enlisted recruiters of visits to colleges in their areas.

c. Marketing

(1) Solicit support from COIs and present them with the opportunity to accompany applicants on a NUCVIP, MEDVIP, and EOV.

(2) Ensure liaison is established and maintained with the chain of command, other services, local community leaders, colleges, Inactive Reserve Officers, NAVOPSPTCEN Reserve Units, Blue and Gold Officers, PSLOs, CLOs and Professors of Naval Science in the NAVCRUITDISTs area of responsibility.

(3) Provide input to the OPO for the development of the next FY's MOP (Career Fair dates, projected costs for lunch and learns, Name list fees, any updates for school accreditations or programs of study, etc.).

d. Recruiting

(1) Recruit for potentially qualified persons through the use of all approved prospecting methods.

(2) Provide feedback to the OPO on recruiting events, such as their success or failure, reasons for success and failure, reason event was cancelled or rescheduled, and actual versus projected cost of event (cost should not exceed estimate).

e. Quality Control (QC)

(1) Ensure applicant interviews, testing and processing procedures are conducted in accordance with current directives.

(2) Efficiently and effectively execute the MOP and Plan of Action and Milestones (POA&Ms).

f. Reporting Relationships. Reports to the OPO; authorized direct liaison with Regional Nuclear Trained Officers (NTOs), Medical Programs Officers (MPOs) Regional Chaplains and Accession Officer CEC.

g. Prerequisites. Completion of NAVCRUITCOM ORIENT UNIT OR Course.

010310. OFFICER PROCESSOR (OP) AND OFFICER PROCESSOR LEAD (OPL)FUNCTIONS. The OP and OPL are responsible for the initial, ongoing and final processing and quality assurance of all officer applications, both active and reserve, through final disposition. They process officer applications, enlistment, commissioning and superseding appointment paperwork. This section describes their responsibilities.

010311. OP AND OPL RESPONSIBILITIES

a. Administration

(1) Ensures adherence to governing directives relative to privacy act information and the processing of officer applications.

(2) Prepares, reviews or compiles and disseminates incoming and outgoing reports, correspondence and officer application, enlistment, commissioning, affiliation and superseding paperwork.

(3) Ensure that required publications and directives are maintained and current.

b. Testing

(1) Test Administrator for the Aviation Selection Test Battery (ASTB) administers and transmits the ASTB. The ASTB can be taken either by paper and pencil or through the internet in the web-based format called APEX.NET. The preferred method is web-based.

(2) Ensure compliance with all rules and regulations pertaining to the ASTB.

c. Applicant Flow

(1) Maintain liaison with MEPS and N3M on matters relating to officer applicants.

(2) Ensure officer application kits are prepared in accordance with current directives.

(3) Ensure applicant interviews, testing and processing procedures are conducted in accordance with current directives.

(4) Ensure timely submission of application kits to NAVCRUITCOM.

d. Applicant Processing

(1) Familiarize and keep current with the required officer documentation and application submission procedures.

(2) Initial, ongoing, final processing and quality assurance of all officer applications, enlistments, commissioning, superseding appointments and affiliations, active and reserve.

(3) Obtain, explain and assist applicants in the completion of their officer applications, enlistment, commissioning, affiliation and superseding paperwork.

(4) Track and maintain accountability and status of all officer application paperwork received and submitted.

(5) Communicates with Officer Programs personnel concerning the status of applicant paperwork and to resolve any discrepancies.

(6) Communicate with NAVCRUITCOM, NAMI, N3M, BUPERS, Military Manpower, Personnel, Training and Education (MPT&E) and other commands to ensure timely, accurate and complete submission of officer application data to selecting officials and other gaining commands.

(7) Manage and track application paperwork on applicants participating in collegiate programs leading to a commission.

(8) Prepare travel orders for applicants for Officer Candidate School (OCS).

(9) Schedule physicals for applicants.

(10) Opening and routing mail as necessary.

(11) Answering incoming calls and routing as appropriate.

(12) Take information from prospects to give to officer recruiters when the recruiter is unavailable.

e. QC

(1) Monitor officer applications in regard to quality standards.

(2) Ensure applications are properly screened for completeness, accuracy and timeliness prior to Navy Recruiting Command (NAVCRUITCOM) submission to make certain all officer application requirements are met.

(3) Ensures all officer application, enlistment, commissioning, affiliation, superseding and collegiate paperwork is submitted per NAVCRUITCOM guidelines.

(4) Apply appropriate quality assurance controls to the process to ensure accuracy, completeness of data and timely submission to selecting officials.

f. Prerequisites

(1) Successful completion of the Officer Processing Quality Control Course.

(2) Successful completion of the Officer Processor PQS within 6 months of reporting to the position.

g. Reporting Relationships. Reporting authority is the OPL.

010312. ADDITIONAL DUTIES OF THE OPL. In addition to the above responsibilities, the OPL leads the Officer Programs Department processing team in the initial, ongoing and final quality assurance and processing of all officer applications, both active and reserve, through final disposition. The OPL also monitors and assigns processing workload, processes officer applications, enlistment, commissioning and superseding appointment paperwork and serves as the assistant to the Officer Programs Officer in determining office priorities.

a. Additional Responsibilities. Administration. Assign and monitor the Officer Programs Department workload.

b. Training:

(1) Provide on-going training to the officer processing staff.

(2) Access the need for and provide additional one-on-one training to officer processors.

(3) As the certified NAVOPSPTCEN trainer for the department, provide all needed NAVOPSPTCEN training to the Officer Programs Department personnel.

(4) Ensure compliance with COMNAVCRUITCOMINST 1136.2.

(5) Schedule and conduct training for officer processors and officer recruiters at monthly training/production meetings. Training will be coordinated with the OPO.

(6) Training will be documented and training records maintained and retained for Command Inspection/Training Team review.

c. Testing

(1) Train all appropriate personnel concerning the ASTB.

(2) Ensure personnel are designated in writing to administer the ASTB.

d. Applicant Processing. Manage all processing issues and procedures and provide recommendations and solutions as needed to the Officer Programs Department staff.

e. QC. Final QC of all officer applications, affiliation, enlistment, commissioning and superseding paperwork, and NAVOPSPTCEN entries, ensuring completeness, accuracy and timeliness prior to document dissemination, and ensuring all requirements are met.

f. Prerequisites

(1) Successful completion of the Officer Processing Quality Control Course.

(2) Successful completion of the Officer Processor PQS within 6 months of reporting to the position.

(3) Successful completion of the Officer Processing Lead PQS within 6 months of assuming the position.

g. Reporting Relationships. Reporting authority is the OPO.

010313. DIRECTOR, OFFICER PROCESSING & COLLEGIATE MANAGEMENT DIVISION (N315). Ensure the completeness, accuracy, and integrity of officer application portfolios submitted for the purpose of commissioning men and women in the active and reserve components of the U. S. Navy.

a. Responsibilities

(1) Receive, process, supervise and manage to completion all officer application packages (Officer Development School (ODS), Officer Candidate School (OCS),

Direct Commission Officer (DCO), Navy Veteran (NAVET) and Navy Reserve Officer Training Corps (NROTC)) from the field and fleet activities.

(2) Liaise with OPs and regional OPs, field processors, recruiters and fleet commands to ensure timely and accurate submission of required documentation.

(3) Report and track the status of applications in work to the appropriate Division Officers and Program Managers in N311, N312, N313, and N314.

(4) Track Collegiate Management participants and provide oversight and assistance to Division Officers, Program Managers and responsible ORs to include reporting statistical data to NAVCRUITCOM N1. Major responsibilities include: pay, advancements, orders, transfers, commissioning documentation, scroll submission and liaison with Personnel Support Detachment (PSD) and Defense Finance Account Service (DFAS).

(5) Liaise with Directors to coordinate orders, class loading and class seats.

(6) Oversight of the Navy College First and Accelerate to Excellence enlisted programs, ensuring appropriate payment, payment recoup and tracking.

(7) Provide board-ready packages to the appropriate Program Managers (PM).

(8) Develops current and projected fiscal requirements necessary for successful mission execution.

(9) Review and provide updates to NAVCRUITCOM N35 on NAVCRUITCOM instructions and notices necessary for the implementation and execution of the various officer programs.

(10) Review, recommend changes and provide updated information for incorporation into the Officer Recruiting Manual, COMNAVCRUITCOMINST 1131.2D.

(11) Provide troubleshooting for Navy Recruiting Regions and Districts with regard to concerns or problems in the processing of officer applicants.

(12) Maintain liaison with officials with the Bureau of Naval Personnel, the Office of the Chief of Naval

Operations, the Bureau of Medicine and Surgery, and other commands to facilitate mission accomplishment.

b. Reporting Relationships. Reporting authority is the National Officer Programs Officer.

SECTION 4

MILITARY CONDUCT ON RECRUITING DUTY

010401. INTRODUCTION. This section contains:

a. General policy and instructions governing the procurement of Navy Officers.

b. Procedures that foster professional military standards for Navy Officers in recruiting.

010402. ACCEPTANCE FOR ENLISTMENT AND COMMISSIONING Applicants who meet prescribed standards are acceptable for enlistment/commissioning. No applicant will be refused enlistment/commissioning because of race, color, religion, national origin, or gender, if otherwise qualified in accordance with the provisions of this manual and Program Authorization (PA) for each designator.

010403. RECRUITER AWARENESS. The policies, instructions, and procedures in this manual implement directives from public law, Executive Orders, governmental agencies, Department of Defense (DoD), Department of the Navy (DoN), Navy Personnel Command (NPC), and NAVCRUITCOM. The Navy recruiter is the indispensable element of mission accomplishment. Therefore, it is essential that each recruiter be thoroughly familiar with this manual. Recruiter awareness must also include knowledge of each step in the process of qualification and enlistment/commissioning. Recommendations or inquiries will be submitted to NAVCRUITCOM through the appropriate chain of command.

010404. RECRUITING ETHICS

a. Penalty for Knowingly Enlisting/Commissioning Ineligible Applicants. Article 84, Uniform Code of Military Justice, expressly states: "Any person subject to this chapter who effects an enlistment/appointment in, or separation from the Armed Forces, of any person who is known by them to be ineligible for enlistment/ appointment, or separation because it is prohibited by regulation, law, or order, will be punished as a court-martial may direct."

b. Recruiting Promises

(1) Recruiting personnel will not make oral or written promises to applicants, parents, or to others except as authorized by this Manual or by other appropriate Navy directives. Misrepresentation or deception will not be tolerated. Implied or direct assurances and/or promises are prohibited. Further, recruiting personnel will not suggest to rejected personnel that by contacting or sending correspondence to DoD, CNO, BUPERS, NAVCRUITCOM, or a political representative could assist in gaining preference or overcoming the reason for their rejection. All applicants will be evaluated solely on their individual merits and qualifications using the "whole person" concept.

(2) Recruiting personnel will ensure applicants fully understand the true nature and scope of their agreement with the Navy. Special care must be taken to clarify or avoid any statements, oral or written, that could possibly be construed or misinterpreted as a promise. There are certain matters that must receive special emphasis so that applicants will have a true and proper understanding. These are matters that relate to:

(a) Incentives, Bonus Programs, College Fund "Kicker"

(b) Geographical/Duty Stations

(c) Promotions

(d) Educational Opportunities

(e) Meaning/Requirements of Military Service Obligation (MSO)

(3) The Navy is a challenging career. If properly presented, this should be sufficient attraction for men and women of the desired character.

(4) Recruiting personnel will reinforce to each applicant that only those promises actually written into their service agreement will be honored.

(5) Real or implied promises that cannot be honored and questionable recruiting practices jeopardize accomplishment of the mission and mar the integrity of the

individual Navy recruiter, Navy Recruiting Command, and the Navy. Such methods are strictly prohibited.

c. Recruiter Intervention in the Judicial System. Under no circumstances will recruiting personnel directly or indirectly intervene on behalf of a prospective applicant who is awaiting action by court authorities.

(1) Recruiting personnel will not appear in court or before judicial authorities at any time (i.e., District Attorney (DA), Assistant DA, Prosecuting Authority, etc.) nor will they initiate communication with the same, or on behalf of any prospect, or applicant.

(2) Informal conversations with defense attorneys or probation/parole officers will be limited to explaining Navy-recruiting policies. Recruiting personnel are prohibited from expressing their personal or professional opinions with applicants or members of the judicial system regarding enlistment/commission or retention of an unqualified individual. The normal course of court action will be allowed to occur without the assistance, intervention, or influence of recruiting personnel.

(3) Correspondence regarding enlistment/commissioning opportunities is prohibited with anyone who is currently incarcerated.

(4) Special inquiries and congressional requests for information must be forwarded to NAVCRUITCOM Inspector General for appropriate action and response.

(5) Recruiting personnel are not authorized to assist applicants or non-applicants seeking to perform volunteer work at Navy recruiting offices for the purpose of fulfilling a court imposed community service requirement.

(6) Recruiting personnel will not enter any portion of an establishment known to be a MEPS lodging and/or meal facility, except when their official duties make it necessary to assist in the proper check-in and check-out of an applicant.

d. Reporting Recruiting Irregularities. Organizational reporting procedures for incidents of recruiting malpractice or misconduct are set forth in the current edition of COMNAVCRUITCOMINST 5041.1. In addition, NAVCRUITCOM personnel

who become aware of or suspect recruiting irregularities will report such activities to their immediate superior. NAVCRUITREG Commanders, NAVCRUITDIST Commanding Officers, and the NAVCRUITCOM Inspector General will initiate inquiries into allegations or complaints of recruiting irregularities, including those forwarded from the Military Entrance Processing Command (MEPCOM).

e. Bribes. In the event an applicant attempts to bribe recruiting personnel for any purpose, it will be reported to the NAVCRUITDIST CO, via the chain of command, who will forward the report to the NAVCRUITREG Commander. The applicant will be rejected and permanently banned from future enlistment/commission.

f. Fraternization. COMNAVCRUITCOMINST 5370.1 explicitly prohibits fraternization and unduly familiar relationships between recruiters and prospects, applicants, and/or candidates.

010405. CONDUCT WITH APPLICANTS. All applicants will be treated with courtesy, respect, dignity, and consideration. This applies equally to rejected applicants. Recruiters have the responsibility for tactfully informing disqualified applicants of their ineligibility for enlistment/commissioning. Rejected applicants must be made to feel their interest in the Navy is greatly appreciated.

a. Sexual Harassment and Discrimination

(1) Recruiters are under the daily scrutiny of the public. As such, any action that jeopardizes the public trust and confidence will adversely affect our ability to accomplish our mission.

(2) Recruiter conduct will be above reproach at all times. Vulgar, sexually explicit, or obscene language or conduct is unprofessional and prohibited. Furthermore, members of the opposite sex will never be made to feel as if a recruiter or member of Navy Recruiting Command is ever taking advantage of a situation; even the appearance of a situation that could be misconstrued will not be tolerated. Failure to adhere to this policy will result in administrative and disciplinary action.

(3) It is imperative that all Sailors and civilian employees of the command understand the Navy policy on

discrimination and sexual harassment. Commanders at all levels will ensure every member under their charge has been provided discrimination and sexual harassment training and education in accordance with the current Navy Order.

b. Information and Instructions to be Given to Applicants NAVCRUITCOM must find able-bodied, spirited individuals who can endure rigorous training, accept discipline, respond to and provide sound leadership, and perform their duties in a competent manner. The purpose of enlistment/commissioning screening and processing is to determine if applicants fit these general criteria, and to ascertain if they have the potential to serve as Navy Officers. Recruiting personnel will carefully inform applicants as to what they can expect and also what will be expected of them in return.

010406. CONCEALING APPLICANT INFORMATION. Under no circumstances will recruiting personnel instruct an applicant to withhold any information regarding the commission of any civilian offenses, no matter how minor; medical/physical information, to include treatment, medication prescribed, or minor illnesses, regardless of when treatment occurred or the applicant's current medical/physical status; or any other information that could later result in the applicant being discharged for fraudulent enlistment/commission. Inform applicants who state they have had no previous military service that, should they conceal such service, the fact will become known as soon as their documents reach the DoN, and they will be subject to disciplinary action or discharge for fraudulent enlistment/commission.

010407. NON-SOLICITATION OF CERTAIN INDIVIDUALS

a. Generally, applicants apply for commissioning at the recruiting activity nearest their place of residence. When applicants apply for enlistment/commission at a station distant from their permanent residence, recruiters must investigate to ensure the applicant has not been previously rejected. If necessary, recruiters must initiate communication with the station nearest the applicant's home in an effort to obtain sufficient information to establish the applicant's status.

b. Since a considerable amount of planning and administrative work is required to prepare Reservists for planned active duty and ultimate affiliation with a parent Reserve Unit, recruiting members of the Navy Reserve who have

received orders to extended active duty is prohibited. This does not prevent any interested Reservist from voluntarily seeking information concerning Active Component commissioning.

c. Recruiters will not actively solicit enlistment/commissioning of registrants known to have been deferred from training and service under the Universal Military Training and Services (UMT&S) Act, USC Title 50, Section 451, as they are engaged in endeavors considered necessary to the maintenance of the national health, safety, or interest. This does not bar the enlistment/commissioning of such individuals who volunteer on their own initiative. The foregoing also applies to solicitation of members of Components of other branches of the Armed Forces or the National Guard.

010408. SAFEGUARDING APPLICATION INFORMATION

a. Non-Divulgence. Information regarding an applicant will not be divulged to any source outside the Navy, except properly authorized USMEPCOM personnel. This requirement extends to information obtained verbally or in response to written request(s), e.g., test scores, character, employment, school, and police reference checks. It is expressly intended that the applicant and his/her family not be advised of the specific or general content of the information obtained. This is a critical aspect of recruiting; it would be impossible to obtain objective information from community associates if they were not totally assured of the privacy and privileged status this information will receive by recruiting personnel. Recruiters must clearly understand that this includes any and all information, regardless of the manner in which it is obtained.

b. Transmitting Files. Whenever practicable, applicants will not transmit their own or any other person’s application file. However, in those isolated instances where an applicant file cannot be transmitted by any other means in sufficient time to avoid a processing delay, an applicant may hand-carry his/her own file from the NORS in a sealed envelope (ensure the tape is initialed).

010409. SENDING RECRUITMENT INFORMATION OR MATERIAL TO A FOREIGN COUNTRY

a. When written inquiries originating from foreign countries are received, forward them to NAVCRUITCOM (00IG) for proper handling and response.

b. Sending recruitment information or material to a foreign country without consent of the country concerned is a violation of international law and is prohibited regardless of the communication media used. However, recruitment information or material may be given to foreign nationals visiting U. S. bases overseas, U. S. territories, or appearing in person at a NORS.

c. Sending recruitment information or material to United States diplomatic officials in a foreign country is permissible.

d. Recruiters assigned to recruiting duty in the continental United States are prohibited from operating a government vehicle in or entering Canada or Mexico to conduct any recruiting business. There are no exceptions to this policy.

010410. UNIFORMS

a. The Navy Dress uniform is the preferred uniform for all events. It is recognized and respected throughout the United States by Americans from all walks of life. The Navy's advertising effort recognizes this and builds upon it. Successful recruiters recognize this and use it to their advantage.

b. The prescribed uniform for recruiting personnel, officer and enlisted, appearing at any official/formal event such as a career fair/Conference (i.e. National Society of Black Engineers (NSBE), National Association for the Advancement of Colored People (NAACP), etc.) television program, public gathering, or patriotic celebration will be the appropriate Navy Dress uniform. The uniform for exceptional presentations (e.g., combat displays, physical fitness tests) will be specified by the Commanding Officer.

010411. HOURS OF OPERATION, NAVY RECRUITING COMMAND. The NAVCRUITDIST CO will prescribe working hours for NORS and support offices. Consideration will be given to staggering

working hours so offices remain open during peak recruiting hours of the day.

010412. INSPECTIONS. Frequent inspections of, or visits to, NORS by the NAVCRUITDIST Commanding Officer or representative are essential to proper functioning of the recruiting effort. Recruiting methods will be under constant inspection by the CO so that no discredit can be brought on the Navy by questionable advertising, false promises, or unethical practices.

SECTION 5

OPERATIONS

010501. PURPOSE. An uncluttered, orderly office presents a professional appearance and is the first impression an applicant has of the United States Navy.

010502. NAVY OFFICER RECRUITING STATIONS (NORS) SECURITY

a. Emergency Numbers. Names, local addresses and phone numbers of all recruiters assigned to the NORS will be submitted to the local police and fire departments. This requirement also applies to part-time offices, where minor/plant property or files are located.

b. Security Containers. Combination/key locks will be used on all security containers. Only NORS recruiting personnel will be authorized knowledge of combination numbers. Lock combinations will be changed and submitted to the NORS Security Officer annually or upon the departure of any recruiter assigned to the NORS.

010503. COMPUTERS. Physical security standards will be implemented in accordance with current OPNAV directives. The NAVCRUITDIST Systems Administrator (SYSAD) is responsible for maintaining full accountability of all automated data processing (ADP) hardware and software. In addition, the following physical security measures will be taken:

a. The SYSAD will ensure that all computers are accounted for by custody records, signatures and verified semi-annually in April and October.

b. At close of business, all laptops will be properly secured in a locked container (filing cabinet, locked desk drawers, etc.) or taken home.

010504. PRIVACY ACT/FREEDOM OF INFORMATION ACT (PA/FOIA)

a. Forms and documents concerning prospects, applicants, and enlistees will be maintained in a secure manner. Recruiters will be familiar with the policies concerning requesting, recording, filing or divulging information on applicants and recruits obtained in the course of their work.

b. Requests for information under PA/FOIA will be handled carefully. Providing personal information to the parent is an invasion of the applicant's privacy. Only if the applicant is under 18 years of age does the parent or legal guardian have the right of access. Parents or guardians of applicants 18 or over will be informed that disclosure of the applicant's records is an invasion of their privacy under the Privacy Act of 1974.

c. Test material used to determine individual qualifications is exempt, as disclosure would compromise objectivity and fairness of tests. Requests for disclosures of information protected by PA/FOIA should be referred to the NAVCRUITDIST Chain of Command.

010505. COLLECTION OF PERSONAL INFORMATION FROM INDIVIDUALS. Recruiters will collect information to the greatest extent possible directly from the individual concerned. Recruiters will ensure all Personal Identification Information (PII) obtained is properly safeguarded in accordance with current Navy PII policy and guidance.

a. Third party information will be minimized with the exception of police record checks and character/employment references.

b. Individuals asked to supply information for a system of records, e.g., Recruiting Tools system, must be advised of the following:

(1) Authority for collection of information,

(2) Purpose(s) for which information will be used, and

(3) Whether disclosure is mandatory or voluntary and consequences for failure to provide.

c. The Privacy Act Statement located on the applicant record can be used for this purpose. For additional details and guidance concerning the PA/FOIA the recruiter will consult NAVCRUITCOM Judge Advocate General (JAG) (00J) via their respective chain of command.

010506. **OFFICER PROGRAMS DEPARTMENT ORGANIZATION**. The Officer Programs Department role descriptions are contained in the Standard Operating Procedures Manual (SOPMAN), COMNAVCRUITCOMINST 5400.2.

010507. OFFICE FILES. All files are to be maintained per SECNAVINST 5210.5.

010508. VEHICLES. All guidance concerning Navy Recruiting Command motor vehicles is found in the Logistics Support Manual, COMNAVCRUITCOMINST 4400.1.

(This Page Intentionally Left Blank)

SECTION 6

GENERAL INFORMATION

010601. INITIAL APPOINTMENTS. Members initially appointed to commissioned grade are so appointed by the President. Permanently commissioned officers in the active component in and above the grade of Lieutenant Commander, and reserve component officers in and above the grade of Captain are appointed by, and with the advice and consent of, the Senate. When the Senate is not in session, temporary and interim appointments are made, subject to Senate confirmation during the next session.

010602. OFFICER DESIGNATORS. The officer designator codes are four digit numbers used to group officers by categories for personnel accounting and administrative purposes and to identify the status of officers. The first three digits identify the categories in which officers are appointed and/or designated. The fourth digit identifies the status of officers within the various categories. Designators, Navy Officer Billet Classifications (NOBCs), Subspecialty (SSP) Codes and Additional Qualifications Designations (AQDs) are listed in the Navy Officer Manpower and Personnel Classification Manual (NAVPERS 15839 VOL I). The fourth digit of the designator code indicates:

Digit Description

0	An officer in the active component whose permanent grade is Ensign or above.
1	An officer in the active component whose permanent status is Warrant Officer.
2	Temporary officer in the active component whose permanent status is enlisted.
3	An officer in the active component who is on the Retired List.
4	No longer used.
5	An officer in the reserve component (Exceptions: Note 4th digits 7, 8 and 9).
6	No longer used.
7	An officer in the reserve component on active duty in the Full Time Support (FTS) Program (Includes officers of the FTS Program rotated to other than FTS billets).
8	An officer in the reserve component who was appointed in the Navy Reserve Integration Program from enlisted status or whose permanent status is Warrant Officer.
9	An officer in the reserve component who is on the retired list.

010603. OFFICER GRADE CODES. The grades of officers allowed in billets are identified by a one-letter code and/or by an abbreviation. The following is a list of codes, abbreviations, and the officer grades they identify:

Code	Grade	Paygrade	Abbreviation
A	Fleet Admiral	11	FADM
B	Admiral	10	ADM
C	Vice Admiral	09	VADM
D	Rear Admiral (Upper Half)	08	RADM
E	Rear Admiral (Lower Half)	07	RDML
G	Captain	06	CAPT
H	Commander	05	CDR
I	Lieutenant Commander	04	LCDR
J	Lieutenant	03	LT
K	Lieutenant (Junior Grade)	02	LTJG
L	Ensign	01	ENS
R	Chief Warrant Officer-5	W5	CWO5
M	Chief Warrant Officer-4	W4	CWO4
N	Chief Warrant Officer-3	W3	CWO3
O	Chief Warrant Officer-2	W2	CWO2

010604. NAVY OFFICER BILLET CLASSIFICATIONS. Navy officer billet classifications are found in the Manual of Navy Officer Manpower and Personnel Classifications NAVPERS 15839 Volume 1 – Major Code Structures.

a. NOBC, AQD and SSP Codes identify officer billet requirements and officer occupational experience acquired through billet experience or through a combination of education and experience.

b. NOBCs, SSPs and AQDs provide a general description of duties performed in a billet. It is not meant to cover every duty required of the job nor is every duty listed a requirement of the billet. Similarly, an NOBC, SSP or AQD in an officer’s record does not indicate that the officer has experience in every duty listed in the definition. The NOBC identifies a group of officer billets that are similar but not identical in scope and nature of duties.

c. All Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) Officer NOBCs, SSPs and AQDs classifications in these officer communities identify primary duties associated with interns, residents, fellowships and the practice of health care within medical specialties.

010605. SOLICITATION OF PRIVACY ACT INFORMATION. All forms used by Navy Recruiting personnel to collect personal information from any individual (military or civilian) are affected by this requirement. Forms that are completed by recruiters or support personnel using information from other forms filled out by a prospect or applicant are not included in this requirement.

a. Areas of Advisement. The Privacy Act of 1974 requires that all individuals from whom personal information is requested will be advised of:

(1) The authority (statute or executive order) that authorized the solicitation.

(2) All major purposes for which the DoD uses the information (e.g., determine qualifications for commission or security review).

(3) A brief summary of those routine uses to be made of the information, as published in the Federal Register.

(4) Whether disclosure is mandatory or voluntary and possible consequences for failing to respond.

b. Blueprinting Information. The provisions of the Privacy Act of 1974 extend to personal information obtained for record purposes during discussions with individuals. Therefore, the required Privacy Act Statement will be read and/or given to the individual during telephone or personal interviews when any part of the personal information is to be recorded and retained for any purpose. This requirement includes questions asked to determine basic qualifications for completion of a prospect/applicant card or formal interviews conducted as part of the application procedure. It is realized that citing the specific authority is not feasible under all circumstances. The general authority for all appointment qualifications are Title 10 USC §531 and 10 USC §12201.

c. Verbal Privacy Act Statement. The following Privacy Act Statement will be used during verbal exchanges with prospects or applicants:

"In order to properly assist you in determining the program which best suits your needs, I will require some personal information concerning your background. All

questions are voluntary and you do not have to provide the information. However, it may not be possible to properly determine your eligibility for application without this information."

010606. DEFINITIONS. The following terms are to be standardized in definition to allow for proper tracking:

a. Lead. A name with information for a recruiter to begin discussing Navy opportunities. Lead validity is unknown.

b. Contact. A contact is a valid lead that has responded to the assigned recruiter's attempt to contact and desires additional information regarding Navy opportunities.

c. Prospect. A prospect must meet the following criteria:

(1) Has expressed his/her desire to become an officer in the Active or Reserve Component of the United States Navy (USN).

(2) Appears to meet the basic eligibility requirements for an officer program.

(3) Has received an application.

(4) Has follow-on action pending.

d. Applicant. An applicant is a prospect who has submitted an application for commission to NAVCRUITCOM for an officer program.

SECTION 7

PROSPECTING

010701. INTRODUCTION. Prospecting is the means by which the recruiter places themselves face to face with as many potentially qualified applicants as possible. This is the single, most important factor of success to a recruiter. Prospecting must be a household word and is the cornerstone of every successful accession. Recruiters must prospect continuously to remain consistent. Although the structure of prospecting does not change, recruiters must work to develop the right approach that fits their own individual personality. Recruiters must use themselves as a sales aid and proof source. The recruiter's personal experiences show how the prospect's interests can be satisfied in the Navy. Generally, prospecting is looked upon as an unwanted task. Having a good attitude and possessing the confidence in his/her abilities to prospect can make the prospecting evolution a success for the recruiter. Sitting in the office will not make goal. **Success in prospecting is measured by the number of contracts attained.**

010702. BASIC DEFINITIONS

a. Market I. D. Maintaining a continuous flow of new names on a continuous basis is essential to a recruiter's success.

b. Prospecting. This is the means by which a prospect is contacted. The purpose of contacting an individual is to arrange and conduct an interview with the prospect.

c. Screening/Blueprinting. The process of evaluating a prospect's eligibility as defined in Chapters 2 and 4 of this instruction and aids in eliminating those prospects who do not meet the requirements.

d. Selling. Persuading a prospect to enter the United States Navy using skills, techniques, and motivation. Selling occurs during a face-to-face interview with a potentially qualified applicant.

e. Processing. Applicants applying for enlistment/commission must complete all requirements in accordance with program checklist and PA.

010703. PRINCIPAL SOURCES OF LEADS/CONTACTS

a. Current Navy Students. The Navy has many students in various college programs (Health Services Collegiate Program (HSCP), Health Professional Scholarship Program (HPSP), Nurse Candidate Program (NCP), Financial Assistance Program (FAP), Baccalaureate Degree Completion Program (BCDP), Civilian Engineer Corps (CEC), Chaplain, Judge Advocate General (JAG) Students, Nuclear Propulsion Officer Candidate (NUPOC), who have been selected and accessed into commissioning programs. These students are valuable assets to field recruiters as a source of potential applicant referrals.

b. Name Lists. Qualified name lists are key recruiting tools in obtaining goal in officer recruiting. These name lists consist of:

(1) School lists. These should include name, address, phone number, GPA, major, graduation date, etc. Some examples of school lists are rosters obtained through the Solomon Act, engineering societies, honor societies, minority associations, etc. Utilization of the Solomon Act to obtain school lists will only be at the discretion of the CO on a case-by-case basis. Abuse of this legislation could lead to alienation of the institution.

(2) Professional lists. These should include name, address, phone number, age, etc. Some examples of professional lists are state licensing agencies, state and local professional associations, professional minority associations, etc.

(3) Military lists. These include Individual Ready Reserve (IRR), separation orders list, community lists, etc.

c. Responsibilities

(1) The OPO will:

(a) Coordinate the collection of name lists from all identified Priority 1 and 2 schools.

(b) Coordinate with the LEADS Shop and Advertising Coordinator (ADCO) the effective use of name lists to facilitate leads development.

(c) Where schools are unwilling to provide name lists, identify alternative methods for providing information on Navy officer opportunities to students, e.g., mailbox stuffers/flyers, email announcements, etc.

(2) The OR will:

(a) Obtain name lists for all assigned Priority 1 and 2 schools.

(b) Request the assistance of the Education Services Specialist (ESS) (see paragraph d below) in drafting official requests.

d. The following guidance is provided to assist ORs in obtaining name lists:

(1) Determine the reasons for organizations not providing a list and, when practical, develop a specific plan to address the institutions' concerns.

(2) Express the benefits realized by the school and the student when the student participates in our financial assistance programs.

(3) Promote Navy advocacy by establishing positive rapport with key school officials; e.g., Registrar, Dean of Admissions, Financial Aid Counselor, Career Development Center Director and associated secretaries and clerks.

(4) School systems have a chain of command similar to that of the Navy. Each echelon in this chain should be contacted prior to approaching the next senior level.

(5) When requesting lists, the following will be considered when addressing format and content:

(a) Printed lists must have all data keyed in.

(b) Electronic lists/medium must be compatible with the available software operating system.

(c) Obtaining this information with e-mail addresses facilitates email marketing. Email has a stronger return record than standard mail.

e. Special Events. Examples of special events are: professional conventions, air shows, boat and car races, etc. Specific responsibilities for special events are:

(1) For Special Events, the OPO will:

(a) Assign (or recommend to NAVCRUITDIST CO) an OR to be the Event Coordinator.

(b) Review and (if authorized) approve the OR's POA&M to ensure maximum effectiveness.

(c) Assist and participate where and when necessary.

(2) The OR assigned as the Event Coordinator will produce and execute the approved POA&M for the specified event.

f. Officer Hometown Area Recruiting Program (OHARP) and Senior Minority Assistance to Recruiting (SEMINAR). Procedures governing these programs are found in BUPERSINST 1150.1.

(1) OHARP is designed to return outstanding Navy personnel to their home areas to assist local recruiters in locating quality prospects and establishing centers of influence. OHARP/SEMINAR participation is approved and monitored by NAVCRUITCOM N11.

(2) The SEMINAR Program provides outstanding minority personnel, E6 through O6, to interface with influential members in the minority community and inform them of opportunities for minorities in today's Navy.

(3) The OPO will develop a plan on exactly how to best employ participants of both these programs in accordance with their prescribed instructions.

g. CLO. CLOs are reserve officers who usually hold faculty or administrative positions at colleges or universities. They report to the respective NAVCRUITDIST CO and will be utilized by the NAVCRUITDIST to assist in officer recruiting and, more specifically, diversity officer recruiting. Further guidance on the CLO program is provided in COMNAVCRUITCOMINST 1100.8.

(1) If no CLO is assigned to a District, there should be a plan in the Diversity Section of the MOP to obtain a CLO.

h. PSLO. PSLOs are reserve and retired officers who usually hold faculty or administrative positions at medical schools, dental schools, nursing schools, etc. They will be utilized by the NAVCRUITDIST to assist in medical and dental programs recruiting.

i. For EPO referrals utilize the Enlisted Programs Referral (NAVCRUIT 1131/24).

j. Personally Developed Contacts (PDC). This form of prospecting is physically getting out in the recruiting territory and canvassing potential prospects. All ORs will organize their calendar to allow for this activity throughout their work week. This mode of prospecting is the predominant means of leads generation for Medical and Engineering Officer Programs. The right approach will vary depending on the personality of the recruiter.

k. Centers of Influence (COIs). COIs are persons who are in a position to influence someone's decision to join the Navy. The recruiter will cultivate relationships with COIs, as they are great referral sources. Examples of COIs are school faculty, NAVOPSPTCENs staff members, Navy League contacts, and Naval Reserve Association members, etc.

010704. POACHING

a. Officer recruiting personnel are prohibited from prospecting, accessing, processing or enlisting an applicant that does not reside, perform reserve drills or attend school within the geographical boundaries of their respective NAVCRUITDIST. (Courtesy enlistments, commissioning and superseding are excluded).

b. An applicant residing within the boundaries of one NAVCRUITDIST and attending school or drilling at a NAVOPSPTCEN within the boundaries of another NAVCRUITDIST, has the option of choosing between those two NAVCRUITDISTs.

c. Recruiting personnel contacted by a prospect that neither resides, drills, nor attends a school within their respective NAVCRUITDIST will refer the applicant to the appropriate NAVCRUITDIST based on where the applicant resides, drills, or attends school.

d. A waiver, in writing, to this policy may be granted and provided by the respective COMNAVCRUITREG provided both NAVCRUITDISTs are within the same NAVCRUITREG. Said waivers are to be placed in the applicant's residual file. The NAVCRUITDIST requesting to process the applicant(s) will be the requesting party with copy of the request provided to the opposing NAVCRUITDIST CO at the time the waiver is requested.

e. In cases where the applicant insists on working with a particular officer recruiter outside of the NAVCRUITDIST the applicant resides in, the applicant will write a "Memo for the Record" indicating:

(1) Why the applicant wants to work with the other recruiter.

(2) That the applicant was given the opportunity to work with a recruiter closer to their residence.

f. The memo must be signed and dated by the applicant and the working officer recruiter. It will then be faxed to the NAVCRUITDIST OPO, who will forward it to other NAVCRUITDIST OPO. If a disagreement arises between the NAVCRUITDIST OPOs, the issue will be brought to the respective NAVCRUITDIST COs.

g. NAVCRUITDISTs that are found to have violated this policy will not be awarded contract credit. The contract will be awarded to the appropriate NAVCRUITDIST whose area encompasses the applicant’s residence or school.

010705. ADVERTISING AND LEADS RESPONSIBILITIES. The following are practices and responsibilities relevant to officer recruiting and advertising.

a. The OPO will:

(1) Make inputs to the ADCO in the planning of the Advertising Plan (ADPlan) by providing market information about their territory, as well as guidance as to the timing of the mailout. School breaks, holiday periods, and school calendars (exam periods and career fairs) are to be considered when requesting a mailout.

(2) Make the Local Effective Accession Delivery System (LEADS) Production Team Supervisor (LPTS) aware when email campaigns result in new leads.

b. The OR will:

(1) Review all direct mail pieces with the OPO and Advertising Coordinator (ADCO) to ensure the mail out contains correct and current information and is going to the intended target audience.

(2) Inform the OPO when an email marketing campaign has generated leads.

(3) Email specific groups of prospective contacts as identified through school and professional lists and obtained from markets within their AOR only.

c. ORs are prohibited from:

(1) Purchasing advertising and conducting mass mail out campaigns. Instructions applicable to authorization and procedures for local advertising can be found in COMNAVCRUITCOMINST 1140.3.

(2) “Spamming” (process of sending unsolicited email advertising to the general public).

d. All prospecting emails will include the following statement at the bottom of the text:

"Please respond to the originator of this email if you wish to stop future emails by including the phrase REMOVE FROM LIST in the subject line."

e. Public Service Advertising (PSA)

(1) PSA (free advertising) is generally regarded as advertising in the public interest, promoting causes and goals of nonprofit organizations that contribute to the welfare of the community. Radio, television, newspapers, magazines, outdoor billboard and transit companies have unsold advertising space available. Navy PSA provides the media with the opportunity to fill this space and to inform the general public of the career opportunities available in today’s Navy.

(2) NAVCRUITCOM produces and markets Navy PSA through national direct mail campaigns and personal visits to major media representatives.

(3) Each Region and NAVCRUITDIST receives information copies of current PSA material as well as listings of local media who are accepting Navy PSA.

(4) The OR's role is to ensure maximum Navy PSA exposure in the local community. OPOs can request PSAs through their Public Affairs Officers (PAOs). Periodic visits in uniform to media representatives can influence prominent placement of Navy PSA and enhance awareness of the Navy in the community.

f. Recruiting Aid Devices (RADs). RADs support the recruiting process and are distributed on a "push" basis, that is, initial distribution to the field of one-half of the quantity produced is made directly. At a specified time, generally six months after initial distribution, the remainder of the inventory is shipped to the field. The amount of items shipped under automatic distribution should last six months. Each collateral item produced carries a "per recruiter" number. This number tells the recruiter how many total copies of that item the recruiter can expect to receive during a twelve-month period. Items with large per recruiter numbers are usually lead generating items; fulfillment items have smaller numbers as do sales closing items. For further guidance on this subject refer to COMNAVCRUITCOMINST 1140.1. They are designed to perform one of five functions:

(1) Lead generating items are designed to generate interest.

(2) Fulfillment items provide basic information on the Navy in response to requests.

(3) Sales Closing items contain detailed information to help the recruiter close the sale.

(4) Transition items are designed to reinforce the prospective applicant's decision to join the Navy and help prepare the applicant for initial officer training.

(5) Awareness items are designed to make people aware of the Navy presence and provide referrals.

010706. LEADS HANDLING

a. The OPO will:

(1) In the case of any lead, assign the lead to the officer recruiter within 72 hours of receipt.

(2) Ensure the officer recruiter has updated the NAVOPSPTCEN record within 14 days, and review the monthly leads report to ensure there are no overdue leads in the National Leads Tracking System (NALTS) and NAVOPSPTCEN.

(3) Obtain a weekly report of NALTS overdue leads from the LPTS.

b. The Officer Recruiter will:

(1) Attempt contact with the lead within 72 hours of receipt. Change status to either "contact" or "lead attempted contact" in NAVOPSPTCEN.

(2) Complete Lead feedback information in the respective NAVOPSPTCEN record within 14 days of receipt.

(3) Attempt and document a minimum of three contacts prior to requesting NAVOPSPTCEN removal, NAVCRUITDIST archive or forwarding to the Enlisted Programs department. The three attempts are to capture all avenues of achieving contact with the lead available in the record (e.g., phone, mail, email).

c. Leads Production Team Supervisor (LPTS): Provide the OPO with a list of NALTS overdue leads report on a weekly basis.

010707. SCHOOL CANVASSING PROGRAM. The school-canvassing program will include medical schools, nursing schools, teaching hospitals, colleges, universities, law schools, seminaries and other post secondary institutions. For the purpose of this manual the word "school" refers to colleges, universities, teaching hospitals, and any other institutes of higher learning associated with Navy Officer recruiting. The school canvassing program described is general in nature, but contains specific requirements to be adopted within any canvassing plan. It does not impose limits or boundaries on the initiative or imagination of the individual recruiter. Good school canvassing programs will use available recruiter resources to effectively recruit to, penetrate and/or develop

viable markets. This program may be amended locally to accommodate the environment.

a. General Program Guidance. Quality schools are prime sources of prospects. Each NAVCRUITDIST will have a comprehensive school-canvassing program with established priorities and milestones. The program will consist of recruiting activities planned throughout the year in coordination with the MOP. The program will be reviewed and modified to fit recruiter, school and community needs. Lessons learned from the school canvassing program will be captured by the ORs on the Officer Recruiting Post-Prospecting Activity Report (PPAR) (NAVCRUIT Form 1131/25).

b. Analysis of School Market. The OR and OPO will analyze each school in the NAVCRUITDIST's territory and direct efforts accordingly. The annual Officer Market Report (OMR) provided by COMNAVCRUITCOM (N511) that shows identifiable historical officer accession production from universities and colleges and relevant markets will be reviewed by each NAVCRUITDIST OPO and retained for two years. The following factors will be considered in analyzing the school market:

(1) What schools are actually producing applicants?

(2) What schools have the quality student that the Navy needs?

(3) What schools will actively promote the Navy and distribute Navy material?

(4) What schools have non-cooperative positions toward the military and/or the Navy? Seek out COIs to assist in understanding the concerns and improving the relationship.

(5) What schools are historically non-productive and why?

c. School Priority Ratings and Management. The schools will be divided into three priority ratings based on market and will be visited as follows:

(1) Priority 1. At a minimum, must include all dental, medical, engineering and historically top producing schools based on the OMR report. These schools will be visited once a month at minimum and after each visit, a PPAR will be placed in the corresponding section of the Campus Data

Notebook (CDN). Priority 1 schools will have an OR designated as the Campus Manager to coordinate cross program events to obtain maximum benefit. Waivers to the minimum monthly requirement must be approved by the NAVCRUITDIST CO or XO in writing based upon NAVCRUITDIST, NAVCRUITREG and NAVCRUITCOM goal attainment.

(2) Priority 2. Possess marketable prospects, but have been historically poor producers. These schools will be visited quarterly at a minimum. Visits will be performed with the intent to develop the school into a Priority 1 market.

(3) Priority 3. Possess limited marketable prospects and/or demonstrate non-cooperative position toward the military. These schools will be visited annually at a minimum, preferably at the start of a term/semester. Visits will be performed to foster COI cultivation and improve relations.

d. Making the Initial Appointment. All initial visits by either new recruiters or to new schools will be made by appointment. All school visits will be tracked in the CDN. Do not utilize "dropping by" techniques when first establishing your campus presence as you may interrupt an established schedule. If an OPO or OR is unable to keep an appointment, the OPO or OR will notify the school representative prior to the time of the appointment to cancel or reschedule the appointment.

e. The Appointment. Recruiters are to be on time and project the proper Navy image at all times. Attitudes are usually formed on the first face-to-face contact, and past negative impressions must be overcome during this meeting. Key points to be taken into account that will aid in your success are:

(1) How much of the school official's time can the recruiter take?

(2) How much time does the recruiter have?

(3) The recruiter will establish an outline of what he/she wants to accomplish. The recruiter will take notes during the appointment.

(4) The recruiter must convey that he/she is an asset/benefit - not a threat - to the students. The officials must trust the recruiter before they will accept the recruiter.

(5) The recruiter will have an outline of his/her goals for the conversation. Some subjects that should be discussed are:

(a) The importance of the students graduating and obtaining their degree prior to entering the Navy.

(b) Benefits such as medical, training, housing, advancements and retirement.

(c) Navy post-graduate education opportunities.

(d) The Educator Orientation Visit (EOV) Program, intended to educate the educators, is a good way to overcome objections and concerns. Recruiters should talk to their Education Service Specialist for further details.

(e) Navy special events that are coming or planned, i.e., Blue Angels, Navy bands, exhibit vans, etc.

(6) Closing the Appointment. Every effort should be made to stay within the time allotted for the appointment. Recruiters will express their appreciation for the individual's time and leave a business card.

f. Follow-Up School Visits. Officer recruiters will go with a predetermined purpose when conducting school visits. Going into the school without a purpose or plan is unprofessional and unacceptable. Recommended activities include:

(1) Inspect collateral material displays. Recruiters will maintain display items on campus in an orderly and timely manner.

(2) Set up a place for interviewing that is agreeable to the school administration and students (e.g., placement office).

(3) Make arrangements to provide presentations to classes and/or student organizations.

(4) With school administration approval, teach a class in your field of expertise, e.g., career planning, goal setting, rating/designator specific subjects, degree background.

(5) Attend major school functions.

(6) Deliver a copy of the school newspaper ad if the NAVCRUITDIST has purchased space.

(7) Visit with Collegiates while on campus.

(8) Visit placement office while on campus visits and inspect Navy contact information and any postings for accuracy.

(9) Visit local NAVCRUITSTA and get enlisted recruiters involved (where feasible). A courtesy call should be made to the Recruiter in Charge (RinC) prior to such visits.

g. College Career Fairs/Days, School Talks, and Events on NAVCRUITCOM's Diversity Calendar (located on the Recruiting Quarterdeck). These events are conducted to promote career awareness. Participation in these events is mandatory and may take the form of a short presentation or passing out collateral material.

(1) Prior to Presentation. The preparation and planning phase is most important to a successful presentation/fair. Outside sources can be used, such as Medical Recruiting Navy (NAVCRUITCOM funded)/Medical Speaker Bureau (BUMED funded), NTOs, etc. When preparing for the presentation the following factors should be considered:

(a) Audience. Determine composition and size: gender specific, mixed gender, age groups, ethnicity, etc. Select the topic that will be of interest to the recruiter's audience. Determine the location and audience size to be accommodated. Stay flexible for last minute changes. If it is a career day booth make certain all participants know the details of the event.

(b) Use of Time. Decide how to maximize the time allotted for the presentation. Possibilities include, but are not limited to discussions, lectures, talks, slides or film presentations, etc. Keep this in mind when planning, if the

recruiter shows a film and only has an hour, select a short film and leave room for questions or discussions. Audio-visual aids used should support the topic.

(c) Rehearse. Once a presentation is prepared and supporting aids selected, the presentation should be rehearsed. It is recommended that a fellow recruiter critique the presenter's rehearsal.

(2) During the Presentation. Proper preparation and thorough knowledge of your subject will facilitate smooth execution. The recruiters may be asked questions that cannot be answered during these events. Be prepared to say "I'm not sure" or "I don't know but I'll find out and get back to you." Audience interest can be maintained only by speaking on the level of their understanding. Speak in layman terms and avoid Navy jargon. Stay flexible, be ready to adjust to unforeseen situations and remain professional at all times.

(3) After the Presentation. Analyze and document the results of the presentation and make notes on how to improve future presentations. Follow-up on any leads or unanswered questions.

010708. CAMPUS DATA NOTEBOOKS (CDN). CDNs are mandatory for all priority 1 and 2 schools and highly recommended for priority 3 schools. CDNs provide specific information about each school to facilitate continuity in personnel turnover. All files will be maintained per SECNAVINST 5210.5.

a. Format. CDNs will consist of a binder of appropriate size with the school name on the cover. Each CDN will contain Top Sheet identifying the School's/Program's name and contact information. The CDN will be divided into three required sections.

(1) Section I: Contact Data

(a) The COI Roster. The COI roster will include at a minimum the following information concerning each COI: name, address, phone number, academic emphasis, and how they contribute to the process.

(b) The Active Duty and Individual Ready Reserve (IRR) Collegiate Roster. These rosters will include at a

minimum the following information concerning each student: name, address, phone number, final program and future graduation date.

(c) Selected Reserve (SELRES). These rosters will include at a minimum the following information concerning each student: name, address, phone number, final program and future graduation date.

(2) Section II: Officer Recruiting Post Prospecting Activity Reports (NAVCRUIT 1131/25). NAVCRUIT 1131/25 documents each campus visit/evolution, e.g., career days, major presentations, hospital visits, college blitzes, stuffing resident boxes, or posting flyers. The report will be reviewed and initialed by the NAVCRUITDIST CO, and maintained in the respective CDN. A report will be submitted at the completion of a prospecting activity, as well as any time a significant social, economic or political event occurs that could change the recruiting atmosphere.

(3) Section III: Additional Information. Additional data will include the following information, but is not limited to the following:

(a) Initial Pre-Visit Preparation List (NAVCRUIT 1131/26).

(b) Area and Campus Maps

(c) NAVCRUITSTA Information. The addresses and phone numbers of NAVCRUITSTAs near or enroute to the college campus are required information.

(d) Clubs and Associations Lists

b. Responsibilities

(1) The OPO will:

(a) Maintain a list of all colleges within the command's prescribed territory.

(b) Assign each priority 1 and 2 school to a specific officer recruiter for a specific program market (e.g., Medical programs). For schools with multiple officers assigned, such as a large State University, assign one OR as the Campus Manager.

(c) Review and initial all CDNs quarterly at a minimum.

(2) The Officer Recruiter will:

(a) Maintain the CDN for each priority 1 and 2 school he/she is assigned.

(b) Document significant aspects of school visits with all COIs in the CDN and NAVOPSPTCEN.

(c) For each assigned school, print and insert into the CDN:

1. An updated COI roster annually

2. An updated collegiate roster semi-annually

(d) Submit a PPAR after major campus visits, such as: career days, major presentations, clinical visits, college blitzes, stuffing of resident boxes, or posting of flyers are accomplished. Reports will also be made any time information needs to be documented that could change the recruiting atmosphere.

010709. BLUEPRINTING. Blueprinting starts when setting the appointment and goes more in-depth throughout the entire interview process. Questions should be open ended and not leading the applicant to a particular response. Thorough blueprinting of qualification information is necessary to ensure the information is accurate and to avoid wasting everyone’s time. Recruiters will document citizenship, education, dependents, and any prior service or previous testing. Most of this information can be obtained during normal conversation. Only after a rapport has been established and the recruiter has reminded the prospect of the Privacy Act, should the recruiter continue with the qualification questions, e.g. physical, police, and drug usage.

Remember: Personal information must be appropriately safeguarded at all times.

SECTION 8

MODES OF PROSPECTING

010801. PURPOSE. Prospecting is any action taken to put a recruiter face-to-face with a prospect. A prospect is an individual that appears eligible for enlistment/commissioning.

010802. TELEPHONE. The telephone is an efficient prospecting tool. It is convenient, provides flexibility, and gives the recruiter a distinct advantage over the prospect when time is taken to prepare for the conversation before making the call.

a. The primary purpose of the phone call is to make contact with the prospect and obtain an appointment. When contact is made, sell the prospect on an appointment, not on the Navy. If the applicant is unavailable and a family member answers the phone, try to find out as much as possible about the applicant.

b. An interview to sell the Navy occurs once the recruiter gets face-to-face with the prospect. There are three factors, Preparation, Planning and Scheduling, and Technique, that will affect the degree of effectiveness and ultimately the results achieved from telephone prospecting:

(1) Preparation

(a) Considering the amount of prospecting conducted over the phone, time spent preparing for phone prospecting is absolutely necessary.

(b) A positive attitude is of equal importance.

(c) Consider every contact a potential contract.

(d) Have the supporting tools readily available:

1. PSS Telephone Script (Exhibit 010801)

2. Contact Lists

3. Computer

4. Blueprinting Form

(e) Establish a relaxed and quiet office environment that is conducive for making telephone calls and minimizes disruptions and distractions.

(2) Planning and Scheduling. Identifying the market to be contacted and the best time to call that market is extremely important in improving the quality and success of phone prospecting. Once phone prospecting is scheduled, every effort will be made to complete the task. When a block of time for phone prospecting is missed, it is lost forever. Every effort must be made to schedule phone prospecting during the hours when it can be accomplished and will have the most impact on your target market. To schedule prospecting without a definitive time frame for accomplishment is not effective planning and will minimize results.

(3) Technique. Anyone can dial a phone number, but a successful recruiter must develop and apply the proper techniques to schedule a quality appointment that will show for an interview.

(a) Always confirm you are speaking with the person you are attempting to contact.

(b) Use PSS skills when phone prospecting.

(c) Recruiters should always be professional, relaxed and smile. The recruiter should state the reason for calling and wait for a response. The more the prospect talks, the better chance of obtaining an appointment. The recruiter must stay focused and be careful not to let the conversation go astray. The recruiter must remain in control at all times without allowing the prospect to know.

(d) The recruiter must be honest and remember that time is a factor in the quality of prospecting being conducted. Wasted conversation with an unqualified applicant is an ingredient for failure, be cordial but direct, be aggressive but courteous. The recruiter must know exactly what he/she is trying to accomplish and remain focused on that goal.

010803. REFERRALS. Referral prospecting is probably the easiest method for generating activity available to the recruiter. It entails nothing more than describing the type of individual you are looking for and then asking people if they know anyone who fits that description. Each individual the

recruiter meets or comes in contact with is a potential source of referrals.

a. Prospect Referrals. Every prospect should be tasked with providing referrals after the interview. The key to obtaining referrals from applicants rests with the way the recruiter asks for them. The recruiter must let the applicant know exactly what they are looking for and help the applicant in the process of remembering names of friends, families, co-workers, or anyone the applicant believes will benefit from the opportunities the Navy offers. The recruiter should encourage the applicant that the applicant will make a difference in someone's life by assisting with a referral.

b. COI Referral. Whether they are attached to a school or not, COIs should never feel as though they are being used. Recruiters will make it a habit to thank COIs every chance they get to make them feel part of the team. They are very interested in the applicant they referred to the Navy or they would not have referred them. The most important thing for the recruiter to remember about COIs is the more of them that are cultivated, the more people are working for the recruiter, and the better chances the recruiter has of getting referrals that can potentially become contracts.

c. Officer Program Referrals. An OR, the OPO, or, in the absence of an OR or OPO, the NAVCRUITDIST XO shall evaluate each referred enlisted prospect to the OPO Department for suitability for an officer program. Both the Enlisted Programs Officer (EPO) and OPO shall track all inter-departmental referrals throughout the fiscal year to evaluate the effectiveness of the referral process in regard to commissions/appointments and enlistments achieved. The following procedures, at a minimum apply:

(1) The officer program evaluation shall normally be completed by the OR, the OPO, or the NAVCRUITDIST XO within 72 hours utilizing the Officer Programs Referral form (NAVCRUIT 1133/98) initiated by the Enlisted Programs Department. The signed and dated NAVCRUIT 1133/98 shall be returned to the enlisted recruiter, respective Recruiter-in-Charge (RinC), Chief Recruiter (CR) or EPO immediately upon determination of the applicant’s viability for an officer program.

(2) If an applicant is found to be competitive for an officer program based on initial screening, and the applicant

desires to submit an officer program application, the applicant may be contracted for enlisted programs, but shall not be shipped to RTC until final determination (selection or non-selection) is made by COMNAVCRUITCOM Officer Programs. If the applicant does not wish to apply for an officer program or wishes to abandon their application for officer programs after starting the process, the applicant must indicate their declination in writing by using **Competitiveness of Officer Programs (NAVPERS 1070/613)**

d. ENLISTED PROGRAMS. When a General Officer Program contact does not meet basic eligibility requirements, the OR or the OPO shall explain to the contact the specific criteria he/she does not meet. The OPO shall immediately refer the contact to the Enlisted Programs Department by initiating an Enlisted Programs Referral (NAVCRUIT 1131/24) and forwarding it to the Enlisted Programs Department. Discussion of specific information regarding any COMNAVCRUITCOM Selection Board deliberations with a non-selected applicant is prohibited. The following procedures, at a minimum, apply:

(1) When a Medical Program contact does not meet basic eligibility requirements, the Medical Programs recruiter or the OPO shall explain to the contact the specific criteria he/she does not meet. The Medical Program contact shall be counseled by the OR or OPO as to their opportunity to apply later should the contact resolve the noted deficiency.

(2) The Enlisted Programs Department shall return the signed and dated NAVCRUIT 1131/24 within 72 hours of receipt from the OPO indicating the initial outcome of the referral.

(3) If the referral subsequently contracts, the EPO shall notify the OPO within 72 hours of a referral's DEP-in. The OPO shall update the respective NAVCRUIT 1131/24 and retain it with all other Enlisted Programs Referrals for a period of three years.

010804. ADVERTISING - LEADS. The Navy reaches several important markets each year through a system of direct or national mail outs. This system is commonly referred to as LEADS. These mail outs not only target potential prospects for enlistment/ commissioning, but are also designed to obtain complete coverage of the target market and maintain interest through follow-up letters and incentive items. The important thing to remember about LEADS generated through advertising is

that the prospect is interested in a job and training, but not necessarily in the Navy. It is the recruiter's job to sell the prospect on the Navy not just the job. Timing is everything when dealing with LEADS. Field recruiters are not authorized to purchase any advertising on their own.

Note: Recruiters will prospect a LEAD within 48 hours of receipt of that LEAD. The disposition of the LEAD will be annotated in OTools within 14 days of receipt or it will be considered overdue. LEADS will remain in a recruiter's working ticker for a maximum of four months or until a disposition is attained.

010805. MAILOUTS. Regular mailouts are conducted by the NAVCRUITDIST to assist in the recruiting effort. NORS, requesting help to target their market, are strongly encouraged to submit a valid list of contacts to the LEADS Production Team. The list and market will be evaluated and a determination will be made as to whether or not it is cost effective to target the market requested. NORs are prohibited from conducting mass mailouts. Individual mailouts are authorized as long as they are limited.

010806. PERSONALLY DEVELOPED CONTACTS (PDCs). PDCs involve meeting likely prospects face-to-face and obtaining names and sufficient information for the purpose of making an appointment. Getting just a name with no additional information is not a PDC contact. Recruiters will familiarize themselves with their area to identify those locations that are most likely to produce contacts. The following locations are examples of places to PDC:

a. Colleges and Professional schools.

b. Businesses that hire young people.

c. Sporting events/military shows/and other special events that attract large crowds.

Note: Plan PDC prospecting when contact is most likely. Timing is a critical element when recruiting.

d. Other factors to consider when planning PDC prospecting:

(1) Market. Where is there a propensity to find eligible candidates?

(2) Time of Day. Scheduling prospecting at a time when prospects are available.

(3) Objective. Recruiters must have a plan of action prior to commencing prospecting. What is the recruiter trying to accomplish? Is it an effective enough plan to aid the recruiter in making mission? Always analyze the results after the prospecting period. The recruiter's skills will improve over time if he/she works on his/her weaknesses and improve on his/her strengths.

(4) Procedures and Techniques. The following are basic procedures for soliciting Personally Developed Contacts:

(a) Utilize PSS skills.

(b) Be outgoing. Recruiters must introduce themselves, shake hands, and explain to the contact who they are, and what they do. In simple terms, the recruiters must be informal, but professional.

(c) Avoid forcing the prospect to make any decision about military affiliation.

(d) Recruiters should participate with the people they are trying to enlist/commission.

(e) Express an interest in the prospect's background, current situation, and plans. Recruiters should discuss things they share in common with the prospect. Recruiters will ensure the prospect understands they may find some of these things in the Navy.

(f) Recruiters will not conduct interviews on the street.

(g) When recruiters make contact with groups, they should try to identify the leader of the group and appeal to that person.

(h) Recruiters will always ask for referrals.

010807. TIME MANAGEMENT

a. Time management is absolutely critical to a recruiter's prospecting success. Time management is often the greatest challenge that a recruiter faces while prospecting. Poor time

management ultimately results in poor quality contracts and can possibly lead to failure. Effective time management however, promotes quality of life and mission accomplishment. There is no substitute for solid work ethic and good prospecting. Accept that recruiting is a complex process; it requires many different actions over time before results are realized. Break down the recruiting process and utilize every prospecting mode. Recruiters will establish objectives prior to prospecting, and should reward themselves for good prospecting. This will build good habits and will reinforce the positive behavior that just occurred.

b. There are many ways to waste time, such as idle conversation and waiting. How often does a recruiter wait for a prospect to show for an appointment? How often do they wait for prospects to finish a test? How often do they wait for a clerk to give them a form? Waiting is wasted time that accomplishes nothing. Recruiters must remain productive. While waiting for an appointment, recruiters should continue prospecting for potentially qualified applicants. When running documents, recruiters are to use their PDC skills and canvass the area. Recruiters will always look to be productive and take every opportunity to prospect.

010808. ANALYSIS OF PROSPECTING. At the end of each prospecting evolution, analyze what was accomplished against the goal. Evaluate the quality of prospecting by looking at the appointments that were set. Look at the big picture (mission) and see what impact the prospecting had on attaining goal. Always stay focused on prospecting, everything else is lower priority. Without prospecting, there are no applicants. In the end, success in prospecting is measured by the quality of the contracts written.

(This Page Intentionally Left Blank)

EXHIBIT 010801. PSS PHONE SCRIPT

STEP	ACTION
1	"Hello, may I speak with (Prospect's Name)"
2	"(Prospect's Name) this is (Recruiters Name). Do you have a minute?"
3	"The reason I'm calling is I am the United States Navy representative here in (YOUR CITY) and (SELECT ONE OF THE FOLLOWING)"
4	REFERRAL: "I was talking with a mutual friend of ours (NAME OR REFERRAL) and he/she had some nice things to say about you. What I would like to do is set up a time for you and I to get together and discuss some of the things that he/she thought would be of some benefit to you. How does _____ or _____ sound?" COLD CALL: "I've been working with other (GROUPS, STUDENTS, ORGANIZATIONS) here in the area and we have discussed some ideas that might be of some value to you both now and in the future and I would like to get together and share them with you. Does _____ or _____ sound beneficial? " LEADS: "My district personnel office notified me that you were interested

STEP	ACTION
5	TIME: "(PROSPECT'S NAME) would _____ or _____ be better?"
6	LOCATION: "(PROSPECT'S NAME), do you know where my office is located?"
7	(PROSPECT'S NAME) do you have a pen and piece of paper? Let me give you my phone number in case something changes and we can meet sooner than (TIME & DATE of APPT)
8	TRANSPORTATION: "Do you have your own car or will you need a ride down to my office?"
9	"(PROSPECT'S NAME) with your permission, I would like to ask you a few questions to save us both some time when we do get together. Would that be alright with you?" PRIVACY ACT: "(PROSPECT'S NAME) I would like to advise you of the Privacy Act, which states that anything you tell me is between you, me and the United States Navy. First let me ask what hobbies or interests do you have?"
	How old are you? What is your height? How much do you weigh? Did you graduate from college or are you currently attending? What is/was your major? GPA? Do you have any medical problems that you are aware of, or are you under the care of a physician presently? Have you ever used any illegal drugs? Were you born in the United States? Have you ever been in trouble with the police for

	in (FIELD). What I am interested in doing is getting together at a mutually acceptable time to share more information about (FIELD). Would _____ or _____ be better for you?” DIRECT MAIL: “I recently received your reply card requesting more information about (FIELD or PROGRAM) although that information should have been mailed I have some additional information available for you. I would like to get together on _____ or _____ to go over that information with you. How does that sound?”		any reason?
		10	Ask for referrals
		11	“(PROSPECT’S NAME) By the way, what phone number did I give you?”
		12.	CLOSING “(PROSPECT’S NAME), I am looking forward to meeting you on (DATE & TIME OF APPOINTMENT) to discuss (BRIDGE TO EARLIER REASONING) I am going to gather some information for our meeting. What I would like you to do is think of any information or questions that you may find particularly useful during our meeting. Do you have any other questions or programs you would like to discuss? Great then I will see you then.”

EXHIBIT 010801. PSS PHONE SCRIPT (CONT'D)

INDIFFERENCE	MISUNDERSTANDING	DRAWBACK	SKEPTICISM
When the customer expresses satisfaction with his or her circumstances you should: 1. Acknowledge the prospect's point of view **(Example) "(Name), it always makes me feel good when I talk to people today and they have their act together, not everyone does you know...you should be proud of yourself...** 2. Request permission to probe (Example continued)...and I have found that things have a way of changing when you least expect it. Could I just take two minutes of your time to ask a couple of questions to determine if I might be able to offer some suggestions to help you in case things do change?" 3. Probe prospect's circumstances for Opportunities and Effects: Use the strategy on page 96 in the PSS Core Program Book... Pick a Navy Feature for which you think (based on your customer knowledge) there may be an	**When it's clear that the customer thinks you can't provide a feature or benefit you can provide.** Probe to understand the concern Confirm the need behind the concern. (Example) "(Name) would _____ be important to you?" Support the need. Acknowledge the Concern. (Example) "Sounds right having the _____ provides piece of mind to many of the people I talk with." Describe relevant features and benefits.	**When it's clear that the customer is dissatisfied with the presence or absence of a feature or benefit.** Probe to understand the concern. Acknowledge the concern (Example) "(Name) there are a lot of other people that I talk with that share your concern" Refocus on the bigger picture **(Example) "(Name) lets look at this from another angle."** Outweigh with previously accepted benefits if you have any, if not try to put the concern aside temporarily and create	**When it's clear that your customer doubts a feature or benefit that you've described.** Probe to understand the concern. Acknowledge the concern. **(Example) " (Name) I can understand where you are coming from"** Offer relevant proof. **(Example) "(Name) When we get together I will have _____ ready for you to see for yourself."** Check for acceptance. (Example) "(Name) would _____

INDIFFERENCE	MISUNDERSTANDING	DRAWBACK	SKEPTICISM
Opportunity Ask yourself what condition/problem this prospect may be facing if he/she is not enjoying the benefit offered by the Navy Ask yourself what question(s) you could ask to determine if that opportunity exists Use the format: (A) How do you do? (B) How's that working for you? (C) What's the Effect on you if that doesn't change? 4. Closed probe to confirm a need (to solve that condition/problem) Support with the Navy Feature and Benefit. If prospect is willing to continue talking, try to uncover and support other needs...if not, ask for an appointment to discuss additional ways you can help when he/she has more time to talk.	(Example) "(Name) in the Navy we have _____ that will provide you _____ that you are looking for. When we get together I will have more information on _____ prepared for us to talk about." Check for acceptance. (Example) "(Name) would _____ or _____ be better for us to meet and discuss that further?	awareness of other customer circumstances/needs that you can satisfy and return to outweigh with them. **(Example) " (Name), I hear you but if you do not mind I would like to come back to that in a few minutes, if I could ask you a few questions about……..(see indifference model)** Check for acceptance. (Example) "(Name), although you had a valid concern can you not see how working through _____ will actually allow you to move forward in your personal/professional life? Would _____ or	or_____ be better for us to get together for me to provide you with that?"

INDIFFERENCE	MISUNDERSTANDING	DRAWBACK	SKEPTICISM
		_____ be better for us to get together so I can show you many other things that can help you achieve your long term goals?”	

(This Page Intentionally Left Blank)

CHAPTER 2

BASIC ELIGIBILITY REQUIREMENTS

SECTION 1

GENERAL

020101. RECRUITER GUIDELINES

a. Eligibility Requirements. The recruiter must review the basic enlistment eligibility requirements discussed throughout this chapter before scheduling any applicant for enlistment/commissioning.

b. Blueprinting. Recruiters are guided in determining an applicant's eligibility from information obtained from interviews, pre-screening, tests and applicant provided background information collected to complete all forms and documents.

c. Interview. The preliminary interview is designed to reveal the applicant's desire for Naval service, involvement in any unusual circumstances, status (age, dependency, prior service, education), and all other information required to make a preliminary eligibility determination.

(1) The recruiter is to obtain all necessary information and question, in depth, any vague answers to ensure eligibility.

(2) During the interview, the recruiter should strive to answer the applicant's questions and provide appropriate information pertaining to commissioning programs.

(3) If any disqualifying mental, conduct or physical characteristic is identified, the recruiter must tactfully inform the applicant and stop further processing.

020102. CHARACTER. Applicants must be able to demonstrate, at the time of enlistment/commissioning, that they're capable of maintaining a satisfactory pattern of conduct. Individuals who are not of the highest moral character would be a liability as a member of the Navy. An individual's acceptability, insofar as character is concerned, will be determined at the time of application, and after a careful review of their completed file.

020103. ELIGIBILITY DETERMINATION AUTHORITY

a. ROTC Participants. ORs shall not attempt to recruit students for OCS who are receiving ROTC scholarships. Where basic military training is required of all students (such as VMI and the Citadel), participants are eligible for Navy officer programs as long as they are not regularly enrolled by signed obligation in any Reserve Officer Training Course (ROTC) program. If a member of an Army or Air Force ROTC unit requests application to an officer candidate program within six months prior to receipt of a college degree, and presents a statement signed by an authorized official of the parent service that he/she will be released from any contractual obligation for military duty incurred through membership in that service, the application may be accepted. Under no circumstances shall Navy recruiting personnel/activities initiate or assist with the initiation of a request for release from contractual obligation.

b. Officer Programs. Any applicant who has ever held a commission in any branch of the Armed Services is ineligible for commissioning through OCS and cannot be processed by NAVCRUITCOM.

(1) Active Duty Commissioned Officers. Active duty commissioned officers of any branch of the Armed Services must request an inter-service transfer through their parent service.

(2) Inactive Duty Commissioned Officers. Inactive duty Commissioned Officers of any branch of the Armed Services (except the Navy) are generally eligible to apply for any direct commission program through NAVCRUITCOM. Specific requirements for each are listed by program in this instruction. Officers who hold a commission in the reserve component of another service in a similar/related skill set, for which they are requesting transfer to active duty Navy, shall be processed as an inter-service transfer from the reserve component of their parent service to the reserve component of the Navy. They then complete the recall to active duty process. This application can be completed as a single application provided all documents for the inter-service transfer and recall to active duty are included in the application. Recruiters shall coordinate these applications closely with the respective program manager. Officers in the reserve component of another service who desire appointment in an active duty Navy status in a different corps from which they currently hold a commission are processed as a direct appointment - these officers must obtain a Statement of Conditional Release, DD Form 368, signed by the approving

authority of their parent service. Navy inactive commissioned officers are eligible to apply for medical programs through NAVCRUITCOM via active duty recall. Refer to PERS 9 for further assistance at http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Officers.

(3) U. S. Public Health Service (USPHS) Officers are eligible to apply, provided they obtain a DD Form 368 from the Public Health Service.

c. Commander, Navy Personnel Command (PERS-911) has cognizance over inter-service transfer programs.

d. Other Service Enlisted Members (Active and Inactive IRR). Members of other components of the armed service may apply for any officer program for which eligible provided a DD Form 368 is submitted. Eligibility can be found in the appropriate PA. Under no circumstances shall Navy recruiting activities actively pursue active enlisted members of other components of the armed service.

e. Navy Enlisted Members

(1) Active duty Navy enlisted members apply in accordance with OPNAV Instruction 1420.1 and submit an application through their chain of command. Exceptions will be made for those members who are within six months of their End of Active Obligated Service (EAOS) and have an approved NAVPERS 1306/7.

(2) Active Navy Reservists (SELRES) apply through their local NAVCRUITDIST. A Request for Conditional Release (DD Form 368) must be routed through their NAVOPSPTCEN for CO recommendation. The recruiter is required to forward the DD Form 368 and NAVOPSPTCEN CO's recommendation to PERS-911 for final signature, prior to submitting their application.

(3) Individual Ready Reserve (IRR) members apply through their local NAVCRUITDIST and the recruiter is required to forward the DD Form 368 to PERS-913 for final signature.

020104. PREVIOUS DISENROLLMENT FROM PROGRAMS LEADING TO A COMMISSION

a. Previous disenrollment, either voluntary or involuntary, from a program leading to a commission in any branch of the

military is not automatically disqualifying; disposition is dependent upon the designator.

b. Selection boards will not make a final decision on an applicant without first reviewing the reason for the disenrollment. Applicants must provide a written statement regarding the reasons for the disenrollment or furnish documentation deemed sufficient by the program manager(s) from all officer communities for which the individual wishes to apply.

c. Former USNA midshipmen and NROTC members of either the scholarship or college programs who have received pay entitlements, subsistence allowance, tuition, or fees under the provisions of these programs are eligible for Nuclear Propulsion Officer Candidate (NUPOC), but may not be placed on active duty until graduation.

020105. SCREENING OF APPLICANTS

a. Applicants must be able to demonstrate that they are capable of maintaining a satisfactory pattern of conduct. Individuals who are not of the highest moral character would be a liability the Navy. An individual's acceptability, in so far as character is concerned, will be determined at the time of application, and after a careful review of their completed file.

b. Gang Association. Applicants who disclose or who are suspected of gang association will be interviewed by the CO to determine degree of participation and ability to maintain a satisfactory pattern of conduct. Applicants who have affiliated with gangs should not be denied enlistment/commission based on that affiliation alone. However, applicants who have a history of criminal activity or violence associated with gang activity are not enlistment/commission eligible. Refer to Chapter 2, Section 4 for applicants with gang tattoos.

020106. MANDATORY REJECTION. NAVCRUITCOM (00J) must review all applicant issues falling into the mandatory rejection or mandatory determination categories.

a. Automatic Rejections. Application for enlistment/commission will be rejected from any individual who:

(1) Is awaiting trial, awaiting sentence, or on parole.

(2) Has pending civil unpaid fines/court dates.

(3) Is on supervised conditional/monitored probation, deferred sentence, suspended jail time or has not completed court requirements such as counseling, driver school, etc.

(4) Has been a trafficker (supplier) of illegal drugs.

(5) Holds religious beliefs that conflict with the principle that voluntary enlistees/officers are subject to unrestricted service on a 24-hour-a-day, seven-days-a-week basis.

(6) Has reservations about military service because of religious, moral, or ethical reasons.

(7) Has reservations about upholding and defending the Constitution of the United States, and its guarantees of civil rights and equal protection under the law for all residents of the United States regardless of their race, creed, color, sex, religion, or national origin.

(8) Is pregnant. (Per DODI 6130.4, exceptions as noted in Section 021005).

(9) Exhibits transsexual or other gender identity disorders.

(10) Engages in exhibitionism, transvestitism, voyeurism, or other forms of deviant behavior.

(11) Single parents or dual military couple having custody of one or more children and refusing to complete a Family Care Plan Arrangements (OPNAV 1740/7).

(12) Is required by any state or federal court, statute, or administrative regulation to register as a sex offender.

(13) Has been convicted of rape, carnal knowledge, forcible sodomy, sodomy of a minor, prostitution involving a minor, indecent assault, assault with intent to commit rape, assault with intent to commit sodomy, indecent act with a minor, indecent language with a minor, kidnapping of a minor, pornography involving a minor, attempt to commit any of the foregoing, conspiracy to commit any or the foregoing, or solicitation to commit any of the foregoing.

Note: NAVCRUITCOM (00J) will determine enlistment/commissioning eligibility, with or without waiting periods, or mandatory rejection for any applicant who has had charges dismissed or who has been released from probation, suspended sentence, or any other form of civil restraint for the purpose of enlisting or affiliating.

(14) Participated in any organization that espouses extremist/supremacist causes, attempts to create illegal discrimination or advocates use of force/violence against the U.S. government and territories/possessions. Participation also includes engaging in any other activity that relates to those organizations or is in furtherance of those organizations' objectives when such activities are detrimental to good order and discipline or mission accomplishment.

(15) Has been convicted of a hate crime or received adverse adjudication resulting from a hate crime offense.

b. Homosexuality

(1) Policy. An applicant will be rejected if he/she has engaged in homosexual conduct, or has volunteered a statement that he/she is a homosexual, unless such acts are a departure from the applicant's usual behavior, such acts are unlikely to recur, such acts were accomplished by force, coercion, or intimidation; and the applicant does not have a propensity to engage in homosexual acts.

(2) Procedures. Recruiters will not question an applicant about his/her sexual preference/orientation. If, however the applicant makes a statement that he/she is a homosexual or a bi-sexual, or if evidence otherwise comes to light indicating an applicant may be a homosexual, then homosexual conduct becomes a qualification standard. Do not question the applicant. Stop processing and contact NAVCRUITCOM (00J) for further guidance.

c. Domestic or Family Abuse/ Violence Rejections. Any applicant who has been convicted of a crime of family/ domestic abuse/ violence will be ineligible for enlistment or affiliation. NAVCRUITCOM (00J) will render an eligibility determination for any person charged with family/ domestic abuse/ violence crimes.

020107. MARGINALLY QUALIFIED PROSPECTS. Before scheduling a marginally qualified prospect to process, OR will determine that the individual has compensating qualities or attributes that balance or out-weigh the characteristic or circumstance identifying him/her as marginally qualified. It is important to note that a prospect that is marginally qualified is not a field reject candidate. Field rejection is for non-qualified prospects only. For field rejection, refer to para 020106. If a marginal prospect, after the OR has informed them that they are not competitive, wishes to complete an application, the NAVCRUITDIST will forward the application with their recommendation to NAVCRUITCOM via their respective NAVCRUITDIST. The following are examples of compensating qualities or attributes that will be considered:

a. A Good Employment Record

b. An Excellent Local Reputation

020108. MAXIMUM AGE STATEMENT OF UNDERSTANDING. All officers who will be beyond their 42nd birthday on the day of their commissioning are required to acknowledge the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62 by signing the Maximum Age Statement of Understanding contained within the respective Service Agreement.

020109. VERIFICATION OF BIRTH/BIRTH CERTIFICATE

a. All applicants for officer programs shall furnish a birth certificate or provide official verification of birth.

(1) U. S. Birth Certificate. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity in the application.

(2) Non-U. S. Birth Certificate. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity in the application along with an English translation of birth certificate. The translation shall be certified by the translator and shall include the translator's printed name, signature and date. The applicant cannot complete this translation.

b. If the birth certificate cannot be produced, the Request for Verification of Birth (DD Form 372) can be used as primary evidence by completing the form per the instructions contained

thereon and forwarding it to one of the agencies listed below. A copy of the DD Form 372 shall be retained in the applicant's residual file pending response. Upon receipt of the agency verified DD Form 372, replace the unverified copy with the agency verified DD Form 372 in the residual file and enclose the original in the application.

(1) State Bureau of Vital Statistics or State Health Department.

(2) County Department of Public Health, County Clerk's Office, or County Registrar's Office.

(3) City Department of Public Health, City Clerk's Office, or City Registrar's Office.

(4) In the event the agency states that no birth record exists, a combination of secondary evidence any of which must have been created as close to the time of birth as possible, and which may be used to verify the applicant's date and place of birth shall be reviewed by the NAVCRUITDIST Commanding Officer, or an officer designated in writing by the Commanding Officer, for determination of enlistment eligibility. Examples of secondary evidence are as follows:

(a) A U. S. passport (or one in which the individual was included).

(b) Baptismal certificate, certificate of circumcision, hospital record.

(c) Separation documents of prior service personnel.

(d) Affidavits of persons having personal knowledge of the facts of birth.

(e) Primary school records

(f) Family Bible entries.

(g) Early census.

(h) Newspaper files.

(i) Insurance papers.

(5) Upon verification, the officer shall prepare a DD Form 372 and indicate in Section II the circumstances of how the verification was made. Such entry shall be signed and dated by that officer in the "Verified by" block. An example of the appropriate entry is as follows:

"Determination based on review of hospital records and DD Form 372 by name of verifying officer."

c. The DD Form 372 is not to be used to obtain birth record information from the U. S. Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS).

020110. DEPENDENCY STATUS

a. There are no restrictions relative to dependency status for application to Navy Officer Programs with the exception of the Naval Academy.

b. Single parents or dual military couple having custody of one or more child(ren) must submit a Family Care Plan Arrangements (OPNAV 1740/7) to the NAVCRUITDIST CO/XO (NAVOPSPTCEN COs for reservists) for review and endorsement; include the endorsed OPNAV 1740/7 with the applicants commissioning package. For reserve applicants, the plan will be effective during any required training or mobilization periods. The original OPNAV 1740/7 will be retained by the member and a copy will be retained in the applicant's NAVCRUITDIST file.

c. Applicants will be advised that no preferential treatment with regard to assignments will be afforded single parents.

d. Applicants with dependents are required to provide proof of their dependent’s social security numbers in order to properly enroll their dependents into DEERS. This can be accomplished by certified copies of their dependent’s social security card or any Social Security Administration issued document that includes the dependent’s social security number on it. Applicants with foreign alien dependents residing in the United States illegally are not enlistment/commission eligible until their dependents become properly admitted into the United States and obtain a social security card, or no longer reside unlawfully in the United States.

020111. SWIMMING REQUIREMENTS

a. The Third Class Swim Test is administered early in the training program at OCS and ODS. Candidates who are unable to successfully complete the swim test will be considered for attrition from the program. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. An applicant's ability to swim is strictly based upon their self-admission on the swim skill questions of the Application for Commission NAVCRUIT 1131/2. If an OCS/ODS applicant checks "no" for any question, he/she must receive official written notice by the NAVCRUITDIST CO or OPO (by direction) encouraging him/her to practice swimming prior to shipping to OCS/ODS. The applicant must acknowledge receipt of this letter by signing a copy and his/her understanding of the ramifications of not being able to pass the Third Class Swim Test. Before an applicant is final selected, a copy of this signed letter must be included in the application and verified by the respective NAVCRUITCOM Program Manager Exhibit 020101.

b. The Third Class Swim Test consists of the following:

(1) Abandon Ship Jump: Jump from a 12-foot tower to simulate abandoning ship.

(2) 50-yd Swim: Using any single stroke or combination of the crawl, breaststroke, sidestroke, and elementary backstroke, swim 50-yards.

(3) Five Minute Prone Float: Remain afloat (face down), utilizing survival-floating skills, for five minutes (drown proofing).

(4) Shirt and Trouser Inflation: Fill a shirt and pair of trousers with air to remain afloat.

Exhibit 020101. OFFICER CANDIDATE SCHOOL (OCS)/OFFICER DEVELOPMENT SCHOOL (ODS) THIRD CLASS SWIM TEST

1400
ADM
Date

From: Commanding Officer, Navy Recruiting District, _____
To: _____, XXX-XX-_____

Subj: OFFICER CANDIDATE SCHOOL (OCS)/OFFICER DEVELOPMENT SCHOOL (ODS) THIRD CLASS SWIM TEST

Ref: (a) COMNAVCRUITCOMINST 1131.2

1. The Third Class Swim Test is administered early in the training program at OCS/ ODS. All officer candidates are expected to be able to swim prior to reporting. Officer Candidates who are unable to successfully complete the swim test will be considered for attrition from the program.

2. Your ability to swim is strictly based upon your self-admission on the swim skill questions of your Application for Commission (NAVCRUIT 1131/2). Since you have answered "No" for one or more of the swim skill questions, you are strongly encouraged to practice your swimming skills prior to reporting to OCS/ODS.

3. This letter is written in an effort to advise and counsel you concerning your swimming skills. A copy of this letter will be included in your application submitted to Navy Recruiting Command.

Commanding Officer

I acknowledge receipt of this letter and understand the ramifications of not being able to pass the Third Class Swim Test at OCS/ODS.

_____
Applicant Signature / Date

(This Page Intentionally Left Blank)

SECTION 2

CITIZENSHIP

020201. GENERAL

a. To be eligible for appointment as an active component, U.S. citizenship is required (born in the U.S.A., naturalized, or born abroad of U.S. parents), unless waived by the Secretary of Defense for an original appointment in a grade below the grade of Lieutenant Commander (O4). Dual citizens are eligible to apply, but they must submit proof of renouncing non-U.S. citizenship prior to final selection. Contact NAVCRUITCOM for further guidance (N31).

b. For Reserve appointment, an individual must be either a U.S. citizen or lawfully admitted to the United States for permanent residence.

020202. EVIDENCE OF CITIZENSHIP

a. Applicants for all officer programs shall be citizens of the United States and shall submit positive proof of citizenship at the time of application.

b. Native born citizens. Applicants born in the geographical United States (50 states, Guam, Puerto Rico, Virgin Islands and the Northern Mariana Islands) are considered native born citizens.

c. Applicants born outside the United States of U. S. citizen parents. One of the following verification forms can be sighted and a DD Form 372 completed citing circumstances of how the verification was made.

(1) Certificate of citizenship issued by USCIS, formerly INS. The Evidence of Citizenship (NAVCRUIT 1100/25) form shall be completed.

(2) Report of Birth Abroad to a Citizen of the United States of America (FS 240).

(3) Certification of Birth issued by a U. S. Consulate of the Department of State (FS 545 or DS 1350).

(4) U. S. Passport (or one in which the applicant was included).

(5) For applicants not born in the Panama Canal Zone and who cannot provide any of the above documentation, prepare DD Form 372. Include as much information as is known about the applicant and a signed Authority for Release of Information and Records (DD 2221). Mail both documents with a self-addressed return envelope to:

Overseas Births
Department of State
Passport Services, Room 386
1425 K Street, N.W.
Washington, D.C. 20524

(6) Applicants born in the Panama Canal Zone:

(a) To a U. S. citizen parent, provide a certificate of birth issued by the Panama Canal Zone government indicating U. S. citizenship and verified by the Panama Canal Zone government will be accepted.

(b) Who cannot provide any of the above documentation, the Panamanian Birth Certificate must be verified with the Panama Canal Commission utilizing a specially modified DD Form 372. Applicants shall not be enlisted until the Panama Canal Commission returns the DD Form 372 indicating that either the applicant's natural mother or father was a U. S. citizen at the time of the applicant's birth. This DD Form 372 will be addressed to:

Vital Statistics Unit
Administrative Services Division
Panama Canal Commission
APO Miami 34011

(c) Are U. S. citizens <u>only</u> if either the natural mother or father was a U. S. citizen at time of the applicant's birth (this may also apply to applicants born in New Cristobal (Colon, Republic of Panama)). Applicants who were born in the Republic of Panama of U. S. citizen parent(s) claiming U. S. citizenship shall have citizenship verified in the same manner as any other applicant born abroad of U. S. citizen parent(s).

(7) Applicants unable to produce one of the above, or other documentation indicating naturalized U. S. citizenship, <u>shall not</u> be processed.

d. Derived citizenship or naturalized citizens

(1) Applicants who have either completed naturalization proceedings on their own behalf or claim to derive citizenship, though alien-born, from the citizenship/ naturalization of their parent(s), must present a Certificate of Citizenship, a Certificate of Naturalization (both of which are issued by USCIS, formerly INS, or a U. S. passport, or one in which the individual was included, as proof of citizenship. The processing office will sight one of these forms and complete the Evidence of Citizenship (NAVCRUIT 1100/25) form and return the certificate to the applicant.

(2) In the case of those applicants who claim to derive citizenship from the status of their parent(s), and who can offer no proof other than documentary evidence of their parent(s)' status, the following can be used:

(a) Document Verification Request (INS G-845) can be used by the applicant to request verification of naturalization or certificate of citizenship, or

(b) A United States passport.

(This Page Intentionally Left Blank)

SECTION 3

SOCIAL SECURITY NUMBER REQUIREMENT

020301. CRITERIA. A valid Social Security Number (SSN) issued by the Social Security Administration (SSA) is mandatory to process for enlistment/commission.

020302. VERIFICATION

a. SSN verification shall be accomplished by personally sighting one of the three documents listed in the table below. Original SSN verification documents must be photocopied, certified as true copies of the original document, and the certified copies placed in the applicant's residual file. The NAVCRUITDIST CO shall establish a copy certification policy in writing.

DOCUMENTS FOR VERIFICATION OF SOCIAL SECURITY NUMBER ELIGIBILITY

Social Security Number card issued by the Social Security Administration
***Certificate of Release or Discharge from Active Duty* (DD Form 214) for prior service veterans**
***Report of Separation and Record of Service* (NGB Form 22) for prior Army or Air National Guard members**

Note: The Armed Forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

b. OR and OP are responsible for validating the applicant's SSN.

c. Numeral Identification (NUMI/NUMIDENT) printouts issued by SSA are not authorized for enlistment/commissioning.

d. SSN Cards with "Issued for work purposes only" or any other phrase stamped on the face of the card are not valid for enlistment/commissioning. There are no exceptions.

e. Refer to Section 4 for additional guidance pertaining to SSN Cards and enlistment name requirement.

020303. WAIVERS. Waivers of SSN requirements for enlistment/commissioning contained in this section are not authorized.

SECTION 4

ENLISTMENT/COMMISSIONING NAME REQUIREMENT

020401. ENLISTMENT/COMMISSIONING NAME. The name shown on the applicant's Social Security card will be used as the applicant's enlistment/commissioning name of record and is required to be used on all enlistment/commissioning processing forms and documents.

a. If the name on the Social Security card is different than the name shown on the applicant's birth certificate, then the enlistment/commissioning name is considered a "preferred name".

(1) Social Security cards with derivatives of the applicant's legal first and middle names, as shown on their birth certificate are acceptable for enlistment/commissioning processing.

(2) When derivative names of the applicant's legal first and middle names are shown on the applicant's Social Security card, the applicant shall enlist/commission using his/her legal name, as it appears on his/her birth certificate or DD Form 372.

(3) Social Security cards that have the middle name(s) omitted, abbreviated (use of beginning letter initial), or represented by a derivative of the name are also acceptable. If there is an initial used for the middle name on his/her Social Security card, verify the middle name from the birth certificate or DD Form 372. If applicants name is Darin Joseph Smith, and the middle initial J., is used on the Social Security card, you may assume that the J. is for Joseph, therefore enlistment/commissioning documents shall read "Darin Joseph Smith." If there is no middle name on the Social Security card enlistment/commissioning documents shall use "Darin Smith" as the name of record. If the applicant desires his/her middle name on the enlistment/commissioning documents, then the applicant is required to obtain a new Social Security card with either his/her middle name or initial printed on the Social Security card.

(4) If a suffix, i.e., Jr., II, III, etc is listed on the birth certificate or DD Form 372, then the Social Security card must have been issued with the suffix printed on the Social Security card. There are no exceptions to this requirement.

(This Page Intentionally Left Blank)

SECTION 5

PHYSICAL REQUIREMENTS

020501. ORTHODONTIA.

a. Applicants wearing an orthodontic retainer (fixed or removable) are acceptable for enlistment/commission or affiliation with a 'P1' profile. Applicants wearing orthodontic braces are not qualified for Active Component or Reserve Component enlistment/commission, except for prior service applicants who are eligible for Reserve Component affiliation. Individuals wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified, may enlist/commission in Officer Student Programs only. These applicants must present a letter from their orthodontist, on the date of initial physical examination, stating that orthodontic therapy will be concluded and the appliances removed, at the individual's expense, prior to transfer to OCS/ODS or DCO school. Individuals who have not completed orthodontic therapy, or who have fixed orthodontic appliances in place at the time of transfer to OCS/ODS or DCO school will be disqualified from entering onto active duty. Each applicant must clearly understand that the Navy will not incur any obligation or cost connected with orthodontic appliances either during or after enlistment in an officer student program. Retainers require no further treatment and are not to be confused with braces, which require continued treatment and are disqualifying.

b. Direct accession officer and DCO program applicants wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified are prohibited from enlistments/commissioning if the orthodontic treatment cannot be concluded and the appliances removed, at the individual's expenses, prior to transfer to OCS/ODS or DCO school.

020502. TATTOOS/BODY ART/BRANDS. Four criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel: content, location, size and cosmetic.

(a) Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition,

tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

(b) Location. No tattoos/body art/brands on the head, face, neck or scalp. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing.

(c) Size. Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed size criteria are waiverable provided they do not violate the content or location criteria.

(d) Cosmetic Tattoos. This instruction does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purposes of this instruction, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

(e) Cosmetic Permanent Makeup. Effective 1 November 2009, cosmetic permanent makeup is authorized for female sailors. Permanent makeup is authorized for eyebrows, eyeliner, lipstick and lip liner only. It shall be in good taste, blend naturally with the skin tone and enhance a natural appearance. Exaggerated or faddish cosmetic styles are not authorized (NAVADMIN 304/09).

(5) Mutilation. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to a split or forked tongue; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched holes in the ears (other than a normal piercing); intentional scarring on the neck, face or scalp; and intentional burns creating a design or pattern.

(6) Dental Ornamentation. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural,

capped, or veneered, will not be ornamented with designs, jewels, initials or other similar ornamentation.

(a) For the purposes of this instruction, gold or silver caps are not considered as ornamental as long as the member can provide dental documentation verifying that the gold or silver was used for dental reasons vice ornamentation.

(7) Action

(a) Navy Recruiting personnel shall conduct a screening for all tattoos/body art/branding. Use of the Tattoo Screening Certificate, NAVCRUIT 1133/104, is mandatory for any applicant with tattoos/body art/brands. The completed certificate shall be placed in the applicant's residual file.

1. Photograph Documentation. Recruiters are permitted to photograph tattoos/body art/brands located below the knee and also located from the shoulder joint to the fingertips. Only personnel assigned positions at the Navy Liaison Office or NAVCRUITDIST headquarters in the following manner shall photograph applicants with tattoos/body art/brands located in other areas of the body:

a. Females shall be photographed in running shorts and sports bra or modest swimsuit top. Clothing shall not be manipulated in order to provide a better picture of the tattoo.

b. Males shall be photographed in running shorts. Clothing shall not be manipulated in order to provide a better picture.

c. All photographs shall be taken using a two person same sex rule in a location that provides for the applicant's privacy. Photographs shall be taken in such a manner as to not include the applicant's face in the photograph. In the event there is not a second same sex person in the Navy Liaison Office or NAVCRUITDIST headquarters, use of other service personnel is authorized.

d. Applicants with tattoos/body art/brands shall arrive at MEPS with the proper clothing prescribed above and briefed as to what photographs must be taken and by whom. They shall also read and sign the NAVCRUIT 1133/104 Tattoo Screening Certificate acknowledging the screening process.

e. Photographs of tattoos/body art/brands requiring a NAVCRUITDIST CO eligibility determination may be sent electronically together with the NAVCRUIT 1130/104, DD Form 2808, DD Form 2807, applicant handwritten statement, and NAVCRUIT 1133/103 completed in its entirety. The NAVCRUITDIST CO may request additional documentation when deemed necessary to assist in the eligibility determination.

f. Photographs of tattoos/body art/brands on the neck will be taken in such a manner to include the applicant's shoulders.

(b) NAVCRUITDIST COs shall conduct an interview (face-to-face or telephonic) with any applicant who possesses questionable tattoos/body art/brands and denying enlistment/commission to those whose tattoos/body art/brands are considered inappropriate for members of the Navy service. NAVCRUITDIST XOs and OPOs may be delegated responsibility only when authorized "by direction" authority, in writing, by the NAVCRUITDIST CO. The following statement will be made on the bottom of the second page of the Application Processing and Summary Record Checklist (10-07).

(Date): "I have interviewed (Name of applicant) and reviewed his/her body art/marking(s) and determined they (are/are not) in compliance with COMNAVCRUITCOMINST 1131.2D."

_____
NAVCRUITDIST CO/XO/EPO/OPO/EPDS Signature/Date

(8) Waivers. The following criteria will be used when evaluating applicants for tattoos/body art/brands.

(a) Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited and not waiverable.

(b) Location. Tattoos/body art/brands on the head, face or scalp are prohibited regardless of size or content. Tattoos/body art/brands on the neck area that extend above the collar line of a properly fitted open collar uniform shirt are also prohibited. Tattoos/body art/brands that exceed the top of a properly fitted crew neck T-shirt require approval by the NAVCRUITDIST CO only. There are no exceptions to this policy.

Note: Tattoos/body art/brands located on the torso, legs, or upper arm cannot be visible while wearing white uniform clothing. If visible, NAVCRUITDIST COs must make an enlistment/commissioning eligibility determination.

(c) Size. Tattoos/body art/brands that are exposed when wearing a properly fitted crew neck T-shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed the size criteria may be submitted for a NAVCRUITDIST CO waiver provided they do not violate the content or location criteria. The NAVCRUITDIST CO may elect to send difficult or questionable cases to COMNAVCRUITCOM (N35) for review and eligibility determination.

(d) Mutilation. Any body mutilation is prohibited. Questionable cases may be referred to COMNAVCRUITCOM (N35) for review and eligibility determination.

(e) Removal/Alteration of Tattoos/Body Art/Brands. Disqualified applicants who later have any tattoo/body art/ brands professionally concealed or altered may request reconsideration for enlistment/commissioning eligibility determination.

(f) The OPO or person designated by direction shall ensure that applicants with tattoos/body art/brands are warned not to obtain any additional tattoos/body art/brands. All applicants will sign a NAVPERS 1070/613 (Exhibit 020501) acknowledging the Navy's tattoo policy. File the NAVPERS 070/613 in the member's residual file and upload into OTools.

EXHIBIT 020501. TATTOO/BODY ART/ BODY MUTILATION/BODY MARKING WARNING

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

Tattoo/Body Art/ Body Mutilation/Body Markings

YYMMMDD: I understand the Navy's Policy on Tattoo/Body Art/ Body Mutilation/Body Markings. I further understand that I am not to obtain or have any additional tattoos/body art/body mutilation/body markings applied to my body while in school or awaiting commissioning. Failure to comply with this warning could result in my release from all commissioning programs.

_____ _____
(APPLICANT SIGNATURE) (WITNESS SIGNATURE)
(CO/XO/OPO)

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS

SECTION 6

DRUG AND ALCOHOL SCREENING REQUIREMENT

020601. POLICY. Department of the Navy policy is that drug and alcohol dependent applicants, current drug and alcohol abusers, and those individuals whose pre-service abuse of drugs and/or alcohol indicates a proclivity to continue abuse in the service, are not permitted to enter the naval service. The Navy recognizes that some people have clear potential to become creditable performers despite past exposure to drug and/or alcohol abuse. Recruiting procedures must include positive measures to identify and screen out drug and/or alcohol abusers at the point of application for admission. They will also provide an administrative procedure for the granting of pre-service drug abuse waivers to good risk applicants for initial entry into the service.

020602. DEFINITIONS. The following definitions are for operational use within the alcohol and drug abuse programs of the Navy. They do not change definitions in statutory provisions, regulations, or directives concerning personnel administration, medical care, or with determination of misconduct and criminal or civil responsibilities for a person’s acts or missions.

a. Alcohol Abuse. The use of alcohol to an extent that it has an adverse effect on the user's health or behavior, family, community, or the Navy or leads to unacceptable behavior as evidenced by one or more alcohol induced incidents.

b. Alcohol Dependence and/or Alcoholism. Is the compulsive use of alcohol resulting in physical, psychological or social harm to the user and continued use despite that harm.

c. Alcohol-Induced Related Offense. Any adverse adjudication involving alcohol.

d. Alcoholic. An individual who is suffering from the disease of alcoholism.

e. Controlled Substance. Those substances listed in Schedules I-V established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as updated and republished under that Act. Substances listed include, but are not limited to, marijuana, narcotics, hallucinogens/ psychedelics, and specific depressants and stimulants.

f. Depressants. Sedative-hypnotic drugs of diverse chemical structure all capable of inducing varying degrees of behavioral depression. Depending on dose, can have a sedative, tranquilizing, hypnotic (sleep), or anesthetizing effect. Most common categories of depressants include barbiturates (such as Phenobarbital or Secobarbital), tranquilizers, benzodiazepines, or methaqualone.

g. Detoxification. Medical and psychological management of the alcohol and/or drug withdrawal processes.

h. Drug Abuse. Illegal or non-medical use of, or possession of, drugs.

i. Drug Paraphernalia. All equipment, products, and materials of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of law.

j. Drug Dependence. The compulsive use of a chemical or pharmacological agent resulting in physical, psychological, or social harm and continued use despite that harm. The term does not include the continuing prescribed use of pharmaceuticals as part of the medical management of a chronic disease or medical condition.

k. Drug Possession. The exercise of actual physical custody and control, or the exercise of dominion and control, over a controlled substance. Merely being in the presence of another person who is in possession of a substance, or merely knowing the location of a substance, does not constitute possession. The substance does not, however, have to be in the hands of a person or otherwise on the person. Possession may be established by the fact that the substance was found on the premises or in a place over which a person exercises dominion and control. Two or more persons may be in possession of a substance.

l. Drug-Related Incident. Any incident in which drugs are a factor. For the purposes of this instruction, voluntary self-referral, use, possession of drugs or drug paraphernalia, or drug trafficking constitute an incident. Other types of incidents must be carefully evaluated to determine if drugs are

an underlying factor where medical care is required, or suspicious public or domestic disturbance has taken place.

m. Drug Trafficking or Supplying. The wrongful distribution of a controlled substance.

n. Experimental/Casual Use of Marijuana. One who has illegally or improperly used marijuana for reasons of curiosity, peer pressure, or other similar reasons and who positively and clearly rejects any further marijuana use. Marijuana use for reasons of a deeper and more continuing nature than those motivating drug experimenters or casual users cannot be waived.

o. Hallucinogens/Psychedelics. A group of diverse, heterogeneous compounds, all with the ability to induce visual, auditory, or other hallucinations and to separate the individual from reality. Depending on substance and dosage, these substances can cause disturbances in cognition and perception. Most common categories are: LSD; Mescaline; Peyote; Psilocybin; and psychedelic amphetamine variants (STP, MDA). Although a unique drug, for the purposes of this instruction Phencyclidine (PCP) is included in this general drug category.

p. Marijuana. Any intoxicating product of the hemp plant (Cannabis Sativa), any synthesized product of the hemp plant (i.e., hashish), or any other variant thereof. For the purposes of this instruction, the terms marijuana and cannabis are used interchangeably.

q. Narcotics. Any opiates or opiate derivatives, including their synthetic equivalents. Included as opiates are morphine, codeine, heroin, methadone, talwin, percodan, darvon, etc.

r. Physical/Physiological Dependence. An alteration to an individual’s physiology or state of adaptation to a substance evidenced by a pattern of pathological use, impaired social or occupational functioning, an increased tolerance for the substance, and withdrawal symptoms when use of the substance is abruptly discontinued.

s. Prescription Dependence. The dependence on a drug prepared for, and dispensed to, an individual under the written direction of a physician. An individual may become dependent upon prescription medications either through no fault of their own or through the manipulation of the medical system. Each incident of prescription dependence must be handled on a case-

by-case basis to determine the individual's role in becoming chemically dependent.

t. Psychological Dependence. A preoccupation with a drug (including alcohol) characterized by craving for, ruminations about, and an intense desire to secure a regular supply of, the drug. Psychological dependence predates physical dependence by as much as five years.

u. Recovering Alcoholic/Drug Abuser. A person whose chemical dependency has been arrested through abstinence.

v. Stimulants. Widely diverse category made up of central nervous system stimulant drugs that increase the behavioral activity of an individual. Most common categories of abused stimulants include cocaine, amphetamines, and methamphetamines.

020603. WAIVER CRITERIA FOR DRUG USE

a. Nuclear Propulsion Programs. No officer or officer candidate will be accepted into the Nuclear Propulsion Program including officers assigned to Naval Reactors' staff, who has:

(1) Been addicted to any illicit drug or is physically or psychologically dependent on any illicit drug or alcohol.

(2) Been a drug trafficker or manufacturer per OPNAVINST 5355.3.

(3) Abused illicit drugs (other than marijuana).

Note: Waivers for pre-service experimental marijuana use may be granted by NAVCRUITCOM (with Chief of Naval Personnel (PERS-42) concurrence), for Nuclear Propulsion Officer Candidates, Nuclear Power School Instructors, and Naval Reactor Engineers.

(4) During processing and in personal history questioning, the following will be accomplished for applicants to the Navy Nuclear Propulsion Program:

(a) Applicants will acknowledge, by signature, that they may be subject to further background investigation and that any false statements made during application may subsequently result in removal from the program. The certification will also indicate to what extent the applicant meets the criteria in the above paragraph and will contain a signed statement rejecting the illegal use of drugs.

(b) If the applicant admits to drug abuse and requests consideration, the following information concerning the circumstances of past drug abuse involvement will be obtained:

1. Type(s) of drug(s) abused

2. Number of times, approximate dates and amounts

3. Period over which taken

4. Last involvement

5. Civil involvement

(c) The Nuclear Propulsion Program Pre-Service Drug Abuse Statement NAVCRUIT 1131/8 will be used to document the statements made by applicants for nuclear programs regarding drug use. This form will be submitted with the application kit to NAVCRUITCOM. NAVCRUITCOM will review all pre-service drug abuse statements and grant waivers, if appropriate (with PERS-42 concurrence). Applicants for these programs may be granted a pre-service drug abuse waiver by NAVCRUITCOM (with PERS-42 concurrence) for experimental use of marijuana only.

b. All Non-Nuclear Officer Programs. No individual will be accepted in any officer program, exclusive of the nuclear field programs above, who has:

(1) Been addicted, or physically or psychologically dependent on any drug or alcohol

(2) Been a trafficker of illegal drugs

(3) Abused narcotics

(4) Abused dangerous drugs

(5) Abused marijuana within the past year

c. Pre-service drug abuse waivers may be granted for a non-nuclear field officer applicant as part of the normal application process (no form is required - the required expanded explanation on the Application for Commission (NAVCRUIT 1131/2) is sufficient). Pre-service drug abuse waiver authority for applicants in non-nuclear related officer programs is NAVCRUITCOM with the concurrence of the DCNO (Manpower,

Personnel and Training) for the community for which they are requesting to enter. Pre-service drug abuse waivers will not be considered for any applicant for a non-nuclear field officer program who has:

(1) Abused narcotics within one year of the date of application submission.

(2) Abused dangerous drugs within one year of the date of application submission.

(3) Abused marijuana within six months of the date of application submission.

d. No applicant will be considered for a pre-service drug abuse waiver who does not reject further abuse.

e. Those applicants requiring drug waivers will be considered for a pre-service drug abuse waiver based upon the type and extent of drug abuse, expressed attitude toward past and future drug abuse, suitability under the whole-person concept, and the recommendation of the cognizant NAVCRUITDIST CO, XO.

f. Those applicants who are not eligible for drug waiver consideration under the parameters stated above are subject to mandatory rejection at the field level. This does not preclude submission of an application at a later date if the pre-service drug abuse waiver criteria can be met at that time.

020604. PREVIOUS OR CURRENT ALCOHOL ABUSE. Previous or current alcohol abuse, including documented alcohol-related incidents or offenses, will be a factor in the whole-person evaluation made by the selection board for all officer programs. Although not a mandatory rejection factor, significant history of alcohol abuse is viewed negatively and will normally result in non-selection.

SECTION 7

LEGAL/CONDUCT REQUIREMENT

020701. GENERAL. Recruiters will inquire with all applicants as to the status of any previous or current legal issues and properly document the applicant's responses.

a. The OR and NAVCRUITDIST OPO will review Article 020103, Eligibility Determination Authority and Article 020105, Mandatory Rejection, to ensure the applicant is still eligible for processing. Following this review, should the applicant still be eligible, final acceptability of the applicant will be determined by NAVCRUITCOM (N3) staff. NAVCRUITCOM considerations include, but are not limited to the following factors:

(1) Evaluation and recommendation of the NAVCRUITDIST CO

(2) Nature of conviction and degree of participation

(3) Age at time of conviction

(4) Length of time since the conviction

(5) Established pattern of conviction/involvement

(6) Home environment at time of conviction

(7) Applicant's motivation towards serving his/her country in the Navy

b. The single most important aspect of a waiver request is the NAVCRUITDIST CO's recommendation, particularly in the case of a felony waiver. While even the strongest recommendation cannot make a noncompetitive applicant competitive, it does serve to influence the outcome of determinations when an applicant cannot demonstrate overwhelming potential, yet is not sufficiently below standards to warrant disapproval. Specific recommendations are desired. An endorsement that merely forwards a request will be considered as unfavorable. In all decisions for waiver of eligibility requirements or program qualifications, a detached, objective viewpoint is necessary to ensure success of the primary mission of Navy Recruiting Command.

c. Applicants who are charged and/or convicted of any offense after final selection, but prior to shipping, must

resolve all legal issues prior to executing orders and reporting to OCS/ODS. The applicant must provide documentation to NAVCRUITCOM (N311) for non-nuclear OCS applicants, NAVCRUITCOM (N313) for nuclear applicants and NAVCRUITCOM (N314) for non-nuclear ODS applicants to prove they are free of any further obligations. Resolution of legal issues is defined as being clear of all federal, state, city, and/or county encumbrances. This includes, but is not limited to:

(1) All community service

(2) Unsupervised probation

(3) The payment of all fines

(4) Any other court-imposed requirements

d. Criminal/civil charges may result in the applicant's release depending on circumstances involved with the charges/allegations. Failure to inform NAVCRUITCOM in writing within 14 calendar days of the initial offense will constitute grounds for immediate release and rejection of future applications and/or reconsiderations.

020702. CRITERIA. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment/commission; however, any voluntarily disclosed, self admitted, or recruiter discovered form of police or criminal involvement by an applicant warrants further investigation and may be grounds for disqualification.

020703. DEFINITIONS. The following court-related terms are defined to assist in determining an applicant's qualifications.

a. Adverse Juvenile Adjudication

(1) Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt or plea of guilty, and that the determination was recorded in the court's records, and

(a) Regardless of whether sentence was then imposed, withheld, or suspended, and,

(b) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court

records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of "subsequent proceedings" used in juvenile courts in the United States are: "expungement", "record sealing", reopening the case to change the original finding of "guilty" or "delinquency", or the plea of "guilty" or admission of the truth of the allegations in the petition to "not guilty", dismissal of the original petition, setting aside the adjudication of "delinquency". Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

(2) The term "adverse juvenile adjudication" is adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a juvenile court as a result of an offense. The term "ward of the court," does not include the adjudication of a juvenile as a "dependent", as "neglected", or as "abandoned".

(3) For purposes of a waiver, processing will be based on the severity of the specific offense(s) for which an applicant was **adjudged or convicted**. The severity of the offense(s) will be determined by the Uniform Guide List for Typical Offenses, Exhibit 020702, or by the notes contained therein if the offense is not specifically listed by name. Once the request for a conduct waiver is at the proper decision level, factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered.

b. Community Service. Is a sentence of a specific amount of labor to be performed for the benefit of the community at large. Community service is a form of fine or restitution, but is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are ineligible for enlistment/commission until such service has been completed and the appropriate waiver has been granted. No person will perform any type of Community Service at any Navy Recruiting Office or Recruiting Facility. **No exceptions**.

c. Conviction

(1) Determination of "guilty" by judge or jury, based either on the merits of a case or on defendant's plea of "guilty" or "nolo contend ere": Regardless of whether sentence was then imposed, withheld, or suspended.

Note: As a general rule of thumb, any requirements imposed by judicial authorities will be viewed as a conviction for enlistment/commission purposes. Pretrial intervention or diversionary programs will be considered a "conviction". Similarly, requirements imposed by law enforcement officials, (i.e., police, sheriffs, deputy sheriffs, or state troopers), will be viewed as a non-judicial administrative action. The key question is, "Was there involvement by judicial authorities?"

(2) Convictions or charges that have been reduced for expediency, as in "plea-bargaining", or plea to a reduced or lesser charge will be waived at the level appropriate for the **adjudicated/convicted charge(s).** Caution in these matters are to ensure no "recruiter impropriety or involvement" with judicial authorities prior to the court conviction phase.

d. Expungement. Some states have established procedures for the subsequent "expunging of the record", "dismissal of charges", or "pardon" upon evidence of rehabilitation of the offender. Such action has the legal effect of extinguishing the initial "conviction" or "adverse juvenile adjudication" so that, under state law, the applicant has no record of conviction or adverse juvenile adjudication. In spite of this action, the record must be revealed and a waiver of the applicant's disqualification(s) is required at the proper enlistment/commission decision level.

e. Felony

(1) A "felony" is defined as a conviction or adverse adjudication by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is confinement under state or local law exceeding one year. Refer to offenses listed in Exhibit 020702 for general felony offenses.

(2) An offense is classified a "felony" without regard to the offender's age when the offense was committed, or whether the offense was disposed of by juvenile or adult criminal proceedings. A felony charge that is adjudicated as a felony which is amended later to a lesser offense classification shall be considered a felony for enlistment/ commission waiver purposes. Any applicant arrested, charged, cited, or adjudicated with a felony offense regardless of final offense disposition/adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM (00J) for a mandatory NAVCRUITCOM offense classification determination.

f. Nolo Contendere. "Nolo Contendere" is a plea made by a defendant in a criminal action equal to an admission of guilt. With this plea a defendant is subject to punishment, but leaves open the possibilities for denial of the alleged facts in other proceedings. Nolo Contendere pleas are considered adverse adjudications for enlistment/commission processing.

g. Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to (under the supervision of) a probation officer or other agent designated by the court. Regional legal terms synonymous to "probation" will be treated exactly as probation is used throughout this manual. Except for those circumstances described in Article 020706b, applicants currently "on probation" are ineligible for enlistment/commission until the term of their probation is completely fulfilled.

h. Sealed Juvenile Records. Several states have provisions for "sealing juvenile records" which serves to limit disclosures on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, the applicant must reveal the record, and a conduct waiver must be granted to authorize enlistment/commission in these cases.

i. Domestic Violence. Domestic Violence is incompatible with military service and contrary to the Navy's core values. Waivers for domestic violence convictions (misdemeanor or felony) **are not authorized**, per the Lautenberg Amendment to the Federal Gun Control Act of 1968 for Military Personnel, unless the applicant has the conviction expunged.

(1) The term conviction means a judgment of guilty was entered against the **applicant** in court. Unlike usual waiver criteria, adjudication in the juvenile system, pre-trial diversions, or cases resulting in deferred judgments do not count as convictions for the purpose of this law.

(2) Domestic Violence Rejections:

Rule: Any applicant who has been convicted of a felony or misdemeanor crime of domestic violence is ineligible for enlistment/commission.

(a) Applicants who have convictions for domestic violence, as defined in Title 18 U.S. Code Sections 921 and 922 as discussed below, are ineligible for services. There are exceptions to the rule, which are discussed below. NAVCRUITCOM

personnel shall apply this rule to both felony and misdemeanor convictions for domestic violence. Domestic violence offenses may also include, but are not limited to, assault, assault and battery, and disorderly conduct convictions in which the perpetrator and victim meet the conditions of the domestic violence rule. The domestic violence rule must be applied regardless of whether or not the individual was charged with domestic violence.

(b) The crime of domestic violence means any crime which includes the attempt or use of physical force or the threat of use of a deadly weapon, where the perpetrator (applicant) is the:

1. current or former spouse, parent or guardian of the victim; or

2. the perpetrator and victim are parents of a child; or

3. the perpetrator cohabitated with the victim as a spouse, parent or guardian; or

4. the perpetrator was serving in a role similar to spouse, parent or guardian of the victim.

(c) This rule does not apply to deferred prosecutions, pretrial diversions, or similar alternative dispositions in a domestic violence case. These are not considered convictions for purposes of this rule. Deferred prosecutions are not the same as deferred or suspended sentences, which are the result of a conviction.

(d) This rule does not apply to summary court-martial convictions or the imposition of NJP (Article 15, UCMJ) for domestic violence. These are not considered convictions for purposes of this rule.

j. Unconditional Suspended Sentence/Unsupervised Unconditional Probation. An unconditional suspended sentence and unsupervised unconditional probation are considered a suspended sentence and probation imposed by a court, respectively, even though the court imposes no conditions:

(1) Regarding an individual's freedom of movement.

(2) Requiring the payment of damages.

(3) Requiring periodic reporting by individuals to an officer of the court (to include a probation officer).

(4) Involving supervision by an officer of the court (including a probation officer) upon the individual.

Note: Applicants currently under forms of unconditional suspended sentence/ unsupervised unconditional probation are eligible for enlistment/commission.

k. Violation of Probation. All applicants charged with probation violation require a NAVCRUITCOM (00J) enlistment/commission eligibility determination.

l. Enlistment/commission as an Alternative to Prosecution. Applicants may not enlist as an alternative to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. They are ineligible for enlistment/commission until the original assigned sentence would have been completed.

020704. VERIFICATION. Recruiters will verify each applicant's conduct qualification for enlistment/commission/commission through:

a. Questions asked in the initial screening process.

b. Explanation of penalties for withholding information.

c. Using the EPSQ/SF-86 (Questionnaire for National Security Positions) .

d. Use of DD Form 369 (Police Record Check) and DD Form 370 (Request for Reference), as required.

e. Use of Exhibit 020701 and Exhibit 020702.

020705. DOCUMENTATION OF CONDUCT QUALIFICATION. The **applicant** is the **primary source** by which the OR gathers information on conduct qualification for enlistment/commission/commission. The use of standardized forms may validate and clarify an applicant's statement, or reveal further involvement. Documentation revealing lesser involvement, however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below.

a. DD Form 369 (Police Record Check). This form facilitates police record checks when required by this manual.

b. DD Form 370 (Request for Reference). This form is used to obtain, or confirm, information to help determine an applicant's eligibility for enlistment/commission. Recruiters will use the form in three instances:

(1) When required by this manual.

(2) When considered appropriate in questionable cases.

(3) When directed.

c. National Agency Check-Local Agency Check (NACLC). The ENTNAC and NACLC are important background checks by which applicants' pre-accession arrest history is verified. Currently the ENTNAC and the NACLC investigation requests are submitted to the Office of Personnel Management (OPM) via transmission of applicant's fingerprints and the Electronic Personnel Security Questionnaire (EPSQ).

020706. CIVIL RESTRAINT

a. Eligibility

(1) Ineligible. Applicants under civil restraint are ineligible for enlistment/commission. Do not begin processing an applicant during a period of supervised, conditional probation. Waiver of this restriction is not authorized.

(2) Eligible. Applicants are eligible for enlistment/commission while under unsupervised unconditional probation. The term *unsupervised unconditional probation* is defined as a probationary status imposed by a criminal or juvenile court that places no conditions upon the individual. If any of the following conditions are present, the individual is not to be considered on unsupervised unconditional probation and is therefore ineligible:

(a) Freedom of movement restrictions, i.e. individual must inform authorities of intent to leave the state.

(b) Requirement for the payment of damages (upon full payment, the condition would not be disqualifying).

(c) Requirement for the periodic reporting to an officer of the court (to include a probation officer).

(d) Involvement of supervision by an officer of the court (to include a probation officer and includes monitoring).

b. Mandatory Waiting Period After Civil Restraint. Processing of applicants who have been on any type of civil parole or supervised, conditional probation is subject to the following conditions:

(1) Processing must not begin during the probationary or parole period.

(2) Applicants completing their original full term of parole or supervised, conditional probation are eligible to begin processing.

(3) Applicants who are released early from parole or supervised, conditional probation are ineligible to begin processing until the criteria specified below are met:

(a) after the time their original full term of parole or probation would have terminated,

(b) after a three month waiting period for early release from parole or probation for felony convictions, or

(c) after thirty days for early release from parole or probation of misdemeanor or lesser convictions.

(4) Processing Applicants After Confinement. Confinement, as used in this instruction, is defined as: "Physical restraint not in a normal place of residence (such as, held in any jail or prison, juvenile hall, boys home, etc., of any city, county, state, or federal jurisdiction) where such confinement is the result of civil adjudication". The mandatory waiting periods are:

(a) Three months after confinement of 15 days or more for adult or juvenile offenders.

(b) Two months after confinement of 4 to 14 days in adult or juvenile cases.

(c) No mandatory waiting period after confinement of 1-3 days for adult or juvenile offenders.

Note: The above mandatory waiting periods are not waiverable.

020707. PENDING LAWSUITS AND COURT CASES

a. Eligibility

(1) A civil suit is brought to recover some right, or to obtain redress, of some wrong not being a crime. Civil suits (lawsuits) relate to and affect only individual rights whereas criminal prosecutions involve public wrongs. A suit brought to recover damages is one example of a civil suit (lawsuit). Applicants who may be required to appear in court as witnesses or who have lawsuits pending by or against them must not be enlistment/commission without prior approval of NAVCRUITCOM (00J).

(2) Procedure. Submit requests for enlistment/commission eligibility determination of applicants who are involved in civil suits to NAVCRUITCOM (00J).

(3) Information to Provide. To assist NAVCRUITCOM (00J) in deciding a given case, send a description of the nature of the case, together with a statement from the opposing lawyer as to when the case will be tried and whether or not the applicant's presence in court at the time of trial will be required. If the applicant is a defendant in a suit for damages, include a statement from the opposing lawyer and/or insurance company indicating whether the applicant needs to be present or waives his presence at the hearing.

020708. SELF ADMITTED CRIMES - NO POLICE RECORD. Self admitted crimes and offenses shall be processed in the same manner as adverse adjudications when the crimes or offenses are not revealed in police record checks or on file with civil authorities. Self admitted crimes and offenses shall be classified (charted) and waived at the appropriate level per this manual.

020709. SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE

a. Applicants charged with domestic violence require a NAVCRUITCOM (00J) determination of enlistment/commission eligibility.

b. The NAVCRUITDIST CO or XO shall conduct a physical violence interview with any applicant who has been arrested and charged with the commission of child molesting, sex crimes, or crimes involving physical violence regardless of the disposition or adjudication of the charged offense.

c. Applicants convicted or received adverse adjudication for a crime involving physical violence requires a physical violence interview and waiver. The waiver interview must be conducted by either the NAVCRUITDIST CO or XO. Refer to Exhibit 020701 to determine if an additional waiver is required.

020710. MANDATORY DETERMINATIONS. Conduct offenses and civil situations requiring mandatory NAVCRUITCOM (00J) determinations are listed on Exhibit 020702 and 020703.

(This Page Intentionally Left Blank)

SECTION 8

EDUCATION

020801. EDUCATION CREDENTIALS. Applicants must meet the specific educational requirements of each officer program for which they apply. Refer to the appropriate PA for further guidance.

020802. LETTER OF ACCEPTANCE FOR STUDENT PROGRAMS

a. All student programs require letters of acceptance (LOAs) for appropriately accredited institutions or programs. Letters will be signed by the school registrar or similar school official.

b. All FAP applicants will provide an LOA for a residency program.

020803. LETTER OF GOOD STANDING

(a) A letter of good standing with the school/residency program is required for all Medical Programs and FAP applicants who are currently enrolled in school or residency program.

(b) JAG workforce applicants must provide proof of good standing with their BAR.

020804. TRANSCRIPTS

a. Accredited Institutions. Officer candidates for all programs must, prior to applying for commission, possess a baccalaureate degree from a college or university that is listed in the Directory of Accredited Institutions of Post Secondary Education or the Higher Education Directory, published annually by Higher Education Publishing Incorporated. The New York State Board of Regents is also an acceptable accrediting agency. Exceptions to this will be reviewed on a case-by-case basis by NAVCRUITREG. Completion of all work for a degree at such institutions, together with written certification by the college/university that the degree is to be conferred later, is also acceptable. For all medical programs, contact the NAVCRUTDIST or Region Education Services Specialist (ESS) for lists of accredited colleges/universities.

b. Non-accredited Institutions

(1) Officer program applicants from colleges/ universities not accredited by one of the seven regional accrediting agencies may be considered for Navy officer programs if the non-accredited institution's credits are fully accepted by at least three regionally accredited institutions. The following example is an acceptable statement that may be signed by the registrar, admissions officer, or any other appropriate official of a regionally accredited institution and must bear the school seal:

> "This is to certify that (name of regionally accredited institution) accepts all credits by transfer from (name or non-accredited institution) in the same manner that it accepts credits from institutions accredited by regional associations. (Name of regionally accredited institution) also admits graduates of (name of non-accredited institution) to graduate study if they meet the same standards that graduates of regionally accredited colleges/universities meet."

(2) On a case-by-case basis, an applicant who has received a baccalaureate degree from a non-accredited college/university may be processed if a regionally accredited institution has accepted him/her as a candidate for a master's or higher-level program of study.

c. Graduates of Foreign Institutions. Foreign college or university graduate applicants will furnish copies of their high school diploma and baccalaureate degree to include official transcripts in the original language and certified translations from the awarding institutions. Documentation must be submitted to the NAVCRUITDIST or NAVCRUITREG Education Services Specialists for evaluation and recommended DoD/DoN Educational Enlistment Code. Applications will be submitted only if the certification is positive. Commercial organizations offering foreign education translations and evaluation services to the applicant are unacceptable.

(1) All foreign documents submitted must be a line-by-line translation into English prior to NAVCRUITCOM submission; a document summary is unacceptable.

(2) Translations of foreign documents by applicant, applicant's spouse or any family member of the applicant are not acceptable.

(3) For graduates of foreign medical, dental, medical service corps, or nurse corps programs, contact the appropriate NAVCRUITCOM Program Manager (PM) regarding accreditation or reciprocal agreements. Refer to specific medical program designator program authorizations for requirements.

d. Official Transcripts. A transcript is "official" only if issued by the original source, sent directly from the educational institution in question, and clearly identified as being an official document of that institution (i.e., marked by a raised or colored seal of the institution of higher learning). Transcripts stamped "issued to students" are not acceptable unless they have been sent directly from the school to the NAVCRUITDIST in a sealed envelope.

e. Official Electronic Transcripts. Electronic copies of transcripts are accepted if printed out and certified to be a true copy in front of a Recruiter (Rank E7 OR Above). Electronic transcripts will include the name of the school, the applicant’s name and a copy of the institutions grading system (i.e., whether the school grades on a 4.0 or 5.0 grading system, etc.).

f. Transcripts will be submitted for each post secondary institution the applicant has attended.

g. Applicants for Medical programs (except students) will include a statement regarding their participation in continuing education and statements from appropriate training program officials regarding the completion of professional or certification training.

h. All Dental Corps applicants will provide a certified copy of their dental school diploma.

(This Page Intentionally Left Blank)

SECTION 9

PROFESSIONAL QUALIFICATIONS

020901. PROFESSIONAL SCHOOL ENTRANCE EXAM REPORT. Professional school admission test scores will be provided for the following programs:

a. DC (HPSP or HSCP) student programs: Dental Aptitude Test (DAT)

b. MC (HPSP or HSCP) student programs: Medical College Admission Test (MCAT) (Except Texas medical school applicants).

c. MSC Optometry student programs: Optometry Admissions Test (OAT)

d. JAG student programs: Law School Admission Test (LSAT)

020902. PROFESSIONAL CERTIFICATES/CERTIFICATION

a. If an applicant has earned a professional certification or license, a copy of the appropriate document will be included in the application package. Examples include:

(1)	Engineer in Training (EIT)
(2)	Professional Engineer (PE)
(3)	Graduate Medical Education Certificates (Internship, Residency, Fellowship)
(4)	Current Medical Professional licenses (Certified)
(5)	Medical Specialty Certification
(6)	Foreign Medical Graduate Certificate (ECFMG/FMGEMS)
(7)	Nursing License (Certified) (All licenses ever held)
(8)	Certificate of Ordination
(9)	National Commission on Certification of Physician Assistant
(10)	Dental Specialty: Specialty Board Certificate
(11)	JAG: Proof of Good Standing with BAR
(12)	MSC Clinical Psychology: Internship Certificate/License
(13)	Workforce Dental & Optometry: National Board results

b. Where reproduction of the certification or license is prohibited, a statement that the recruiter has sighted the

certification will be included in the Application Processing and Summary Record (NAVCRUIT 1131/1).

c. Review the respective Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) PA for Armed Forces of Pathology (AFIP) credentialing requirements.

020903. PROFESSIONAL INTERVIEWS

a. The primary objective of the professional interview is to determine the applicant's potential as a Navy Officer. The interview process also accomplishes the following:

(1) provides an opportunity to inform the applicant of the details of the program for which he/she is applying;

(2) provides the applicant an opportunity to answer questions and

(3) inform the applicant about the training he/she will receive.

b. The number of interviews required varies among programs. The application checklist will be reviewed to ensure the correct procedures are followed

c. At least one of the interviewers will be from an officer designator comparable to the program for which applied. For MC, DC and NC programs, an officer in the community applied for must conduct one of the interviews, and, in the case of MSC applicants, in the specialty applied for as well. For MC and DC student programs, no interview is needed if the following requirements are met:

(1) DC: GPA greater than 3.0 and DAT equal to OR greater than 20.

(2) MC: GPA greater than 3.0 and MCAT equal to OR greater than 22.

d. Reserve Officers may be requested to give interviewing assistance, where appropriate.

e. Personnel assigned to recruiting duty are not authorized to interview officer program applicants.

f. In no case will an interview appraisal form be prepared based on input, either written or oral, from another source.

g. All interview appraisals submitted with an application will be the result of either close association (the one informal interview allowable) or formal observation (face-to-face personal contact).

h. Interview results will be made using the interviewer's appraisal sheet (NAVCRUIT 1131/5). Appraisals may be hand written but should be typed if possible.

Note: All interviews conducted (favorable and non-favorable) will be forwarded with the application.

(This Page Intentionally Left Blank)

SECTION 10

MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS

021001. ACCOMPANYING OFFICER CANDIDATES TO THE MILITARY ENTRANCE PROCESSING STATION. An Officer Recruiter may, when availability permits, chaperone the applicant to the Military Entrance Processing Station (MEPS) for processing or an alternate location for physical exams. If the applicant is going to a Navy facility for physical, the OR will chaperone the applicant, as the applicant is not registered in Defense Eligibility Enrollment Reporting System (DEERS). Civilian officer processors are not authorized to chaperone applicants to MEPS.

021002. PHYSICAL STANDARDS

a. Applicants must meet height, weight and body fat standards per the Department of Defense Instruction (DODI) 1308.3 Exhibit 021001. Any applicant who is shipped to OCS and is out of body fat standards will be reviewed by NAVCRUITCOM N311/N313 for consideration of removal from counting towards the NAVCRUITDIST'S goal.

b. MEPS personnel will measure applicants who exceed the screening limits for body fat. Male applicants measuring 22% or less body fat (23% if 40 years of age or older) and female applicants measuring 33% or less (34% if 40 years of age or older) are commission eligible.

c. Only for the purpose of determining the maximum acceptable height for entry in the Navy, round down from the nearest measured inch (for example, 78 3/4 inches will be rounded down to 78 inches).

Note: Height to the nearest 1/4 inch will be recorded on the Report of Medical Examination (DD Form 2808 formerly the SF88).

d. Aviation applicants must weigh between 105 - 235 lbs. Pilot applicants rarely meet anthropometric standards below 64 inches in height or above 76 inches in height. NFO applicants between 62 inches and 78 inches in height generally will meet anthropometric standards. Questions regarding anthropometric qualifications are to be directed to NAVCRUITCOM (N31).

021003. APPLICANTS PRE-SHIPPING PHYSICAL FITNESS ASSESSMENT (PFA) REQUIREMENTS

a. A Pre-OCS PFA will be administered no earlier than 30 days and no later than 14 days prior to the applicant shipping regardless of when last PFA was administered. The applicant must score a minimum of a Good Low on this test and the scores must be uploaded into Web OTools within this time frame. Waivers may be submitted to N311/N312/N313 or N314 for consideration of shipping an applicant who fails this PFA on a case by case basis.

b. The Officer Recruiter will record the PFA results in the Physical Fitness Test for OCS Programs (Greater than 5000 ft) form NAVCRUIT 1131/28 or the Physical Fitness Test for OCS Programs (Less than 5000 ft) form NAVCRUIT 1131/29, depending on the geographical location where the test is being performed. Must meet "good-low" requirement as below prior to shipping:

Age Group/Gender	Sit Ups	Push Ups	1.5 Mile Run
17-19 Male	62	51	11:00
17-19 Female	62	24	13:30
20-24 Male	58	47	12:00
20-24 Female	58	21	14:15
25-29 Male	54	44	12:53
25-29 Female	54	19	14:53
30-34 Male	51	41	13:45
30-34 Female	51	17	15:30

021004. EXAMINATION OF FEMALE APPLICANTS. Female applicants will be examined by a provider in accordance with the Manual of the Medical Department (MANMED) P-117. The presence of a female attendant is strongly encouraged.

021005. APPOINTMENT, ENLISTMENT, AND AFFILIATION PHYSICAL EXAMINATION

a. Purpose. This article covers policy and physical examination procedures for Non-Prior Service (NPS) and Prior Service (PS) applicants processing for appointment, enlistment, or affiliation in either the Active Component (AC) or Reserve Component (RC) of the Navy.

b. Physical Examination. A physical examination is defined as an assessment performed by an authorized military or military service contracted healthcare provider for the purpose of determining an individual's acceptability for initial entry, continued service, release, separation, or discharge from military service. At a minimum, physical examination documentation includes Report of Medical History (DD Form 2807-1 formerly the SF93), Report of Medical Examination (DD Form 2808 formerly the SF88), and any supporting documentation (i.e., consultation documents), documentation of prior service or continuing active duty service if applicable.

c. Active Component Officer

(1) Applicants for officer programs must meet accession commissioning physical standards.

(2) Officer applicants may be processed at a MEPS, Military Treatment Facility (MTF), NAVOPSPTCEN, or on a limited basis, examined by an authorized contract physician with NAVCRUITREG approval.

(3) When the examiner determines the applicant is physically qualified or not physically qualified, the applicant's complete physical examination is ready to be forwarded as medical documents to NAVCRUITCOM (N3M) for physical qualification determination.

(4) NAVCRUITDIST Officer processing lead will ensure the N3M Determination letter is uploaded into OTools and forwarded to N3 for next action.

(5) N315 or the appropriate program manager will inform the NAVCRUITDIST when the applicant has been approved or disapproved for continued processing.

Note: Pregnant female applicants are ineligible for further processing.

d. Reserve Component Officer

(1) NAVET Officers with less than 24 months from separation or last active duty service and who still have remaining military service obligation (MSO), submit the following documents to N3M for physical qualification determination:

(a) N3M Officer Submission Cover page

(b) DD214 or Separation orders

(c) DD2697 or Separation Physical performed no more than 90 days from separation

(d) Last completed physical examination that includes hearing and vision testing

(e) A Current 2807-1 (within 90 days) signed by a credentialed privileged provider

(f) A letter of activity from the applicant regarding any limitations or restrictions that may impact world-wide assignability

(2) For all other RC Officer Applicants follow the process for AC Officer Applicants in 021005c.

BCA Note 1: Body composition measurements will be conducted and recorded on medical documents by a healthcare provider or Command Fitness Leader (CFL) only.

BCA Note 2: NAVET female officers who gave birth to a child within the last six months and whose separation from active duty or drill status was less than six months ago may process for affiliation without meeting the Navy's height/weight/body fat standards. Once affiliated, they must meet Navy height/ weight/body fat standards per OPNAVINST 6110.1.

Pregnancy Note: Pregnant NAVET female officers whose separation from active duty or drill status was less than six months ago may process up until their 32nd week of pregnancy. All other pregnant females are ineligible.

e. Validity Period of Physical Examinations

(1) Physical examinations performed by United States Military Entrance Processing Command (USMEPCOM) are valid for a period of 24-months from the date of examination. However, in cases where the MEPS physical is the last physical examination of record for a prior service applicant processing for RC affiliation, then the MEPS physical may be used if the member has been separated from active duty less than six months or less

than six months has elapsed since their last satisfactory drill participation as a reservist (verified by their Summary Points Capture document).

(2) Military routine, separation, release, and discharge physical examinations are valid for a period of 24 months from the date of release from active duty or drill status. PS applicants processing for AC commissioning or RC affiliation/ commissioning require a new complete physical examination after twenty four months have elapsed since their last period of active duty (verified by their Summary Points Capture document).

(3) The DD Form 2807-1 which is used to update the member's physical examination must be dated no greater than 90-days prior to the date of N3M review. Applicants processing for RC affiliation must include a DD Form 2808. Physical examinations dated greater than 90 days prior to the date of N3M review must be updated with the use of DD Form 2807-1 and signed by a credentialed military provider (military medical officer, nurse practitioner, physician assistant, or an Independent Duty Corpsman (IDC)), or an authorized contracted physician (officer applicant only, with prior NAVCRUITREG Commander approval).

Note: Hospital Corpsman assigned to MTF/ NAVOPSPTCEN are not authorized to sign DD2807-1s unless they hold one of the following NECs: 8491, 8425, 8402, 8494, or 8403.

f. Processing applicants on the Temporary Disability Retirement List (TDRL)/ receiving severance pay or disability compensation as follows:

(1) TDRL through the NPC (PERS-8). NPC notifies appropriate recruiting activities when personnel on the TDRL are eligible for reenlistment. If the Navy member desires to reenlist or affiliate, recruiters will use the following guidelines:

(a) Arrange for a new physical examination.

(b) Submit physical examination results, to N3M for review and physical qualification determination.

(c) Reserve Officers on the TDRL (or equivalent) of another service, who are declared "fit for full duty" and are authorized to affiliate in their respective service branch, may apply for inter-service transfer into the Navy when formally

separated/discharged from the other service. If found physically qualified, submit the physical examination results to N3M for physical qualification determination.

(d) For information regarding the TDRL program, including an applicant's current status, contact NPC (PERS-8).

(2) Waiver of Disability Compensation

(a) Disability compensation is a monetary benefit awarded by the Department of Veterans Affairs (DVA) based on a service-connected disability. Members who were found "Unfit" via final Physical Evaluation Board (PEB) determination with a rating of 30% or higher are transferred to the Permanent Disability Retired List (PDRL) and are ineligible. Those rated below 30% receive disability severance pay and may be eligible. In many cases, these individuals choose to waive their Navy disability retirement compensation in favor of DVA disability compensation, which is usually at an increased percentage. Applicants in this category who are subsequently found physically qualified and are authorized to affiliate must waive their disability compensation, regardless of source, and, if contracted, the disability compensation waiver must be effective on the date of the member's enlistment or affiliation.

(b) N3M will review waivers for applicants who are drawing (or have a claim pending for) a pension, disability allowance, disability compensation, or retired pay from a federal government by virtue of prior military service. A NAVRES 1326/4 will be sent to N3M in addition to the medical documentation.

(3) Disability/Severance Pay

(a) Personnel previously discharged with disability severance pay are not precluded from affiliating provided they meet physical standards and are qualified in all other respects. To ensure proper monitoring of these personnel, all such cases must be submitted to N3M. In such cases, N3M may reverse the medical examiner's determination. Consideration for waiver will be given at time of N3M review.

(b) Personnel in the above category who subsequently affiliate are not required to repay any disability severance pay previously received. Any disability compensation being received; however, must be terminated effective the date of affiliation.

g. Instrumented Drug Testing (IDT) and Human Immunodeficiency Virus (HIV) Requirements:

(1) Instrumented Drug Test

(a) All Navy applicants will be screened for the presence of marijuana, cocaine, and amphetamines via an Instrumented Drug Test. MEPS performs instrumented drug testing for all Navy applicants processed through the MEPS. This is accomplished by the MEPS drug and alcohol test (DAT) initiated during the applicant's initial physical examination. RC officer applicants processed at an MTF or by a contract physician will be screened for drug use during their first full drill requirement after contracting.

(b) AC officer applicants not administered an Instrumented Drug Test by the MTF or contract physician are ineligible for further processing until an Instrumented Drug Test is completed. In such cases, the applicant may be taken to either the NAVCRUITDIST or local NAVOPSPTCEN to have a urine sample collected by the command's urinalysis coordinator for delivery to one of the Navy's authorized drug laboratories. Instrumented Drug Test procedures will be conducted in accordance with OPNAVINST 5350.4. Urine samples will be mailed individually to the Navy drug lab with clear instructions for the sample to be screened for the possible presence of drugs. Applicant urine samples will not be mailed with urine samples collected from command members as part of the Navy's random drug testing program.

Note: Use of NAVOPSPTCEN for the purpose of conducting Instrumented Drug Tests is strictly at the discretion of the NAVOPSPTCEN CO.

021006. HIV/SEROLOGICAL EXAMINATION REPORTS

a. Every reasonable effort should be made to ensure that the physical reports submitted as part of the application include results of a serological exam. Where this is not possible, process per procedures found in the MANMED, which stipulate that when such examinations are not practicable at time of application or commission, they may be accomplished at the member's first duty station.

b. All new accessions will be screened for the presence of the Human Immunodeficiency Virus, Type III (HIV) antibody. This testing is part of the entrance physical examination at MEPS or a military MTF. Negative HIV test results will be recorded on the DD Form 2808. All active duty officer applicants and DCO applicants must have a negative HIV result within 24 months prior

to commissioning. Documentation of negative results for the HIV screening must be signed by a Medical Department Representative except in the case of physicals conducted by MEPS.

c. Testing. Individuals who have a positive ELISA test will have a Western Blot test completed on their blood sample. For Navy Reserve applicants, negative HIV results must be verified and documented within 24 months before affiliation of a direct commission officer; assignment of a veteran to a drill status requires the applicant to sign a Page 13 agreeing to have an HIV drawn on their first drill weekend.

d. Notifying Applicants of Positive Test Results for MEPS Test Only. Individuals who test positive for HIV are not eligible for enlistment/commissioning/appointment/ affiliation. Positive Western Blot test results and HIV test results will be treated with the highest degree of confidentiality, released to no one without a demonstrated need to know per MANMED. The following procedure applies for notifying applicants of positive test results:

(1) MEPS will notify a Western Blot/HIV positive applicant by registered letter that he/she needs to return to the MEPS to discuss a medical problem and to contact his/her recruiter to arrange an appointment at MEPS.

(2) The CO will receive an EYES ONLY copy of the letter. Upon being contacted by the applicant, the recruiter will contact MEPS and schedule an appointment for the applicant with the Chief Medical Officer.

(3) Applicants are to be transported to and from the interview by responsible NAVCRUITDIST personnel. In no case will the recruiter inform an applicant of the positive test results.

(4) The medical officer will inform the applicant of the positive HIV test results, the implications of such results, and will offer the individual the opportunity for a second HIV antibody test.

(5) In those instances where the applicant acknowledges receipt of the letter, but does not return to the Navy medical facility within 30 days, the MEPS will send a second registered letter that specifically advises the applicant of the positive test results.

(6) When the NAVCRUITDIST receives acknowledgement of the second letter, the case will be considered closed.

e. Non-MEPS Positive Test Results Handling. Positive test results will be handled with extreme sensitivity and confidentiality. Under no circumstances will a non-medical professional or recruiting personnel release test results to any applicant.

021007. DRUG AND ALCOHOL TEST (DAT). All officer candidates will be administered a DAT as part of their physical examination for application for commission or appointment. In addition, they will be tested again within 72 hours (normally 24 hours) of arrival at their respective school (OCS/ODS/DCO).

a. Candidates will be made aware of these tests and advised that any positive result from a DAT will result in their immediate disqualification and release from active duty.

b. Active duty collegiate programs (NUPOC, BDCP, CEC, and HSCP) must have received the results of the DAT prior to commission/enlistment due to delay in reporting to respective schools.

c. Inactive duty collegiate programs (HPSP, JAG students, etc.) will be tested upon commencing active duty (normally when reporting to respective schools).

d. Oxycodone/oxymorphone (synthetic opiates) are key ingredients in the drugs Percodan, Percocet, and Tylox, which are commonly prescribed to relieve pain after medical or dental surgery. These drugs are part of the DAT screen panel.

(1) All current DEP and collegiate members will be informed of the focus on opiate abuse and provided an opportunity to reveal any prescription pain medication use. Those admitting to prescribed pain medication use will have all medical documents and a statement from the prescribing physician submitted for NAVCRUITCOM (N3M) review to determine whether the condition is disqualifying.

(2) Additionally, all current DEP and collegiate members will be informed that subsequent instrumented drug testing at OCS/ODS/DCO School will screen for natural and synthetic opiates. Those with positive DAT results will be subject to further Medical Officer review and possible Entry Level Separation.

(3) New contract applicants will be informed of the Standard Drug Panel changes prior to administration of the DAT at MEPS. Applicants who, on the initial DAT, test positive for any opiate (natural or synthetic) and are not prescribed such medication by a physician are ineligible for Navy service for a period of 12 months (365 days).

(4) Applicants may, at service discretion, re-test on the 366th day following initial test date with NAVCRUITCOM waiver. Applicants testing positive on their second test are barred from Navy enlistment, commissioning or affiliation. Applicants having valid pain medication prescriptions will be submitted for MEPS Chief Medical Officer review to determine whether the condition is disqualifying and whether such disqualification is temporary or permanent.

021008. MEDICAL CONSULTS

a. The expense involved in obtaining additional medical information that is not available through the MEPS or military medical facilities, and which is required prior to an applicant's physical determination by NAVCRUITCOM (N3M), must be borne by the applicant.

b. Statements from optometrists will be accepted on all matters pertaining to eye examinations, except definitive diagnosis of disease. If there is evidence of disease, then the opinion of an ophthalmologist regarding the type and severity of the disease process should be sought. Ophthalmologists are considered qualified to make statements concerning all diseases and conditions of the eyes. In all instances, the examiner should be informed of precisely what information is desired. When the desired information can be supplied by an optometrist or ophthalmologist, no preference should be indicated to the applicant.

021009. CORRECTION OF MINOR PHYSICAL DEFECTS

a. NAVCRUITCOM representatives will not recommend that any medical or surgical treatment be taken for the sole purpose of meeting the physical standards for enrollment in any officer program. Such corrective procedures should be done only with a view toward attaining a better state of physical qualification and only on the advice of the individual's personal physician. Correction of such defects will be the sole responsibility of the applicant, financially and otherwise, and no assurance, implied

or otherwise, will be given that he/she will be accepted if disqualifying defects are corrected.

b. Elective surgical procedures, such as radial keratotomy, PRK and Lasik, which are performed to improve visual acuity, may not be accepted by the Navy as corrective. The performance of any corrective procedure may result in a condition which disqualifies the applicant.

021010. REQUIREMENTS FOR RE-EXAMINATION

a. Applicants whose applications are pending, or who request reconsideration after failure to select for reasons other than physical disqualification, are not required to undergo a complete physical reexamination unless a period of two years has elapsed since the date of the last physical examination.

b. Applicants who are enlisted/commissioned must have a physical within two years of the projected commissioning date/graduation from OCS/ODS per MANMED 15-13. If the physical will expire prior to initiation of OCS/ODS, a new physical examination is required.

c. A complete physical examination and report are required in each instance where the applicant has suffered an illness, injury, or has elective surgery that has created a material change in his/her physical condition.

d. The Manual of Medicine (MANMED 15-45) states that pregnancy is a physically disqualifying condition. OPNAVINST 6000.1 states that women with pregnancies that existed prior to entrance or during initial training (i.e., Recruit Training or Officer Candidate School (OCS)) will be discharged as unqualified for military service. Direct Commission Officer (DCO) applicants are not eligible to be commissioned if they are pregnant. Applicants previously disqualified for pregnancy may resubmit after being evaluated by an OB/GYN and obtaining a Release of Care certificate and a documented negative pregnancy test by the treating physician.

021011. NOTIFICATION OF PHYSICAL STATUS. In all cases of physical disqualification, the applicant will be notified by an officer recruiter, including those who are temporarily disqualified.

021012. COURTESY REVIEWS

a. Purpose. The purpose of courtesy reviews is to provide an initial medical risk assessment to aid the NAVCRUITDIST in determining if an applicant should initiate application processing based upon knowledge of a known medical condition. Applicants will not be sent to MEPS to obtain physicals for courtesy reviews.

b. The request for courtesy review will be submitted directly to NAVCRUITCOM (N3M) with the following:

(1) An Officer Applicant Courtesy Review Cover Sheet (checklist).

(2) A Medical Prescreen of Medical History Report (DD Form 2807-2).

(3) All civilian supporting medical documentation available including surgical reports (if applicable).

(4) A statement from the applicant concerning the condition (if applicable).

(5) In the case of prior service applicants, documentation of discharge from military service (DD214 or separation orders).

(6) For current active duty enlisted applicants applying for officer programs, a statement from the applicant regarding current military status and date of end of obligated service.

c. The OPO (or OIC of a NORS), or, in the absence of the OPO or OIC, the XO will review and approve all courtesy review requests by signing and dating the Officer Applicant Courtesy Review Cover Sheet (checklist) prior to submitting the request to NAVCRUITCOM (N3M).

d. NAVCRUITCOM (N3M) will provide the NAVCRUITDIST with one of the following recommendations based on the documents provided:

(1) Processing warranted

(2) Processing not warranted

(3) Insufficient information to provide an assessment

e. In the case of "Processing warranted", see Chapter 4 for application submission guidance.

f. In the case of "Processing not warranted", the NAVCRUITDIST will inform the applicant of N3M's initial assessment. As courtesy review risk assessments do not constitute field rejection criteria, the NAVCRUITDIST will ask the applicant if they still wish to proceed with processing. If the applicant decides to complete processing, see Chapter 4 for application submission guidance.

g. In the case of "Insufficient information to provide an assessment", the NAVCRUITDIST has two options:

(1) The applicant can seek, at the applicant's own expense, additional civilian medical documentation to assist N3M in making a medical risk assessment. If the applicant chooses to do so, the NAVCRUITDIST will resubmit all documents included in the initial courtesy review request, any new documents obtained by the applicant and a new Officer Applicant Courtesy Review Cover Sheet (checklist).

(2) The applicant may submit an Application to Board. See Chapter 4 for Application to Board submission guidance.

Physical at MEPS should not be completed until after the applicant is RECPRO "Y". Forward Final Documents when completed as required.

h. Courtesy Reviews do not replace processing of the official physical. NAVCRUITCOM (N3M) courtesy review risk assessments are only preliminary recommendations and do not constitute Final Documents submission or final medical finding.

021013. MEDICAL WAIVER PROCEDURES. All medical program applicants and all other applicants who have been professionally recommended (RECPRO "Y") will have their Final Documents reviewed by NAVCRUITCOM (N3M). The following procedures apply:

a. Requests for medical waivers shall be sent to and processed by NAVCRUITCOM (N3M) only after HIV and DAT results are obtained and documented on DD Form 2808.

b. The applicant is found to be Physically Qualified (PQ) or Not Physically Qualified, waiver approval (NPQRW).

c. If an applicant is found to be Temporarily Not Physically Qualified (TNPQ), NAVCRUITCOM (N3M) will forward a letter

directly to the NAVCRUITDIST stating the additional information that is needed prior to a final determination of physical qualification.

d. If an applicant is Not Physically Qualified (NPQ), a letter stating the reason for physical disqualification will be forwarded to the NAVCRUITDIST from NAVCRUITCOM (N315) and the applicant will be processed for non-selection.

Note: The NAVCRUITDIST may request physical profile reconsideration from N3M when NEW additional medical/physical information is obtained.

Note: NAVCRUITDIST OPOs are to ensure N3M Determination letters are uploaded into OTools and forwarded to N3 for Next Action.

021014. FLAG REVIEW PROCEDURES. Requests for Flag Review of an NPQ applicant are only to be completed following acceptance of a non-selection letter due to NPQ. The following procedures apply:

a. The NAVCRUITDIST CO must write a formal request for flag review endorsing the applicant.

b. The NAVCRUITDIST CO's formal request and all **NEW** additional medical documentation will be forwarded to NAVCRUITCOM N3M via 00S secretariat.

EXHIBIT 021001. WEIGHT AND HEIGHT SCREENING TABLE

Height (Inches)	**Men** Maximum Weight (pounds)	**Women** Maximum Weight (pounds)	**Men/Women** Minimum Weight (pounds)
58	131	131	91
59	136	136	94
60	141	141	97
61	145	145	100
62	150	149	104
63	155	152	107
64	160	156	110
65	165	160	114
66	170	163	117
67	175	167	121
68	181	170	125
69	186	174	128
70	191	177	132
71	196	181	136
72	201	185	140
73	206	189	144
74	211	194	148
75	216	200	152
76	221	205	156
77	226	211	160
78	231	216	164
79	236	222	168
80	241	227	173

Notes:

1. Do not disqualify applicants who exceed maximum weight for height. Determine body fat content.

2. Candidates exceeding the maximum weight for their height may be processed provided their body fat does not exceed 22% (males) or 33% (females). Prior service candidates meeting computed age criteria but who are chronologically 40 or more years of age must meet OPNAVINST 6110.1 retention standards of 23% (males) or 34% (females).

(This Page Intentionally Left Blank)

CHAPTER 3

OFFICER PROGRAMS

SECTION 1

OFFICER CANDIDATE SCHOOL (OCS) STUDENT PROGRAMS

030101. BACCALAUREATE DEGREE COMPLETION PROGRAM (BDCP-XXXX7)

a. Program Authorization: 147

b. Service Agreement: NAVCRUIT 1131/100

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

d. Applicants who have previously been enrolled in any ROTC program and have received pay entitlements, subsistence allowance, tuition, or fees are not eligible for BDCP.

e. Officer Communities Participating in BDCP (XXXX7). OR and Ops shall ensure applicants meet BDCP requirements as well as the provisions of the specific community's Program Authorization (PA) to which they are applying. The following designators are eligible for BDCP:

	Program Designator	BDCP Designator
Surface Warfare	1160	11607
Special Operations Officer	1190	11907
Naval Flight Officer	1370	13707
Pilot	1390	13907
Aviation Maintenance Duty	1520	15207
Special Duty – Intelligence	1630	16307
Information Warfare	1640	16407
Public Affairs	1650	16507
Meteorology – Surface	1860	18607
Supply Corps	3100	31007
Civil Engineer	5100	51007

(This Page Intentionally Left Blank)

SECTION 2

NUCLEAR OFFICER PROGRAMS

030201. NUCLEAR PROPULSION OFFICER CANDIDATE (11701 or 11601)

a. Program Authorization: 100A

b. Service Agreement: NAVCRUIT 1131/120

c. NUPOC OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-07)

030202. NAVAL REACTORS ENGINEER (12201)

a. Program Authorization: 100B

b. Service Agreement: NAVCRUIT 1131/121

c. NUPOC OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030203. NUCLEAR POWER INSTRUCTOR (12101)

a. Program Authorization: 100B

b. Service Agreement: NAVCRUIT 1131/122

c. NUPOC OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

(This Page Intentionally Left Blank)

SECTION 3

OFFICER DEVELOPMENT SCHOOL (ODS) PROGRAMS

(ACTIVE AND RESERVE)

030301. HEALTH SERVICES COLLEGIATE PROGRAM (HSCP)

a. Program Authorization: 132

b. Service Agreement: NAVCRUIT 1131/130

c. ACTIVE/RESERVE MEDICAL SERVICE CORPS (MSC) OFFICER APPLICATION CHECKLIST (Rev 10-08)

d. Officer Communities Participating in HSCP. Recruiters and processors will ensure applicants are familiar with HSCP requirements as well as the provisions of the specific community's Program Authorization to which applying. The following Program designators apply:

	Designator
Medical Corps	21007
Dental Corps	22007
Medical Service Corps	23007

030302. ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP)(1975X, 1985X, 1995X)

a. Program Authorization: 130

b. Service Agreement: NAVCRUIT 1131/131

c. ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP MEDICAL CORPS STUDENT CHECKLIST (Rev 06-07)

d. Officer Communities Participating in HPSP. Recruiters and processors shall ensure applicants are familiar with HPSP requirements as well as the provisions of the specific Community/Specialty program authorization to which they are

applying. Availability of HPSP for specific specialties is dependent on Navy needs. The following Program designators apply:

	Designator
Dental Corps	1985
Medical Corps	1975
Medical Service Corps	1995

030303. FINANCIAL ASSISTANCE PROGRAM (FAP)

a. Program Authorization: 130(B), and 130(C)

b. Service Agreement: NAVCRUIT 1131/132

c. ACTIVE/RESERVE MEDICAL SERVICE CORPS (MSC) OFFICER APPLICATION CHECKLIST (Rev 10-08)

d. Officer Communities Participating in FAP. Recruiters and processors shall ensure applicants are familiar with the FAP requirements as well as the provisions of the specific Community/Specialty program authorization to which they are applying. Availability of FAP for specific specialties is dependent on Navy needs. The following Program designators apply:

	Designator
Dental Corps	22053
Medical Corps	21053

030304. NAVY NURSE CORPS ACTIVE DUTY ACCESSION BONUS PROGRAM. Availability of accession bonuses is dependent on needs of the Navy.

a. Program Authorization: Title 37 USC 302D and Assistant Secretary of Defense (Health Affairs) memorandum of 19 December 1994

b. Service Agreement: NAVCRUIT 1131/133

c. ACTIVE/RESERVE NURSE CORPS (NC) OFFICER APPLICATION CHECKLIST (Rev 10-08)

030305. DENTAL STUDENT PROGRAM (1925i)

a. Program Authorization: 217

b. Service Agreement: NAVCRUIT 1131/134

c. ACTIVE/RESERVE DENTAL CORPS OFFICER APPLICATION CHECKLIST (Rev 10-08)

030306. MEDICAL CORPS ACTIVE/RESERVE (2100/2105)

a. Program Authorization: Active: 113
Reserve: 212

b. Service Agreement: Active: NAVCRUIT 1131/137
Reserve: NAVCRUIT 1131/161

c. ACTIVE/RESERVE MEDICAL CORPS OFFICER APPLICATION CHECKLIST (Rev 10-08)

d. Medical Corps Subspecialties:

Medical Corps	SSP
Aviation Medicine	15A0
Aerospace Medicine	15A1
Anesthesia	15B0/15B1
Surgery	15C0/15C1
Neurosurgery	15D0/15D1
OB/GYN	15E0/15E1
General Medicine	15F0
Ophthalmology	15G0/15G1
Orthopedic Surgery	15H0/15H1
Otolaryngology	15I0/15I1
Urology	15J0/15J1
Preventative Medicine	15K0/15K1
Occupational Medicine	15K2
Phys Med & Rehab	15L0/15L1
Pathology	15M0/15M1
Dermatology	16N0/16N1
Emergency Med	16P0/16P1
Family Practice	16Q0/16Q1
Internal Med	16R0/16R1
Neurology	16T0/16T1
Undersea Med	16U0
Undersea Med, Sub	16U1

Medical Corps	SSP
Pediatrics	16V0/16V1
Nuclear Medicine	16W0
Psychiatry	16X0/16X1
Diagnostic Radiology	16Y0/16Y1
Radiation Oncology	16Y2
Health Care Mgmt	1806

030307. DENTAL CORPS AND GENERAL PRACTICE RESIDENCY ACTIVE/RESERVE (2200/2205)

a. Program Authorization:

(1) Active: DA - 114/ GPR - 119

(2) Reserve: 213

b. Service Agreement:

(1) Active: NAVCRUIT 1131/138

(2) Reserve: NAVCRUIT 1131/162

c. ACTIVE/RESERVE DENTAL CORPS OFFICER APPLICATION CHECKLIST (Rev 10-08)

d. Dental Corps Subspecialties:

Dental Corps	SSP
Comprehensive Dentistry	1725
Dental Education Programs	1720
Dental Science and Research	1790
Dentistry (General)	1700
Endodontics	1710
Health Care Management	1806
Health Services Quality Assurance	1907
Operative Dentistry	1740
Oral Surgery	1750
Oral Medicine/Oral Diagnosis	1745
Oral Pathology	1780
Orthodontics	1735
Pediatric Dentistry	1795

Dental Corps	SSP
Periodontics	1760
Prosthodontics	1769
Public Health Dentistry	1775
Temporomandibular Disorders	1785
Maxillofacial Prosthetics	1730

030308. MEDICAL SERVICE CORPS (MSC) (2300/2305)

a. Program Authorization:

(1) Active: 115

(2) Reserve: 214

b. Service Agreement:

(1) Active: NAVCRUIT 1131/139

(2) Reserve: NAVCRUIT 1131/163

c. ACTIVE/RESERVE MEDICAL SERVICE CORPS (MSC) OFFICER APPLICATION CHECKLIST (Rev 10-08)

d. MSC Subspecialties:

Medical Service Corps	SSP
Health Care Administration	1800
Patient Administration	1801
Medical Logistics Administration	1802
Medical Data Services Administration	1803
Medical Construction Liaison	1804
Plans, Operations, and Medical Intelligence	1805
Health Care Management	1806
Biochemistry	1810
Toxicology	1811
Microbiology	1815
Epidemiology	1816
Immunology	1817
Parasitology	1819
Virology	1819
Radiation Health	1825
Radiation Survey Ionizing	1826

Medical Service Corps	SSP
Radiation Survey Non-Ionizing	1827
Radiation Specialist	1828
Physiology	1835
Aerospace Physiology	1836
Clinical Psychology (Resident Only)	1840
Child Psychology (Resident Only)	1841
Neuropsychology (Resident Only)	1842
Medical Psychology (Resident Only)	1843
Aerospace Experimental Psychology	1844
Research Psychology	1845
Entomology	1850
Environmental Health	1860
Industrial Hygiene	1861
Audiology	1862
Medical Technology	1865
Social Worker	1870
Physical Therapist	1873
Occupational Therapy	1874
Clinical Dietetics	1876
Administrative Dietetics	1877
Optometry	1880
Pharmacy, General	1887
Pharmacy, Clinical	1888
Podiatry	1892
Physician Assistant	1893
Medical Logistics Administration Resident only	3121

030309. JUDGE ADVOCATE GENERAL CORPS ACTIVE/RESERVE(2500/2505)

a. Program Authorization: 111

b. Service Agreement: Active: NAVCRUIT 1131/140
Reserve: NAVCRUIT 1131/164

c. JAG OFFICER APPLICATION CHECKLIST (Rev 10-08)

030310. JUDGE ADVOCATE GENERAL CORPS STUDENT PROGRAM (1955)

a. Program Authorization: 209

b. Service Agreement: NAVCRUIT 1131/136

c. JAG OFFICER APPLICATION CHECKLIST (Rev 10-08)

030311. NURSE CORPS ACTIVE/RESERVE (2900/2905)

a. Program Authorization:

(1) Active: 116

(2) Reserve: 215

b. Service Agreement:

(1) Active: NAVCRUIT 1131/133

(2) Reserve: NAVCRUIT 1131/165

c. ACTIVE/RESERVE NURSE CORPS (NC) OFFICER APPLICATION CHECKLIST (Rev 10-08)

d. Nurse Corps Subspecialties:

Nurse Corps	SSP
Professional Nursing	1900
Administration	1901
Education	1903
Quality Assurance	1907
Medical/Surgical Nursing	1910
Medical Nursing	1911
Surgical Nursing	1912
Cardiovascular Nursing	1913
Oncology Nursing	1916
Parental Nursing/Maternal and Child Health	1920
Obstetrical Nursing	1921
Pediatric Nursing	1922
Newborn Nursing	1923
Psychiatric Nursing	1930
Orthopedic Nursing	1935
Ambulatory Care Nursing	1940

Nurse Corps	SSP
Emergency/Trauma Nursing	1945
Preoperative Nursing	1950
Critical Care Nursing	1960
Surgical Intensive Care Nursing	1961
Medical Intensive Care Nursing	1962
Coronary Care Nursing	1963
Neonatal Intensive Care Nursing	1964
Post-Anesthesia Care Nursing	1968
Nurse Anesthesia	1972
Pediatric Nurse Practitioner	1974
Adult Health Nurse Practitioner	1975
Family Nurse Practitioner	1976
OB/GYN Nurse Practitioner	1980
Nurse Midwife	1981
Plans, Operations And Medical Intelligence	1805
Health Care Management	1806
Management (Generic)	0030
Manpower, Personnel, and Training Analysis	0033
Education and Training Management	0037
Computer Technology Systems Management	0095

030312. NURSE CANDIDATE PROGRAM (29002)

a. Program Authorization: 116C

b. Service Agreement: NAVCRUIT 1131/141

c. ACTIVE/RESERVE NURSE CORPS (NC) OFFICER APPLICATION CHECKLIST (Rev 10-08)

SECTION 4

GENERAL OFFICER

OFFICER CANDIDATE SCHOOL (OCS) PROGRAMS

(ACTIVE ONLY)

030401. SURFACE WARFARE (1160)

a. Program Authorization: 100

b. Service Agreement: NAVCRUIT 1131/101

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030402. SPECIAL WARFARE (1180)

a. Program Authorization: 100

b. Service Agreement: NAVCRUIT 1131/102

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030403. SPECIAL OPERATIONS (1190)

a. Program Authorization: 100

b. Service Agreement: NAVCRUIT 1131/103

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030404. NAVAL FLIGHT OFFICER CANDIDATE (NFO)(1370)

a. Program Authorization: 107

b. Service Agreement: NAVCRUIT 1131/104

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030405. AVIATION OFFICER CANDIDATE (AOC) (1390)

a. Program Authorization: 106

b. Service Agreement: NAVCRUIT 1131/105

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030406. SURFACE WARFARE - ENGINEERING DUTY OFFICER OPTION (1460)

a. Program Authorization: 101A

b. Service Agreement: NAVCRUIT 1131/106

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030407. AEROSPACE ENGINEERING DUTY (AVIATION MAINTENANCE) OFFICER (1520)

a. Program Authorization: 107B

b. Service Agreement: NAVCRUIT 1131/107

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030408. SPECIAL DUTY (INTELLIGENCE) OFFICER (1630)

a. Program Authorization: 107A

b. Service Agreement: NAVCRUIT 1131/108

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030409. SPECIAL DUTY (INFORMATION WARFARE) OFFICER (1640)

a. Program Authorization: 101H

b. Service Agreement: NAVCRUIT 1131/109

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030410. SPECIAL DUTY (PUBLIC AFFAIRS OFFICER)(1650)

a. Program Authorization: 103

b. Service Agreement: NAVCRUIT 1131/110

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030411. SURFACE WARFARE – OCEANOGRAPHY OFFICER OPTION (1860)

a. Program Authorization: 101E

b. Service Agreement: NAVCRUIT 1131/111

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030412. SUPPLY CORPS (3100)

a. Program Authorization: 102

b. Service Agreement: NAVCRUIT 1131/112

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

030413. CIVIL ENGINEER CORPS (5100)

a. Program Authorization: 104A

b. Service Agreement: NAVCRUIT 1131/113

c. OCS OFFICER APPLICATION PRODOCS CHECKLIST (Rev 06-08)

(This Page Intentionally Left Blank)

SECTION 5

GENERAL AND MEDICAL OFFICER

DIRECT COMMISSION OFFICER (DCO), NAVET, AND ODS PROGRAMS

(RESERVE ONLY)

030501. CAMPUS LIAISON OFFICER (1205)

a. Program Authorization: 202

b. Service Agreement: NAVCRUIT 1131/167

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030502. SPECIAL WARFARE OFFICER (1135)

a. Program Authorization: 229

b. Service Agreement: NAVCRUIT 1131/150

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030503. SPECIAL OPERATIONS OFFICER - EOD (1145)

a. Program Authorization: 229

b. Service Agreement: NAVCRUIT 1131/168

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030504. ENGINEERING DUTY OFFICER (1465)

a. Program Authorization: 203

b. Service Agreement: NAVCRUIT 1131/151

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030505. AERONAUTICAL ENGINEERING DUTY OFFICER (1515)

a. Program Authorization: 232

b. Service Agreement: NAVCRUIT 1131/152

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030506. AVIATION MAINTENANCE DUTY OFFICER (1525)

a. Program Authorization: 204A

b. Service Agreement: NAVCRUIT 1131/153

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030507. SPECIAL DUTY OFFICER (INFORMATION WARFARE) (CRYPTOLOGY) (NAVETS access as 1615 and DCOs access as 1645)

a. Program Authorization: 206

b. Service Agreement: NAVCRUIT 1131/154

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030508. SPECIAL DUTY OFFICER (MERCHANT MARINE) (1625, 1665, 1675, 1695)

a. Program Authorization: 221C

b. Service Agreement: NAVCRUIT 1131/155

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030509. SPECIAL DUTY OFFICER (INTELLIGENCE) (1635)

a. Program Authorization: 107A

b. Service Agreement: NAVCRUIT 1131/156

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030510. SPECIAL DUTY OFFICER (PUBLIC AFFAIRS) (1655)

a. Program Authorization: 208

b. Service Agreement: NAVCRUIT 1131/157

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030511. SPECIAL DUTY OFFICER (OCEANOGRAPHY) (1805)

a. Program Authorization: 205

b. Service Agreement: NAVCRUIT 1131/158

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030512. SUPPLY CORPS (DCO - 3165) & (NAVET - 3105)

a. Program Authorization: 227

b. Service Agreement: NAVCRUIT 1131/159

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030513. CIVIL ENGINEER CORPS (5105)

a. Program Authorization: 211

b. Service Agreement: NAVCRUIT 1131/160

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030514. HUMAN RESOURCES (1205)

a. Program Authorization 230

b. Service Agreement: NAVCRUIT 1131/234

c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS CHECKLIST (Rev 11-08)

030515. MEDICAL CORPS (2105). Refer to Section 3 Para 030306.

030516. JUDGE ADVOCATE GENERAL CORPS (2505) - (NAVETS ONLY). Refer to Section 3 Para 030310.

030517. NURSE CORPS (2905). Refer to Section 3 Para 030311

030518. MEDICAL SERVICE CORPS (2305). Refer to Section 3 Para 030308.

030519. DENTAL CORPS AND GENERAL RESIDENCY (2205). Refer to Section 3 Para 030307.

SECTION 6

CHAPLAIN PROGRAMS

030601. CHAPLAIN CANDIDATE (1945)

a. Program Authorization: 219

b. Service Agreement: NAVCRUIT 1131/135

c. ACTIVE/RESERVE CHAPLAIN CORPS OFFICER APPLICATION CHECKLIST (Rev 08-07)

030602. CHAPLAIN CORPS (ACTIVE - 4100) & (RECALL - 41001)

a. Program Authorization: 110

b. Service Agreement: NAVCRUIT 1131/142

c. ACTIVE/RESERVE CHAPLAIN CORPS OFFICER APPLICATION CHECKLIST (Rev 08-07)

030603. CHAPLAIN CORPS RESERVE (4105)

a. Program Authorization: 110

b. Service Agreement: NAVCRUIT 1131/166

c. ACTIVE/RESERVE CHAPLAIN CORPS OFFICER APPLICATION CHECKLIST (Rev 08-07)

(This Page Intentionally Left Blank)

CHAPTER 4

ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING

SECTION 1

GENERAL INFORMATION

040101. INTRODUCTION. This section provides general information for the processing and selection of officer candidates.

040102. RESPONSIBILITIES. As outlined in Chapter 1, the Officer Recruiter's (OR) primary responsibility is to prospect, recruit and assist with processing officer candidates. The Officer Processor's (OP)/ Officer Processing Lead's (OPL) primary responsibility is to process applicant kits. ORs are responsible for tracking the progress of their applicants in OTools from time of entry through final approval, attainment and shipping, or for reserves, drill verification entry.

040103. POINTS OF CONTACT. As codes tend to stay stable over time, and personnel and phone numbers change frequently, it is difficult to maintain a manual with current contact information. For current telephone numbers, refer to www.npc.navy.mil, select "Reference Library" tab, then select "Phone Books".

040104. ADVERTISING AND CONTACTING PROSPECTS. Recruiters are specifically prohibited from developing their own advertising or printed materials (including letters for mailing, guidelines for prospects, questionnaires, forms, etc.) without explicit prior approval from NAVCRUITCOM (N9).

040105. SUBMISSION PROCEDURES. Always refer to the most recent applicable checklist and Program Authorization (PA), which can be found at http://www.cnrc.navy.mil/Publications/forms.htm.

040106. QUOTA AVAILABILITY. The Chief of Naval Operations, Director of Accessions (N13), will establish quota limitations within the various programs and advise NAVCRUITCOM of these limitations via an annual goaling letter. Following current selection standards and within current qualification criteria, sufficient selection flexibility will be maintained in order to fulfill but not exceed the established quotas.

040107. BOARD MEMBER RECOMMENDATIONS. It is not required that the specific reasons for the recommendations of staff members be recorded. The contents of officer and officer candidate application packages will be made available within the guidelines set forth in COMNAVCRUITCOMINST 5720.11.

040108. DOCUMENT VERIFICATION REPRODUCTION POLICY. BERs documents must be copied for service records and residual files. The Armed Forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

040109. WITHDRAWAL FROM PROCESSING

a. If the applicant desires to withdraw from processing after the application has been submitted to NAVCRUITCOM (N315) and before final selection status is determined, the OPO/OR will require a signed statement from the applicant explaining their reason for requesting withdrawal from further processing. The applicant's statement will be maintained in the applicant's residual file.

b. If the applicant desires to decline the commission after selection, MILPERSMAN 1100-030 requires the applicant provide a signed statement explaining why they are declining. The applicant will also sign the Oath and Acceptance of Office as declined. A copy of the applicant's statement and a copy of the signed/declined Oath and Acceptance of Office will be maintained in the applicant's residual. The commissioning documents will be returned to Naval Personnel Command (NPC) (PERS-4802). The OR or OPO will make the appropriate entry in OTools.

040110. GUIDANCE ON PROGRAM PREFERENCES AND SELECTIONS. It is common for applicants seeking Navy commissions to apply to more than one community and to prioritize their desires on the application for commission. Due to the competitive nature of the application process, this practice is encouraged. To ensure that selection practices are applied fairly to all applicants, the following policies are established:

a. Applicants will be reviewed by professional recommendation boards for all communities to which they apply, unless:

(1) The applicant is professionally recommended for their top preference on the first board that convenes (applicant will be removed from consideration at other boards) or,

(2) The applicant makes written notification of a change to his/her preferences prior to completion of all boards.

b. NAVCRUITCOM will continue to post board results for each professional recommendation board as they adjourn. Recruiters and applicants must understand that professional recommendation board results do not constitute an offer of commission in that community. Only a selection letter from NAVCRUITCOM is an offer for commissioning.

c. Upon completion of all boards to which the applicant has applied, NAVCRUITCOM will extend an offer of commissioning (select letter) in the highest community for which professionally recommended, based on the applicants preferences as expressed on the application for commission.

d. Should an applicant desire to change his/her preferences during the board process, a request must be forwarded from the Navy Recruiting District OPO to NAVCRUITCOM National OPO, via the Regional OPO, for coordination with the program manager, communities, and board authority. See Exhibit 040101.

e. Requests for preference changes received after a board has convened will not be reviewed until after that board has concluded. Preferences expressed in the application for commission will apply to boards that have been convened or adjourned; the request for preference change will only apply to boards which have yet to convene.

f. Waivers to this policy may be considered after all boards have been convened and an offer of commission has been made in the rare instance that an applicant has an earnest change of preference. The NAVCRUITCOM N3 will have final authority over such waiver determinations. Requests for waiver must be submitted in writing and routed through the NAVCRUITDIST OPO, NAVCRUITDIST CO, Region OPO, and Region Commander, National OPO, and then to the N3 for final determination. Waivers shall be the exception, and will be balanced against the needs of the Navy.

040111. FINAL SELECTION AUTHORITY. Final selection authority for officer candidates and Direct Appointment programs has been delegated to NAVCRUITCOM. In all cases, these selection decisions are based on the "whole-person" concept, taking into consideration

all elements of an individual's application. In each case, recruiters must ensure that prospects/applicants understand that application submission and pro-board recommendation does not constitute final selection nor guarantee final selection. It is incumbent upon the recruiter to ensure that adequate, complete, and accurate information is available to selection board officials to aid them in making an informed decision.

a. Waiver Authority. Waiver authority resides with NAVCRUITCOM or higher authority for officer applicants.

b. Waiver Procedures Unless requesting a medical waiver, requests for waiver consideration of eligibility requirement or program qualification and requests for determination of suitability for enlistment or commissioning will be sent to NAVCRUITCOM. The CO's endorsement of request for waiver is mandatory in this process.

040112. FIELD REJECTION AUTHORITY

a. Officer recruiters will review and examine the facts surrounding a prospect's application and background to determine whether they are suitable for appointment in the United States Navy. Proper evaluation of all information obtained will eliminate individuals who are definite risks with regard to future performance and those who may eventually bring discredit to the Navy. Nothing in this manual is meant to preclude rejection of a prospect for enlistment or appointment by recruiting personnel acting within the bounds of good judgment if it is determined the prospect is not desirable for commissioned service. For additional guidance, refer to Section 020106 for mandatory rejections, and Chapter 2, Section 7 regarding legal, civil and criminal issues.

b. COs will ensure a thorough evaluation is conducted by a field review board for all prospects who show a possible cause for rejection at the field level. This review board will consist of at least two commissioned officers, one of which may be the officer recruiter. A decision of the field review board to reject the prospect will constitute sufficient authority to discontinue processing. Reasons for field rejection include but are not limited to:

(1) Not meeting basic qualifications for the desired program as outlined in PA will go before a field review board.

(2) Two or more DUI/DWI convictions.

(3) Admitted sexual deviation.

(4) On probation (supervised and unsupervised).

(5) Pending lawsuit.

(6) Convicted of domestic or family abuse or violence.

c. Field rejection based on a qualitative judgment of professional experience is not permitted in the case of prospects for the Medical, Dental, Nurse, Medical Service, Judge Advocate General and Chaplain Corps. This does not preclude field rejection based on items (a) thru (f) as stated above. Furthermore, the recommendation of suitability/non-suitability reflected on the summary sheet must reflect a whole-person evaluation of the applicant, regardless of professional standing.

d. Notification of Rejection

(1) If it is determined that field rejection of a prospect is justified, the NAVCRUITIDIST will prepare and send a notification letter to the prospect. The manner in which field-rejected prospects are notified is of great importance in maintaining favorable community relations and care will be taken with regard to the applicant's feelings and self-respect. Rejected prospects must be made to feel that the Navy also regrets that they cannot be accepted, and that their interest in the Navy is sincerely appreciated.

(2) Notification of field rejection will be made in writing (Exhibit 040102). Alterations to this letter are not authorized. This letter for Navy officer programs (reserve and active duty) will be signed by either the NAVCRUITDIST CO/XO and are considered formal correspondence and forwarded to the prospect via certified or registered mail.

040113. RECORDS MAINTENANCE. This article is in accordance with SECNAVINST 5212.5. The OPO will ensure compliance.

a. Recruiting Operations Records. These are files, either electronic or paper, related to the recruiting of officer and enlisted personnel to include documents on local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian communities or organizations or with other activities or offices. Destroy two years from accession, attainment, non-selection or withdrawal.

Note: Historical production data may need to be retained longer in order to develop the Marketing Operations Plan.

b. Officer Recruiting Records. Withdrawn or Rejected Applications for Commission. These files include those of individuals found disqualified by the local recruiting officer, and those forwarded to NAVCRUITCOM for final action and rejection, and related correspondence and papers.

(1) Return to Applicants: Birth certificates, transcripts of college credit, letters of endorsement, and other material of value to the applicant.

Note: Letters of endorsement are distinctly different from letters of reference. Letters of endorsement are generally offered to the applicant for inclusion in their application. They are not required to be submitted directly to the Navy nor do non-disclosure rights apply, unlike letters of reference.

(2) Destroy all other documents, either electronic or paper, after final determination is made by NAVCRUITCOM.

c. Correspondence with Individual Applicants for Commissions, Prospective Applicants, and Other Interested Individuals (filed alphabetically by name). Destroy two years from date of accession, attainment, non-selection or withdrawal.

d. Requests for Information. Any requests for any information held in the electronic or paper residual file by anyone other than NAVCRUITCOM shall be forwarded to NAVCRUITCOM (N315) for review and action.

040114. AUTHORIZATION AND GUIDANCE ON RECORDS DESTRUCTION. All records, electronic or paper, will be approved by the OPO prior to destruction. Destruction of files will be by deletion, breaking of the CD-ROM, burning or shredding. The Residual File Checklist will be used after final disposition of an application has been determined to purge the record of unnecessary documents. The Residual File Check list will be maintained in the Dead File and destroyed when two years old.

a. Electronic Records. Status of applications and their dispositions at NAVCRUITCOM will be maintained in OTools.

b. Third Party Information. Third party information, (i.e., any written, personal opinions expressed about the applicant, to include references and police checks) will be destroyed at time of

withdrawal, rejection, enlistment/ commissioning, declination, or at the 12 month mark from the date of the applicant's first submission or, if applicable, resubmission.

Note: Summaries, interviews, FITREPs and EVALs are not third party information. Summaries and interviews, however, will not be shared with applicants.

040115. RECRUITING RESIDUAL FILE REQUIREMENTS. Affiliation and direct appointment residual files will be maintained for two years from the attainment date of orders for all personnel affiliated.

EXHIBIT 040101. APPLICANT DESIGNATOR CHANGE REQUEST

1700
N342
(Date)

From: CO, Navy Recruiting District _____
To: Navy Recruiting Command, N31
Via: Commander, Navy Recruiting Region _____

Subj: APPLICANT DESIGNATOR CHANGE REQUEST ICO JOHN S. SMITH JR, 123-45-6789

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) Application for Commission NAVCRUIT 1131/2
(c) NAVCRUITCOM N3 OPO Policy Memo dtd 6 Nov 07

Encl: (1) Applicant request for change to designator preference order.

1. Per reference (c) and enclosure (1), request change IAW designator preference for OCS candidate John S. Smith, Jr. Request his/her new designator preferences as follows:

a. Choice 1: 11600
b. Choice 2: 31000
c. Choice 3: 51000

2. NAVCRUITDIST CO comments. (Please include why your applicant should be considered for designator change. Please be specific on your request.)

(Signature)

EXHIBIT 040102. FIELD REJECTION LETTER (MANDATORY USE - NO ADJUSTMENTS AUTHORIZED)

1131
Ser 30/
(Date)

NAME OF PROSPECT/APPLICANT
ADDRESS OF PROSPECT/APPLICANT
CITY, STATE, ZIP CODE

Dear

Your application for appointment to commissioned status in the U.S. Navy has been considered by the Navy Recruiting District *(NAVCRUITDIST NAME)* Field Review Board. The Board is charged with recommending those applicants who appear to be the very best qualified in all respects for a commission in the United States Navy. The Board considers many factors that measure an applicant's potential as a naval officer.

After careful consideration, the Field Review Board has not recommended you for selection. During such periods of high selectivity and keen competition, many eligible applicants cannot, unfortunately, be recommended for selection. You should not, therefore, consider this an adverse reflection on you, but rather an indication of the competition for commissioning in the United States Navy today.

Your interest in obtaining a commission in the U. S. Navy is appreciated.

Sincerely,

Commanding Officer's Name
Rank, U.S. Navy
Commanding Officer

(This Page Intentionally Left Blank)

SECTION 2

APPLICANT TESTING

040201. CONTROL OF TESTING MATERIAL

a. NAVCRUITDIST CO may designate one officer to be the TCO for the District vice having a separate TCO for enlisted and officer programs. Additionally, one or more officers may be designated as an ATCO for the District, responsible for both enlisted and officer testing. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual – Officer) and COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual – Enlisted). All personnel authorized to administer/monitor aptitude and screening tests must be thoroughly knowledgeable of, and adhere to, correct test procedures and security measures to ensure test results provide a reliable measure of applicants' abilities.

b. TCOs and ATCOs must be commissioned officers. One or more ATCOs may be designated to assist and be directly accountable to the TCO. TCOs are responsible to:

(1) Establish and maintain adequate test security provisions.

(2) Requisition, store, issue, safeguard and account for all officer programs testing materials within the NAVCRUITDIST.

(3) Ensure compliance with security and handling regulations at outlying recruiting offices prior to recommending that the NAVCRUITDIST CO authorize sub-custody of testing material.

(4) Ensure all sub-custodians and Test Administrators are thoroughly familiar with security and handling regulations prior to recommending their appointment by the NAVCRUITDIST CO as custodians and/or test administrators.

(5) Be thoroughly familiar with the references for administration, handling, accountability, scoring, and safeguards of the Aviation Selection Test Battery (ASTB).

(6) Conduct quarterly inventory and page check of all test booklets assigned by sub-custody. This inventory shall be

documented in the Test Control Log. This inventory meets the requirements of the sub-custodian monthly inventory and page checks.

(7) Conduct an inventory of all testing materials prior to any changes in custodians. This inventory shall be documented in the Test Control Log.

(8) Conduct an additional inventory of all testing materials at any time a suspected compromise of the security container may have occurred. This inventory shall be documented in the Test Control Log.

c. Sub-Custodian Responsibilities. The sub-custodian will:

(1) Maintain adequate test security provisions, and provide for the storage, issuance, safeguarding and accounting of all officer programs testing materials assigned to that NORS.

(2) Conduct monthly inventory and page checks of all test booklets assigned by sub-custody. This inventory shall be documented in the Test Control Log.

(3) Be thoroughly familiar with the references for administration, handling, accountability, and safeguards of the ASTB.

040202. AVIATION SELECTION TEST BATTERY

a. Testing Overview. The *Aviation Selection Test Battery* (ASTB) was developed by statistical methods to predict the success of students in aviation officer training programs. The Navy, Marine Corps, and Coast Guard use the complete test battery as a primary selection instrument for aviation programs. The ASTB is available both in hardcopy and online formats. The online version is available via the APEX.NET platform and is only for use at NAVCRUITDIST and NORS locations meeting minimum connectivity requirements.

(1) Applicants for Officer Candidate School, as well as for various direct appointment programs as specified elsewhere in this manual, will be administered applicable portions of the ASTB either via hardcopy testing or online testing through APEX.NET.

(2) The ASTB should be given in its entirety to all applicants who indicate an interest in aviation and intelligence programs. The ASTB is divided into six parts: Math Skills Test

(MST), Reading Comprehension Test (RCT), Mechanical Comprehension Test (MCT), Spatial Apperception Test (SAT), Aviation & Nautical Information Test (ANIT), and Aviation Supplemental Test (AST). From these six parts, four scores are derived: Academic Qualification Rating (AQR), Pilot Flight Aptitude Rating (PFAR), Flight Officer Aptitude Rating (FOFAR), and Officer Aptitude Rating (OAR).

(3) The Officer Aptitude Rating (OAR) portion of the test, the MST, RCT and MCT sections, may be given to individuals who are not interested/not qualified for aviation and intelligence programs. This score is applicable only to various non-aviation designators as specified in the Program Authorizations, however, Intelligence Program applicants are required to take the entire test. An applicant who has taken the MST, RCT and MCT only to obtain an OAR score may subsequently take the SAT, ANIT and AST within 90 days of taking the MST, RCT and MCT to obtain a complete set of scores. This is a merged test and is considered to be a single set of ASTB scores.

b. ASTB Retest Policy

(1) For the purposes of this section, retest means to test a person for a second time with either a portion or complete ASTB examination. Any retest must be administered using a version other than that used for the previous test.

(2) The first retest is authorized after 30 days has elapsed from the date of the initial test (testing to occur no earlier than the 31st day).

(3) A second (and final) retest is authorized no earlier than 90 days from the last test (testing to occur no earlier than the 91st day). A lifetime limit of three ASTB administrations is mandated, a third retest is prohibited.

Note: Only ASTB forms three, four, and five count towards the lifetime three-test limit. Previous administrations of ASTB forms (one and two) do not count toward the lifetime three-test limit.

(4) In the case of a merged test, the next legal test date is determined by the 30 day or 90 day period, as appropriate, counted from the date of the last portion taken.

(5) Applicants who have taken the entire test and who are being retested must take the entire test battery again even though they may be satisfied with their performance on certain sections. An applicant's official score will be derived from his or her most recent legal test.

(6) In order to determine retest eligibility, the examiner must query the applicant as to whether he/she has ever taken this test before, and if so, when and for what program. If any doubt exists concerning an applicant's eligibility to re-take the ASTB, contact Naval Operational Medicine Institute (NOMI) (Code 341) before testing the individual. If an illegal testing is discovered, the test sheet shall be forwarded to NOMI (Code 341) immediately under a separate cover from normal test answer sheet transmittals.

c. ASTB Use. The Navy, Marine Corps, and Coast Guard use the ASTB as a primary selection instrument for aviation and intelligence candidates and the OAR (derived from the MST, RCT, and MCT only) for selecting non-aviation candidates.

d. ASTB Administration. The NOMI (Code 341) generates all procedures governing the administration, handling, accountability, scoring and safeguards for the ASTB.

(1) All personnel responsible for ASTB test administration and custody shall have read and be thoroughly familiar with the references for administration, handling, accountability, and safeguards of the ASTB. These references can be obtained from NOMI (Code 0341) at commercial 850-452-2257x1060, or DSN 922-2257x1060. The references for these procedures are:

(a) Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests (NOMI P-5098C) and

(b) APEX.NET Version 1.1 Examiner's Guide (NOMI P-5098C Part II).

(2) Handling of all testing materials, completed answer sheets and APEX.NET Login ID and passwords shall be limited to personnel designated in writing as either Test Control Officers, (Exhibit 040201), Officer Programs Test Administrators, (Exhibit 040202) or personnel authorized sub-custody of ASTB material, (Exhibit 040203). Personnel authorized custody or sub-custody use of APEX.NET by their NAVCRUITDIST Commanding Officer should contact NOMI (Code 0341) at commercial 850-452-2257x1060, or DSN 922-2257x1060 to request Login IDs and passwords for APEX.NET.

e. ASTB Accountability. Those activities authorized by NOMI to hold and administer testing materials have certain specific responsibilities. Any designated individual accepting custody of the testing materials specifically accepts the responsibility for the following:

(1) Security. Test booklets and filled in test answer sheets are classified "FOR OFFICIAL USE ONLY". These materials shall be handled in all respects as to transmission, use, stowage, and control of dissemination in accordance with current security instructions.

(2) Maintenance of an adequate supply of testing materials and mailing materials.

(3) Exact conformity to the procedures outlined herein, including the above noted references.

(4) Observance of the limitations prescribed herein and the above references concerning discussion of test results with examinees.

f. Sub-Custody of ASTB

(1) Activities authorized sub-custody (i.e. NORS) of ASTB test booklets, answer sheets and/or APEX.NET accounts other than the NAVCRUITDIST Headquarters shall be designated in writing by the NAVCRUITDIST Commanding Officer only after the TCO has verified the adequacy of security provisions, testing facilities, and test administration personnel.

(2) Sub-custody of ASTB testing materials to non-recruiting activities, including ROTC units, is prohibited. These activities shall request ASTB testing materials through NOMI.

g. Handling of ASTB Materials

(1) Only personnel designated in writing by the Commanding Officer are authorized to handle testing materials and completed answer sheets.

(2) At a minimum, all testing materials including APEX.NET Login ID and password (if written down) shall be stowed in a safe or cabinets (preferably metal) secured by combination locks. Where feasible, cabinets should be in secured spaces.

(3) Hard copy ASTB test material may be used during travel; however a system of sub-custody shall be established for all testing materials (see Exhibit 040203). Documentation of testing material taken on road trips shall be made in a Test Control Log, and such material shall be subject to all routine and specific inventory requirements as delineated in the above references. Appropriate security measures shall be taken to preclude loss or compromise. Specifically, testing material shall not be stowed in unattended N3Ms unless the N3M is locked and material is placed in a locked container, i.e., luggage, attaché case, etc. Testing material shall not be stowed in unattended automobiles unless the automobile is locked and testing material is placed out of view, preferably in the trunk. Testing material will be kept in a distinctive container or folder to distinguish it from other papers.

(4) Test booklets shall be inventoried as follows:

(a) Test booklets used for a testing session shall be inventoried and page checked by the Test Administrator before and after that testing session.

(b) Test booklets shall be inventoried (but not page checked) when the Test Administrator or TCO opens the safe/cabinet for purposes other than test administration.

(c) A monthly inventory and page check of all test booklets shall be conducted at least once during each calendar month. Inventories of individual testing booklets used for a test session do not meet this requirement. See Article 040201.

(d) Results of the above inventories, including notation of sub-custody material, shall be recorded in a testing materials log and signed by the test administrator conducting the inventory. The monthly inventory and page check shall be specifically marked as such in the Test Control Log.

h. Applicant Counseling Limitations

(1) Officer programs recruiting, processing, and testing personnel are prohibited from disclosing any information concerning the tests other than a general overview.

(2) Recruiters may advise applicants to review standard study guides for military officer candidate programs, which are available in most libraries and commercial bookstores.

i. Scoring the ASTB

(1) The requirements for scoring and mailing of the ASTB are contained in the above references.

(2) Local scoring of the ASTB and OAR is prohibited.

(3) Completed answer sheets shall be forwarded to NOMI per the above references.

(4) For ASTB tests administered via APEX.NET, immediate official scoring is available and can be printed for the applicant and the command.

(5) The official score sheet from NOMI, or the Commanding Officer's Letter printed from APEX.NET, shall be included in the officer application as required by the appropriate officer application checklist.

j. Loss or Compromise of the ASTB

(1) Upon discovery of loss or compromise of ASTB materials or APEX.NET Login IDs or passwords at Recruiting Command activities, NAVCRUITDIST personnel shall immediately contact NOMI (Code 0341), commercial 850-452-2257x1060, or DSN 922-2257x1060, and NAVCRUITCOM (N311).

(2) Commanding Officers shall direct an investigation of the circumstances surrounding the loss or compromise of testing material, and upon completion, provide a report to NAVCRUITCOM (N311) and (00IG) via the appropriate chain of command.

EXHIBIT 040201. TEST CONTROL OFFICER (TCO) DESIGNATION LETTER

1200
Ser __ / _____
Date

From: Commanding Officer, Navy Recruiting District_____
To: _____

Subj: DESIGNATION AS TEST CONTROL OFFICER

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NOMI P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
(c) NOMI P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of references (a) through (c), you are hereby designated as the Officer Programs Test Control Officer for Navy Recruiting District,_____.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing.

Commanding Officer

Copy to:
Service Record

EXHIBIT 040202. OFFICER PROGRAMS TEST ADMINISTRATOR DESIGNATION LETTER

1200
Ser __ /___
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: DESIGNATION AS OFFICER PROGRAMS TEST ADMINISTRATOR

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NOMI P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
(c) NOMI P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of reference (a) through (c), you are authorized to administer the Aviation Selection Test Battery (ASTB) for Navy Recruiting District,_____.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing. You are responsible to the Test Control Officer for the proper administration of the ASTB.

Commanding Officer

Copy to:
Service Record

EXHIBIT 040203. AVIATION SELECTION TEST BATTERY MATERIAL SUB-CUSTODY LETTER

1200
Ser __ / ___
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: SUB-CUSTODY OF AVIATION SELECTION TEST BATTERY MATERIAL

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NOMI P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
(c) NOMI P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of references (a) through (c), you are authorized sub-custody of the following testing materials.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing. You are responsible to the Test Control Officer for the proper administration and security of the test material.

Commanding Officer

(List testing materials here)

I ACKNOWLEDGE RECEIPT OF THE ABOVE LISTED MATERIALS:

_____ _____
Signature Date

SECTION 3

ACTIVE/ DIRECT COMMISSION/ STUDENT PROGRAMS APPLICATION PREPARATION AND SUBMISSION

040301. INTRODUCTION. This section provides specific guidance for preparing officer program applications for Active Duty, Direct Commission, and Student Programs.

a. For clarification and ease of understanding, for this Chapter, OR refers to Officer Recruiter. OP refers to the NAVCRUITDIST or station Processor and includes the OPL when acting as a processor and not the Lead. OPL refers to the OPL acting as the Processing Lead. The NAVCRUITCOM Processor is referred to as such.

b. Active duty accessions are also referred to as Direct Accessions (DA). DCOs are primarily non-prior service staff corps and unrestricted line officers affiliating in certain reserve programs. Students may be currently attending schools or have acceptance letters and be applying for student programs. All of these kits are processed similarly. Exceptions are noted below.

040302. INITIAL PROCESSING

a. During the initial interviewing process, OR will have the lead/contact read, sign, and date the Privacy Act Statement (NAVCRUIT 5211/1) and Voter Registration Information (DD Form 2645). If initial contact is via phone, OR will read the Privacy Act Statement to lead/contact.

b. Once a contact pursues an opportunity in the Navy or Navy Reserve, he/she may download or receive application forms by email or fax. These forms will be completed and uploaded into OTools using the proper protocol and standardized responses. Faxing of documents is highly discouraged as re-faxing deteriorates document legibility. Overnight delivery services at Navy expense are not authorized.

c. OR interviews/blueprints contact for program suitability and medical qualification.

(1) Keep in mind the goal is selling the Navy, not a particular program. Contact may not be selected for his/her program of choice, yet can still be an accession for another program.

(2) The OR will brief all prospects interested in applying for a commission in the United States Navy as to the hardships encountered in serving in the Navy, e.g., possible family separation, etc.

(3) The OR will ensure that the contact is shown the Officer Candidate School (OCS) Video, Commitment to Excellence or the Welcome to ODS video prior to submitting the prospect's application to NAVCRUITCOM.

d. OR checks current applicable PA to verify contact's eligibility for program(s) of choice and ensures open goal.

e. OR prints the checklist for applicable program.

f. Determine if contact is qualified:

(1) If qualified and there is a goal, or the community is making selections for the next fiscal year, OR/OP/OPL briefs the prospect on the application process and provides him/her the Application paperwork, as well as a copy of the checklist, highlighting those items he/she needs to provide or complete. OR will ensure that the prospect is advised of the following:

(a) The contents of the applicable service agreement.

(b) The type and duration of training to be received, including Physical Fitness Assessment (PFA) requirements at OCS and ODS.

(c) That after processing and approval, the application will be forwarded to NAVCRUITCOM for final action.

(d) That written notification to the NAVCRUITDIST is required for withdrawal of an application or declination of selection, stating the reasons for the request.

(e) That marginal applicants should be prepared for possible rejection.

(2) If prospect is not qualified per the Basic Eligibility Requirements (BERS) or PA, do not process. Prospect should be referred to EPO, or, if application is in process, be referred to a Field Review Board for possible Field Rejection.

g. OR/OP provides NASIS access for prospect so he/she can complete SF-86 at his/her convenience. Once SF-86 is completed, OP will check for accuracy and submit with fingerprints to OPM.

For details on NASIS and the JPAS process, refer to Section 8 of this chapter.

h. OP/OPL starts a file on the prospect for tracking items submitted by the applicant for application.

i. OP/OPL works with the prospect to complete all items on the applicable checklist.

j. For medical and chaplain programs only, once prospect begins the application process, OP/OPL submits Scroll Prescreen 1131/67 to OPO, who submits to NAVCRUITCOM PM for Scroll submission. All others will be submitted for scroll by the NAVCRUITCOM PM after "RECPRO Y". For details on Scroll process, refer to Section 8 of this chapter.

040303. CHECKLIST ITEMS TO REQUEST EARLY. Recommend the OP request or complete these items (as required) early in the process due to lengthy turn-around time.

a. All medical, Chaplain and NUPOC prospects should complete medical prescreen DD form 2807-2 and MEPCOM form 680. Send these to MEPS no more than two - three weeks before board to ensure they are fairly current. MEPS will determine if they will need additional information at the time of physical.

b. Schedule physicals for medical, Chaplain and NUPOC prospects after receiving MEPS 2807-2 pg 4.

Note: OCS and JAG prospects should not be scheduled for physicals until "RECPRO Y" recommendation, unless prospect indicates medical issues that may lead to an NPQ determination.

c. Police Record Check, DD form 369, as required.

d. Request prospect's prior service record (as required).

e. Request for Conditional Release DD Form 368 (if required).

f. Tattoo screening.

g. Security Investigation form – pg13.

h. For students only: Degree Completion Plan as required.

i. For OCS prospects only: Administer ASTB exam. Once scored, recheck PA for eligibility.

j. For medical (non-student) prospects only: Credentialing check (See Chapter 7, Section 5).

k. For Chaplains only: Ecclesiastical Endorsement (See Chapter 7, Section 4).

040304. MEDICAL PROCESSING. Medical processing should be completed concurrently with kit processing for medical program, Chaplain, and NAVET prospects as N3M letters of physical qualification must be submitted with their kits. NUPOC prospects should have physicals scheduled as soon as possible so they have N3M letter at time of interview. All other prospects (OCS and JAG) should hold on physicals until applicant is determined to be "RECPRO Y" due to the expense of physical exams, unless prospect indicates medical issues that may lead to an NPQ determination.

a. MEDDOCS are forwarded to the NAVCRUITCOM Medical Advisor (N3M) via MEDWAIVE for physical determination. The determinations are as follows:

(1) Physically Qualified (PQ)

(2) Not Physically Qualified (NPQ)

(3) Temporarily Not Physically Qualified (TNPQ). For TNPQ applicants, the processor will notify the NAVCRUITDIST and the OR of requested documentation by NAVCRUITCOM (N3M)). The NAVCRUITDIST has 30 days to submit the requested information. After 30 days, the record will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

(4) Physically Qualified Waiver (PQW)

b. Once N3M makes physical determination (PQ, NPQ, TNPQ, PQW), OP uploads N3M letter of physical determination into OTools and next actions NAVET PM

c. Incomplete Applications after PQ and "RECPRO Y"

(1) After a PQ, if an application is incomplete, the NAVCRUITDIST has 30 days in which to submit the necessary information for a complete and accurate application.

(2) Applications incomplete after 30 days may be granted two extensions, not to exceed 90 days.

(3) Any extension requests will be submitted in writing to the respective NAVCRUITCOM (N315) processor.

(4) Applications still incomplete after 90 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

040305. KIT SUBMISSION

a. The OR and OP will review the kit using the appropriate officer application checklist. Prior to submitting the kit, the OR and OP (or personnel with "by direction" authority) will sign and date the appropriate checklist.

b. All medical/chaplain programs require N3M letter of physical qualification to be submitted with application. Therefore, kit and medical processing can be completed concurrently.

c. OP submits Application Processing and Summary Record (NAVCRUIT 1131/57) and required forms per current checklist and uploads kit to OTools. Include completed checklist.

(1) Upload in batches as grouped on checklist (for medical program applicants, include PRODOCS and N3M letter).

(2) Name the file as follows: name of section on checklist-applicant last name first initial (with **NO** comma!) - applicant SSN last 4 digits - date (YYMMDD)
Example: App-SmithJ-1234-090101

(3) Next action NAVCRUITDIST OPL

d. OPL validates kit for completeness and checks for any errors.

(1) If kit is incomplete or contains errors, OPL next actions OP to correct errors and/or complete kit. Once the kit is complete and error-free, OP next actions OPL for revalidation. This continues until kit is complete and accurate.

(2) If kit is complete and error-free, OPL forwards to NAVCRUITDIST OPO for validation. Both sign as required, scan (right-side up) and upload into OTools, then OPL next actions appropriate NAVCRUITCOM Processor (N315).

(3) Completed signed checklists will be submitted to NAVCRUITCOM (N315) with kit and a copy maintained with the applicant's electronic or paper residual file at the NAVCRUITDIST.

(4) For medical programs applicants, applications will not be forwarded to the Professional Review Board until Centralized Credentialing and Privileging Department (CCPD) review (if required) is complete.

(5) Except when required for program or NAVCRUITCOM PM specifically requests it, the N3M letter will not be submitted to NAVCRUITCOM prior to an applicant’s OTools record indicating a “RECPRO Y”.

e. Once the application is received at NAVCRUITCOM (N315), the NAVCRUITCOM Processor will:

(1) Review the application for completion and accuracy.

(2) Enter a Received date in the applicant’s OTools record.

(3) If the application is determined incomplete, notify the NAVCRUITDIST via OTools with a list of missing items and/or required actions.

(a) If an application is incomplete, the NAVCRUITDIST has 14 days (from notification) in which to submit the necessary information for a complete and accurate application.

(b) If the application remains incomplete after 14 days, the NAVCRUITCOM Processor will return the electronic record to the recruiter.

f. If OTools is not updated within 48 hours after an application has been forwarded to NAVCRUITCOM, the NAVCRUITDIST should call NAVCRUITCOM (N315) for verification of receipt.

g. Fails to meet BERs. When applications are determined not to meet BERs, the NAVCRUITCOM (N315) processor will return the electronic record to the recruiter.

h. Once kit is complete and accurate at NAVCRUITCOM N315, kit is next action to appropriate NAVCRUITCOM PM. A complete kit contains all documents required by the applicable program application checklist and enables a community to confer a recommendation for selection or non-selection to NAVCRUITCOM.

i. Once complete kit has reached PM, process continues with Selection Procedures. See Section 040207.

040306. SELECTION CRITERIA. In determining which applicants are to be selected, due consideration will be given to the overall qualifications of the individual, with the objective of selection of candidates who best exemplify the standards of moral, mental and physical fitness required of a Navy officer. The following information at a minimum will be considered in the selection of applicants, particularly for officer candidate programs leading to active duty.

a. Collegiate Record. College scholastic record based on the quality of the educational institution attended, the academic curriculum completed, grade point average and class standing attained.

b. Test Scores. Written qualification test score(s) including but not limited to OAR and ASTB (when required).

c. Work Experience. Previous work experience as determined by employment history and employer references.

d. Extracurricular Activities. Positions of leadership and responsibility that may have been held in academic, athletic or civic organizations.

e. Letters of Recommendation. Personal and employer input on past performance, moral character, special qualification and experiences.

f. Qualities of Citizenship. Honor and trust as determined through investigative summaries and by the specific program requirements.

g. Prior Service. Previous military records or records of a previously attended military service academy or officer training program if applicable. Particularly thorough attention will be paid to the reasons surrounding disenrollment on the part of any applicant who was previously enrolled in any program leading to commissioning as an officer in the U. S. Armed Forces, considering especially the recommendations of former COs, academy officials, etc., regarding the applicant's potential as an officer candidate/Navy officer.

h. Recruiting Personnel Recommendations. The APSR and recommendations of the field recruiting activity staff (CO, XO, OPO, OR and/or OP/OPL) or chain of command (if applicant is military) are required.

i. Physical Qualifications. The applicant's physical qualifications will be a determining factor in the final selection status of an applicant, but will not normally be a determining factor in the recommendations of the Pro-Board. If a waiver of physical standards is required for commissioning, it will be granted by N3M based on the needs of the Naval Service in the particular category for which application is being made.

040307. SELECTION PROCEDURES

a. Initial Screen. A review of the kit will be conducted to determine if the applicant is qualified per the following:

(1) A staff member, normally the Program Manager (PM) for the program under which the application has been made, will conduct a careful study of the entire application and/or the military record of the individual concerned and make a determination as to whether the applicant is qualified for the program to which they are applying.

(2) If the applicant meets Basic Eligibility Requirements (BER), Program Authorization (PA), and any other criteria that may have been directed by the professional recommendation board (Pro-Board), the application will be sent to the applicable Pro-Board.

(3) If the Program Manager determines the applicant does not meet BER, the application will be sent to appropriate NAVCRUITCOM Director for confirmation and final non-selection. Ideally, applicants who do not meet BER or PA should not reach NAVCRUITCOM due to field rejection or referral to EPO.

b. Pro-Board. All applications passing initial screening will be reviewed by a Pro-Board conducted either by the applicable Officer Community Manager or NAVCRUITCOM.

(1) Pro-Boards conducted by NAVCRUITCOM will consist of at least three NAVCRUITCOM staff members, one of which must be an O6, and one of which will normally be serving as the Director or Program Manager for the program under which the application has been made.

(2) Pro-Boards conducted by the Officer Community Managers and senior professionals in the specialty applied for will be conducted per their own guidelines.

(3) Questionable cases will be referred to appropriate NAVCRUITCOM Director for resolution and, as necessary, may forward to NAVCRUITCOM N31 for final decision.

(4) The Pro-Board will consider the application based on the factors discussed in the Selection Criteria above and will make a professional yes or no recommendation. Receipt of professional recommendation does not guarantee final selection. Information included in medical documents or JPAS could reveal that the applicant is not qualified for enlistment/ commissioning.

c. Once a professional recommendation is received, the NAVCRUITCOM processor will enter a "RECPRO Y or N" into the applicant's OTools record.

(1) Upon "RECPRO Y" for OCS and JAG applicants, the NAVCRUITDIST will:

(a) Initiate JPAS (if not already initiated), and

(b) Complete physical and submit N3M letter of physical qualification.

(c) OCS only: complete PFA (within required time frame) and submit scores.

(2) Upon "RECPRO Y" for medical applicants,

(a) NAVCRUITCOM will ensure JPAS is completed.

(b) When N3M letter is received via MEDWAIVE, NAVCRUITDIST will forward letter to NAVCRUITCOM via OTools.

(3) Upon "RECPRO N", the application will be sent to appropriate NAVCRUITCOM Director for final determination. If applicants are requesting consideration for more than one officer designator, the application will not be sent for final determination until Pro-Board results have been made for all requested designators.

d. Final Selection/Non-Selection. Receipt of professional recommendation does not guarantee final selection. Information included in the application could reveal characteristics about

an applicant that are inconsistent with final selection. These include applicants who are:

(1) Not Physically Qualified (NPQ) for commissioning.

(2) Not Best Qualified (NBQ) for commissioning.

(3) In receipt of final adjudication of Security Clearance in accordance with COMNAVCRUITCOMNOTE 5510.

(4) Not eligible for age waiver.

e. Once applicant is selected:

(1) The NAVCRUITDIST has 30 days to submit all required information to complete the kit.

(2) Kits incomplete after 30 days may be granted up to two extensions, not to exceed 90 days.

(a) Any extension requests will be submitted in writing to the respective NAVCRUITCOM (N315) PM.

(b) Applications still incomplete after 90 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

f. COMDOCS/Enlistment Docs: Once applicant is selected and kit is complete at NAVCRUITCOM, (refer to Chapter 4, Section 9 for enlistment/commissioning specifics)

(1) HSCP and BDCP: Select letters are signed by the Director of OCS. NAVCRUITDIST is notified of selection and enlists selectees. NAVCRUITDIST sends Enlistment Documents and Service Agreement to N315 Director via OTools, who will forward (if no errors) to Collegiate Management. Distribute documents as required. Refer to Chapter 8 for Collegiate Management once enlisted.

(2) OCS: Director of OCS signs select letter. NAVCRUITCOM Processor N315 receives signed select letter via OTools, notifies the NAVCRUITDIST of selection and NAVCRUITDIST completes enlistment documents and service agreement. Once enlisted, copy of agreement uploaded into OTools and next action N315 Director and distribute documents as required. N315 attains enlistee and once reported to OCS, member is archived in OTools system.

(3) ODS/DCO/HPSP: Director of ODS signs select letter, NAVCRUITCOM Processor N315 receives signed select letter via OTools, notifies the NAVCRUITDIST of selection and requests COMDOCs from PERS-8. When NAVCRUITDIST gets COMDOCs, they commission selectee per COMDOCs. Once commissioned, copy of Oath is uploaded into OTools and next actioned to N315 Director. Distribute documents as required.

(a) ODS: N315 attains the officer and once officer reports to ODS, member is archived in OTools system.

(b) DCO: N315 attains the officer, and once officer reports to reserve unit, member is archived in OTools system.

(c) HPSP: Once COMDOCs are approved, member is archived in OTools system and they are under the management of NAVMED MPT&E.

040308. RECONSIDERATION REQUESTS

a. Any officer program applicant who has been non-selected may request reconsideration of their application by submitting a request in writing to NAVCRUITCOM (N315).

b. If the request for reconsideration is submitted within six months of official notification of non-selection, the following information must be included:

(1) A new Application Processing and Summary Record (NAVCRUIT 1131/1), with the "Reconsideration" block marked appropriately.

(2) Applicant's request for reconsideration, including a letter from the applicant stating the reason he/she should be reconsidered for selection. The reconsideration letter must be signed and dated by the applicant.

(3) Any new or updated information including, but not limited to transcripts, interviews and references.

(4) The OPL/OP will update the OTools record.

c. Applications will not be reconsidered for the same program within six (6) months of non-selection unless new information is submitted that indicates the applicant is better qualified than when previously non-selected or unless changes occur within the requested program's status (i.e., requested program was previously closed and re-opens).

Note: If more than six months have elapsed since official notification of non-selection, a new application and interviews must be submitted. Original employment references and letters from previous employers need not be replaced. Only references from a new employer are required.

040309. FINANCIAL INCENTIVE PROGRAMS

a. Requests for information regarding financial incentives for reserve officer programs will be addressed by COMNAVRESFORCOM (N112).

b. If an applicant is eligible and requests a financial incentive, NAVCRUITCOM Program Managers will obtain quota number and financial incentive written agreement from COMNAVRESFORCOM (N112) for eligible designators and sub-specialties. If approved, COMNAVRESFORCOM (N112) will complete the financial incentive written agreement and a copy will be emailed to the NAVCRUITCOM PM and recruiter. Applicant must sign the agreement, and OP will email the signed agreement to "COMNAVRESFORCOM_officerbonus_shop" (in NMCI Global address list) and uploads into OTools. Then next action the NAVET PM.

c. If an applicant declines a financial incentive program, Statement of Declination of Financial Incentives (NAVCRUIT 1131/212) will be completed and uploaded into OTools.

d. Applicant signs a NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement. OP/OPL uploads to OTools and next actions NAVET PM.

e. The OR will provide the NAVOPSPTCEN a copy of the NAVPERS 1200/1 signed by the member. Eligibility is established prior to accession.

040310. NUCLEAR AND CHAPLAIN INTERVIEW. An additional application phase is required for nuclear and Chaplain Programs. Once both application and N3M letter are received and evaluated at NAVCRUITCOM, all nuclear and active duty chaplain applicants are required to attend an interview in Washington, D.C. with representatives of their respective community. Upon successful completion of the interview, a final selection decision will be rendered. Applicants who do not successfully complete the interview will be non-selected and they will either be considered for other programs or processing will be terminated. Travel arrangements will be made by the NAVCRUITDIST while lodging and meal accommodations will be made by NAVCRUITREG.

The applicant receives applicant travel orders, but does not receive per diem.

040311. OBTAINING RESERVE BILLETS. New accessions are either assigned to a billet or brought into an In-Assignment Processing (IAP) status. There are circumstances in which IAP is unavoidable; however, Officer Recruiters (OR) will make every effort to find a hard billet for applicants. Recruiters can browse vacant billets via the Junior Officer APPLY (JOAPPLY) system to find a valid billet that meets Reserve Functional Area and Sex (RFAS) criteria. If the applicant is accessed IAP, the OR should instruct the officer to work with their NAVOPSPTCEN in obtaining a vacant hard billet, either locally or through a cross-assignment into a non-local unit.

a. For NAVET applicants, recruiters will sit with the applicant to select a vacant billet from JOAPPLY at https://navyreserve.navy.mil. Exceptions are pilots (1315) desiring flying status in squadrons. These (1315) officers obtain billet information from the squadron Commanding Officers. Each Air Wing holds there own selection board.

b. For the following DCO applicants, use JOAPPLY:

(1) Intelligence (1635) and Information Warfare (1645)

(2) Medical (2105, 2205, 2305, 2905)

(3) JAG (2505)

c. CEC (5105) and HR (1205) DCO assignments are currently made by the community manager after Pro Board selection.

d. Contact the COMNAVRESFORCOM Reserve Chaplain Program Manager for Chaplain (4105) applicants.

e. All others are accessed as IAP and members must work with their NAVOPSPTCEN to obtain a vacant hard billet.

f. Recruiters may also contact the local NAVOPSPTCEN or the appropriate community manager to inquire about vacant billets based on the officer’s designator, but most billets must be listed in JOAPPLY for billet approval from COMNAVRESFORCOM (N12).

g. The OR is responsible for ensuring that the Officer Application/Orders for Inactive Duty for Training (NAVRES

1321/1) is signed by the NAVOPSPTCEN CO within ten working days of the COMNAVRESFORCOM (N12) approval date.

h. Refer to COMNAVRESFORINST 1001.5 for additional information.

SECTION 4

NAVY AND OTHER SERVICE VETERAN APPLICATION PREPARATION AND SUBMISSION

040401. INTRODUCTION. This section provides specific guidance for preparing officer program applications for Navy Veterans (NAVETs) and Other Service Veterans (OSVETs). NAVETs are restricted and unrestricted line officers who have been released from active naval service and are being affiliated into the Reserves. For clarification and ease of understanding, for this Chapter, OR refers to Officer Recruiter. OP refers to the NAVCRUITDIST or station Processor and includes the OPL when acting as a processor and not the Lead. OPL refers to the OPL acting as the Processing Lead. The NAVCRUITCOM Processor is referred to as such.

040402. OTHER SERVICE VETERANS AND INTERSERVICE TRANSFERS

a. Other Service Veterans (OSVETS) who have been discharged and have no remaining military service obligation (MSO) as evidenced by their DD-214 are processed by NAVCRUITCOM as any other civilian, with the exception of obtaining prior military records per checklist and PA.

b. OSVETS who are under MSO and maintain a commission are processed by Pers-9, not NAVCRUITCOM.

c. Interservice transfers are processed by PERS-9, not by NAVCRUITCOM, and complete instructions can be found at http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Officers/Pers4911.htm.

040403. NAVET INITIAL PROCESSING

a. Before processing a NAVET for affiliation, it is necessary for the OR to verify with Navy Personnel Command (PERS-911), that the prospect meets all eligibility requirements. Verification must be entered in OTools record.

(1) When appropriate, officer recruiters will inform active duty personnel prior to their separation from active duty to maintain a complete copy of their service, medical and dental records and review their DD Form 214 Worksheet prior to separation.

b. During the initial interviewing process, OR will have the applicant read, sign, and date the Privacy Act Statement (NAVCRUIT 5211/1) and Voter Registration Information (DD Form 2645). If initial contact is via phone, OR will read the Privacy Act Statement to prospect.

c. Once a prospect pursues an opportunity in the Navy Reserve, it is acceptable for a prospect to download or receive application forms by email or fax. These forms will be completed and uploaded into OTools using the proper protocol and standardized responses. Faxing of documents is highly discouraged as re-faxing deteriorates document legibility. Utilization of overnight delivery services by the OR is not authorized.

d. OR must determine if the NAVET has received a reserve commission (often administered prior to release from active duty). If not, NAVCRUITDIST submits name and SSN to PERS 911C for scroll submission as applicant will not be awarded a reserve commission until the name is approved through scroll process.

040404. FINANCIAL INCENTIVES

a. If an applicant is eligible and requests a financial incentive, NAVCRUITCOM Program Managers will obtain quota number and financial incentive written agreement from COMNAVRESFORCOM (N112) for eligible designators and sub-specialties. If approved, COMNAVRESFORCOM (N112) will complete the financial incentive written agreement and a copy will be emailed to the NAVCRUITCOM PM and the recruiter. Applicant must sign agreement, and OP emails to "CNRFC_officerbonus_shop" (in NMCI Global address list) and uploads into OTools. Then next action the NAVET PM.

b. If an applicant declines a financial incentive program, Statement of Declination of Financial Incentives (NAVCRUIT 1131/212) will be completed and uploaded into OTools.

040405. NAVET MEDICAL PROCESSING. Medical processing should be completed concurrently with kit processing. N3M letters of physical qualification should be submitted with the completed kit. Refer to Chapter 2, Section 10 for physical requirements, as well as the current applicable checklist and PA.

a. MEDDOCS are forwarded to the NAVCRUITCOM Medical Advisor (N3M) via MEDWAIVE for physical determination. The determinations are as follows:

(1) Physically Qualified (PQ)

(2) Not Physically Qualified (NPQ)

(3) Temporarily Not Physically Qualified (TNPQ). For TNPQ applicants, the OR/OP will be notified via MEDWAIVE of any documentation requested by NAVCRUITCOM (N3M). The NAVCRUITDIST has 30 days to submit the requested information. After 30 days, the record will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

(4) Physically Qualified Waiver (PQW)

b. Once N3M makes physical determination (PQ, NPQ, TNPQ, PQW), OP uploads physical determination into OTools and next actions NAVET PM.

c. Incomplete Applications after PQ

(1) After a PQ, if an application is incomplete, the NAVCRUITDIST has 30 days in which to submit the necessary information for a complete and accurate application.

(2) Applications incomplete after 30 days may be granted two extensions, not to exceed 90 days.

(3) Any extension requests will be submitted in writing to the respective NAVCRUITCOM (N315) processor.

(4) Applications still incomplete after 90 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection.

040406. NAVET KIT SUBMISSION

a. Complete the affiliation application paperwork in accordance with the current Reserve Officer Affiliation Checklist. Medical processing should be completed concurrently via MEDWAIVE.

b. Kit Processing:

(1) OP submits Affiliation Processing and Summary Record (NAVCRUIT 1131/43) and required forms per current checklist, uploads completed kit to OTools, next actions appropriate NAVCRUITCOM PM (for medical program applicants, include PRODOCS).

(2) Once the application is received at NAVCRUITCOM PM, he or she will:

(a) Review the application for completion and accuracy.

(b) Enter a Received date in the applicant's OTools record.

(c) If the application is determined to be incomplete, notify the NAVCRUITDIST via email with a list of missing items and/or required actions.

c. Incomplete Application Packages

(1) If an application is incomplete, the NAVCRUITDIST has 14 days from notification in which to submit the necessary information for a complete and accurate application.

(2) If the application remains incomplete after 14 days, the NAVCRUITCOM processor will return the electronic record to the recruiter.

(3) Fails to meet BERs. When applications are determined not to meet BERs, the NAVCRUITCOM PM will return the electronic record to the recruiter.

d. While NAVET PM is submitting APSR to COMNAVRESFORCOM, OR is assisting applicant in searching for a billet via JO APPLY or the NAVOPSPTCEN.

(1) Once billet information is obtained, applicant signs Ready Reserve Agreement (RRA). OP/OPL uploads to OTools and next actions NAVET PM.

(2) NAVET PM submits billet request to COMNAVRESFORCOM.

(3) Once billet is approved, PM next actions OR.

e. OR/OP submits to Pers 911 a standardized FAX cover sheet with the following:

(1) RRA (signed),

(2) Most recent DD 214 or Statement of Service,

(3) Copy of Separation Orders (if applicable), and

(4) Reserve Oath of Office (signed, if applicable).

f. PERS 911 will approve or disapprove and update in OTools.

g. NAVET PM will request NAVET approval letter from appropriate director. Once signed, OR is next actioned. If NAVET is medical program applicant, NAVET PM will forward kit to appropriate medical PM for review and recommendation prior to requesting approval letter.

h. OR notifies applicant of approval/disapproval.

i. OR is responsible for ensuring that the Officer Application/Orders for Inactive Duty for Training (NAVRES 1321/1) is signed within ten working days of the COMNAVRESFORCOM approval date by the NAVOPSPTCEN CO.

k. OR mails Initial Assignment for Inactive Duty Navy Reserve Officer Letter and Welcome Aboard Letter to the applicant along with a copy of their processing record.

l. OR completes NAVET affiliation checklist and submits all documents (in the order listed on the checklist) to the gaining NAVOPSPTCEN (including any financial incentive written agreements).

m. OR will obtain Drill Verification via a Drill Muster Sheet from gaining command within 90 days. Upload into OTools and next action NAVET PM. This step is essential in maintaining billet assignment and issuing financial incentive (if applicable) for member.

n. OR will receive credit for affiliations when attainments are made in OTools. A copy of the drill verification will be included in the officer recruiter's residual files per affiliation checklist. If the drill verification is not entered in OTools within 90 days, the gain will be attritted.

040407. TOUCH AND GO RECRUITING. Touch and Go Recruiting allows two NAVCRUITDISTs to receive credit for affiliating a USNR officer who is relocating after separation from active duty.

a. The TOUCH Recruiter is the recruiter who meets a Navy veteran (NAVET) officer who has been or will be released from

active duty. Individuals must be within 90 days of RAD date on the DD-214 to be considered Touch and Go.

b. The TOUCH Recruiter will:

(1) Initiate the OTools Record

(2) Be responsible for completion of the affiliation package including obtaining the DD-214 and separation physical.

(3) Forward the complete affiliation package to the GO Recruiter.

c. The GO Recruiter will:

(1) Obtain the review of physical qualification by NAVCRUITCOM Medical Advisor (N3M).

(2) Obtain approval by PERS-911 and COMNAVRESFORCOM via OTools, execution of orders and attainment in OTools.

(3) Obtain drill verification.

d. Attainment credit is received after the member is approved for pay

SECTION 5

NAVET APPOINTMENTS AND REAPPOINTMENTS

040501. INTRODUCTION. This section provides specific guidance for NAVET appointments and reappointments.

040502. AUTHORIZATION. MILPERSMAN 1131-040, Appointment of Officers in the Navy Reserve, outlines policy for Regular Navy officers separating from active duty, and former Regular Navy or Navy Reserve officers considered qualified by Navy Personnel Command (NAVPERSCOM).

040503. ACTIVE COMPONENT NAVY OFFICERS BEING PROCESSED FOR HONORABLE SEPARATION

a. Active component Navy officers who request separation from the Navy and who have satisfied their Military Service Obligation (MSO) may request appointment in the Navy Reserve before separation. Regular Navy officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment in the Navy Reserve. However, it is imperative that all officers desiring a Reserve Appointment execute a Reserve Oath of Office and return to PERS-911.

b. Favorable action on resignation requests from officers who have not satisfied their MSO will normally be contingent upon their acceptance of a Reserve appointment, if tendered.

c. Separation orders will specify whether the member has or has not been approved for a Reserve appointment, and whether separation is contingent upon acceptance of a Reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM (PERS-802) and is to be executed no earlier than the day after separation and within six months of release.

e. The Reserve appointment will be in the same grade, with the same date of rank, and normally in the same general category of designator, as that held in the active component Navy.

f. Point of contact is NAVPERSCOM (PERS-9).

Note: Former qualified aviators from other services, who have finished their MSO and no longer hold a commission, may apply for Direct Commission as a 13X5 if they have been selected by a Navy Pilot Selection Board for affiliation with a Reserve Force Squadron (RESFORON) or Squadron Augment Unit (SAU). Applicants

should submit a DCO package with their Pilot Selection Board acceptance memo to NAVCRUITCOM. If qualified, NAVCRUITCOM will request a waiver to accession policy.

040504. FORMER OFFICER REQUESTING REAPPOINTMENT WITHIN THREE YEARS

a. Former Active and Reserve Component Navy officers who were honorably separated and did not retain an appointment may request a Reserve appointment from NAVPERSCOM (PERS-911) within three years following the date of their separation.

b. The Reserve appointment will normally be in the same grade and designator previously held. NAVPERSCOM (PERS-911) will adjust the member's pay entry base date. If the period of separation is in excess of six months, NAVPERSCOM (PERS-911) will adjust the member's date of rank.

c. Member will request a Reserve appointment in writing to NAVPERSCOM (PERS-911), via a Navy Reserve officer recruiter. Requests will be endorsed by the recruiter and must include:

(1) Name, social security number, designator at time of separation, address, and phone number;

(2) A statement of the reason for not requesting, receiving, or retaining a Reserve commission at the time of separation; a copy of the member's DD-214, Certificate of Release or Discharge from Active Duty;

(3) A copy of the member's separation orders if separated from active duty;

(4) A copy of an updated Electronic Personnel Security Questionnaire (EPSQ) for National Security Positions if period of separation is more than one year; and

(5) A copy of DD Form 2807-1 report of Medical History completed within last 90 days.

040505. FORMER OFFICERS REQUESTING REAPPOINTMENT AFTER THREE YEARS.

After three years from the date of separation, former naval officers may only request appointment in the Navy Reserve via an authorized direct appointment program. Applicants must meet all of the eligibility requirements of the direct appointment program. POC is PERS-911.

SECTION 6

JAG CORPS OFFICER PROCESSING

040601. INTRODUCTION. This section discusses the Judge Advocate General (JAG) Corps (JAGC) application process for both the student program and direct accessions. For the JAGC, applicants apply directly to the JAGC for initial screening, and then once selected, processing is completed with an Officer Recruiter. Recruiters should prospect for JAG applicants to ensure the JAGC has enough qualified applicants to reach goal.

040602. JAG APPLICANT PROCESS (STUDENT PROGRAMS AND DIRECT ACCESSIONS)

a. Law students/licensed attorneys learn of the Navy JAGC by various means, including:

(1) Internet/JAG website (www.jag.navy.mil),

(2) On-campus visits to law schools,

(3) Job fairs/career fairs,

(4) Law school career services office,

(5) Other JAG Corps or Navy officers, and

(6) Recruiter prospecting.

b. Applicants may receive application materials from their career services office, from PERS 4416E, or directly from the website at www.jag.navy.mil/Careers, under the “APPLY” tab. All required forms for the professional selection board are downloadable and can be filled out on-line.

c. Applicants download the required forms, collect all supporting documents, and are personally responsible for providing complete application to PERS 4416E by published deadline. Applicants are also personally responsible for scheduling their own professional community interview. Approved/certified interviewers are posted on the JAG Corps Career website under the Apply tab. Documents required of applicant before application is seen by JAG Corps professional selection board:

(1) JAG Corps preliminary application form

(2) Copies of all undergraduate and law school transcripts

(3) LSAT score

(4) Résumé / Curriculum Vitae (CV)

(5) Recent Photograph (5x7 or 8x10, business attire)

(6) Professional Community Interview

(7) Three letters of recommendation

(8) JAG workforce applicants must provide proof of good standing in their current BAR and their license.

d. Once JAG Corps accessions selection board is held and professional selections are made, NAVCRUITCOM is provided a list of professional selects and non-selects and the JAG PM submits select names to scroll.

e. PERS 4416E notifies all applicants of their professional select or non-select status.

f. Professionally recommended applicants are directed to the responsible NAVCRUITDIST officer programs recruiter for further processing.

g. Recruiters then process complete application materials per the current checklist, knowing that the applicant has already been professionally recommended for selection.

h. Professionally-recommended applicants complete the final application and selection process, including necessary medical screening and security background checks. Once the applicant’s name is confirmed on scroll by the Office of the Secretary of Defense, and all other documents are in order, a final selection letter is sent to applicant, and commissioning documents are requested.

i. Commissioning documents are sent to the processing NAVCRUITDIST and a commissioning ceremony is scheduled. The new accession signs 4-year service agreement and takes the oath of office. Students are commissioned as Ensigns in the IRR, and direct accessions are commissioned as LTJGs in the active component.

SECTION 7

RECALL TO ACTIVE DUTY APPLICATION PREPARATION AND SUBMISSION

040701. INTRODUCTION. This section provides information on recalls to active duty applications.

040702. AUTHORIZATION. The following references pertain to recall to active duty.

(1) Title 5 U.S.C. 301

(2) Title 10 U.S.C. 543 and 549

(3) SECNAVINST 1427.2, Rank, Seniority and placement of Officers on the Active-Duty Lists of the Navy and the Marine Corps

(4) SECNAVINST 1420.1

(5) BUPERSINST 1540.41

(6) DoD Directive 1304.19

(7) MILPERSMAN 1320-150, Voluntary Recall or Call to Extended Active Duty for Reserve Officers

(8) MILPERSMAN 1132-010, Navy Reserve three-Year Recall program

040703. RECALL PROCESSING PROCEDURES. Personnel who previously held commissions in the U.S. Navy or U.S. Navy Reserve and are requesting recall to active duty may only be processed through NAVCRUITCOM if they are applying to medical or chaplain programs. All other personnel must submit their request through the BUPERS Recall Branch (PERS-480C) per MILPERSMAN 1320-150.

040704. RECALL TO ACTIVE DUTY (MEDICAL AND CHAPLAIN). Refer to the most recent Reserve Officer Affiliation Checklist.

a. Eligible: Drilling reserve or S1 status

(1) OR checks goaling letter or contacts appropriate medical PM to determine need for specific designator, SSP, AQD

(a) Ensure that the block requesting "Minimum time frame for recall" on the NAVPERS 1331/5, Application to Recall for Extended Active Duty states "indefinite".

(b) Complete Application for Commission.

(c) OP uploads the completed NAVPERS 1331/5 and other required forms (per appropriate checklist) into OTools and next actions the NAVCRUITDIST OPL.

(d) Complete per Kit Processing in Section 040306.

(2) Concurrently, MEDDOCS will be submitted to N3M via MEDWAIVER.

(3) Once kit is complete and error-free, NAVCRUITDIST OPL and OPO sign required forms and next action NAVCRUITCOM N315.

(4) Upon verification of complete and accurate kit, NAVCRUITCOM N315 next actions appropriate medical or Chaplain PM for review and forwarding to Pro Board (Chaplains go to board via PERS).

(5) Pro Board reviews and recommends Pro Yes or Pro No.

(6) When medical determination back from N3M, it is uploaded in OTools by OPL/OP.

(7) When Pro determination completed and applicant is determined PQ, complete kit is sent to PERS-911, Recall Shop.

(8) Final determination for approval/disapproval is made by PERS-911, who sends letter of selection/non-selection to applicant. PERS-911 will submit for scrolling as needed.

b. Not Eligible: S2 status

040705. PHYSICAL STANDARDS. Each applicant selected for recall to extended active duty will meet physical standards appropriate to their grade as established by Chief, Bureau of Medicine and Surgery at the time ordered to active duty.

040706. DESIGNATOR CHANGE. Recall applications from officers who are requesting a change of designator must include the statement: "recall contingent upon approval of change of designator" per MILPERSMAN 1320-150.

040707. CALL TO ACTIVE DUTY. Officers without prior active naval service may apply for call to active duty per MILPERSMAN Article 1320-150.

040708. AUGMENTATION. Reserve officers requesting recall to active duty will not be recalled until approved by OSD for active duty commissions. These officers will be submitted for scroll through PERS-8.

040709. SELECTION. Basic criterion for selection is whether, in the opinion of the staff, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, and suitability for assignments, etc, to compete successfully on a career basis with their contemporaries. Both Regular and Reserve Officers will receive official notification of the final decision on their recall request.

040710. POINTS OF CONTACT. Navy Personnel Command (NAVPERSCOM) (PERS-480C).

(This Page Intentionally Left Blank)

SECTION 8

CONTINGENT FIELD SELECT PROGRAM

040801. CONTINGENT FIELD SELECT PROGRAM

a. "Contingent Field Select" is a process whereby the NAVCRUITDIST CO can review the qualifications of an applicant for the MC, DC, Health Profession Scholarship Program (HPSP), and Health Services Collegiate Program (HSCP) and can offer a scholarship contingent on the applicant meeting all of the following criteria:

Criteria	Required Documentation
Cumulative Grade Point Average (GPA) 3.5 or higher	Official transcripts from all colleges/universities attended
MCAT score 27 or higher (MC applicants only)	Official MCAT score report
DAT score 20 or higher for Academic Average score (DC applicants only)	Official DAT score report
No moral or ethical issues	SF-86 (with special focus on questions #19-#43, must not have any "YES" responses)
Physically Qualified (NO medical waivers required	Approval LTR from N3M
Meets HT/WT Standard	Documented HT/WT (BF if over HT/WT)

(1) Process. An officer recruiter will meet with the potential applicant to determine the applicant's eligibility for field select based on documentation identified above. The NAVCRUITDIST CO will then review the applicant's qualifications, verify with the applicable Program Manager at NAVCRUITCOM that billets are available and will obtain an N3M Approval Letter (Exhibit 040801). A copy of the letter and the HPSP/HSCP application then must be forwarded to the appropriate PM via OTools. The Professional Review Board will consider the application.

(2) NAVCRUITCOM must receive a Letter of Acceptance (LOA), a Letter of Good Standing for medical or dental school, and an "Academic Year Statement" (AYS) no later than 1 July of the current recruiting year to meet final select criteria. Final selection will be dependent upon availability of remaining scholarships. If an applicant is accepted to medical school after July 1st, they will be considered for the next fiscal year.

b. Final Review. A review of the entire application, including Joint Personnel Adjudication System (JPAS) and N3M letter, will be conducted to determine if the applicant meets selection criteria per the following:

(1) A staff member, normally the PM for the program under which the application has been made, will conduct a careful study of the entire application and/or the military record and make a determination as to whether the applicant meets selection criteria for the program to which they are applying.

(2) If the applicant meets selection criteria for the applicable program, NAVCRUITCOM will verify the applicant has completed a JPAS check.

(3) If it is determined that the applicant does not meet selection criteria, the application will be sent to the respective NAVCRUITCOM Director recommending final non-selection.

c. Final Selection. The respective NAVCRUITCOM Director will make the final determination as to whether the applicant meets selection criteria.

EXHIBIT 040801. MEDICAL/DENTAL CORPS HPSP/HSCP CONTINGENT SELECT LETTER

MEDICAL/DENTAL CORPS HPSP/HSCP CONTINGENT SELECT LETTER

1131
Ser 30/
(Date)

Name of Prospect/Applicant
Address of Prospect/Applicant
City, State, Zip Code

Dear _____,

Congratulations! I am pleased to inform you that you have been conditionally selected for a scholarship in the United States Navy, Medical/Dental Corps Armed Forces Health Professions Scholarship Program (AFHPSP) or Health Services Collegiate Program (HSCP). This program offers funding to students who wish to pursue careers in medicine/ dental health.

In order to receive this scholarship, you must complete the remainder of the application process to verify your professional qualification, physical qualifications and security background investigation. Successful completion of each component is required in order to finalize the scholarship. Once the Navy Recruiting District staff reviews all documents, they will be forwarded to the Navy Recruiting Command (NAVCRUITCOM) Headquarters for final determination. Letters of Acceptance to medical/dental school must be received at NAVCRUITCOM by 1 June of the current recruiting year for you to remain eligible for this conditional selection. Final selection will be dependent upon the availability of remaining scholarships.

Your recruiter will make every effort to provide you with the necessary information and assist you throughout the process. If you have any questions, please contact him/her at (XXX) XXX-XXXX or email:

Your interest in the United States Navy’s Armed Forces Health Professions Scholarship Program or Health Services Collegiate Program is greatly appreciated.

Sincerely,

Commanding Officer's Name
Rank, U.S. Navy
Commanding Officer

Copy to:
NAVCRUITCOM

(This Page Intentionally Left Blank)

SECTION 9

NASIS, JPAS AND SCROLL PROCESSES

040901. INTRODUCTION. This section provides specific guidance on the NASIS and Scroll processes, including step-by-step directions for NASIS.

040902. NASIS PROCESS FOR OFFICER APPLICANTS

a. The OP/OPL and applicant will work together to complete the applicant record in NASIS.

b. At the appropriate time the investigation request will be submitted to JPAS by either the Officer Processor (OP) or the Officer Processing Lead (OPL).

c. After submitting the investigation request to JPAS, the three release forms will be printed and the applicant will date and sign each of them. Ensure the applicant's signature is clear and legible. If not, OPM may request another copy of the release form(s) with a legible signature.

d. The OP/OPL will fax the signed release forms to the JPAS fax server. Once an investigation request is successfully submitted to JPAS, one has 89 days to fax the release forms to the JPAS fax server. If the release forms are not received by the fax server, the investigation request is terminated on the 90th day. Records in NASIS with a status of Terminated can be edited and resubmitted to JPAS at any time.

e. Three business days after faxing the release forms, the OP/OPL will perform the action of "Check Investigation Status" in NASIS.

(1) If all of the release forms were received, NASIS will automatically archive the record as "Successful". This means the investigation request has been released to JPAS.

(2) If any of the release forms were not received, the name of the release form(s) will be displayed.

(3) The OP/OPL will check the release form(s) that was/were not received for any blemishes that may be causing the fax server to reject.

(a) If necessary, the OP/OPL will print another release form and have the applicant sign and date. The OP/OPL will fax this release form to the JPAS fax server.

(b) If no blemishes are found the OP/OPL will fax the release form(s) that was/were not received to the JPAS fax server.

(4) Three business days later the OP/OPL will perform the action of "Check Investigation Status" in NASIS.

(5) If the release form still has not been received, initiate a Footprints' ticket and request a coordinated fax. Provide the name and phone number of the person that DSS should contact.

(6) NAVCRUITCOM N6 will contact DSS and have someone contact the POC to schedule a time to fax the release form (s) while the fax server is monitored by someone at DSS.

040903. KEY ISSUES WITH NASIS PROCESSING OF OFFICER APPLICANTS

a. Fingerprint checks are only valid for 120 days from the date the applicant was fingerprinted. If the investigation request is submitted after the 120 day period, the OP/OPL will have to mail another fingerprint card to OPM to request another fingerprint check.

b. Many of the MEPS will not Live Scan Fingerprint officer applicants. When fingerprinting applicants, do the following:

(1) Submit the investigation request to JPAS.

(2) Print the three release forms and have the applicant date and sign.

(3) Fax the release forms to the JPAS fax server.

(4) Perform the action of "Check Investigation Status" in NASIS the next business day.

(5) Once the release forms have been received, write the e-QIP investigation number at the top of the fingerprint card. This number is on the release forms.

(6) Mail/FedEx the fingerprint card to:

E-QIP Rapid Response Team
OPM-FIPC
1137 Branchton Road
Boyers, PA 16020

c. Once the three release forms are processed by the JPAS fax server the investigation request is released to OPM to be initiated. Once OPM receives the request they will wait approximately 30 days for fingerprints. If not received in time, OPM will close the investigation request as Unacceptable.

d. When OPM receives the investigation request they will review the record to ensure they have all necessary information. If they need additional information, they will attempt to contact the person who is listed as the Submitting Officer Number (SON) point of contact. It is important to keep the contact information in the SON record up to date. Do this using the SON for Submitters link in the Maintenance section of the navigation bar in NASIS. If OPM does not receive the additional information they will close the investigation request as unacceptable.

e. If OPM closes an investigation request as Unacceptable, the OP/OPL will need to submit a FootPrints ticket requesting the previous investigation request be cleared from JPAS so they can resubmit. If resubmission is necessary, please ensure the previous Fingerprint check is still good.

f. If the applicant has an existing completed investigation and has had less than a two year break in service, the previous investigation is still valid. OP/OPL can obtain a copy of the person summary from JPAS and provide that information in the board package.

g. If the applicant has an existing completed investigation and has a two year or greater break in service, the investigation request will have to be entered in e-QIP vice NASIS. In this case, the OP/OPL will submit a FootPrints ticket requesting an e-QIP investigation record be created.

h. If the applicant has an existing completed NACLC or ANACI investigation less than 9.5 years old (calculated from the close date of investigation), and now requires an SSBI, the investigation request will have to be entered in e-QIP vice

NASIS. In this case, the OP/OPL will submit a FootPrints ticket requesting an e-QIP investigation record be created.

i. There should be at least one person at the District OPO office that has access to JPAS. This will enable that person to do the following:

(1) Check for previous investigation results

(2) Check for receipt of new investigation requests by OPM

(3) Check for date the new investigation request is opened by OPM

(4) Print the *Person Summary* for previous investigation information

040904. PROCESS OF JPAS VERIFICATION

a. Once an applicant receives a RECPRO "Y", his or her security clearance will be checked through the Joint Personnel Adjudication System (JPAS).

b. The N315 processor will task the JPAS verifier to begin the verification process.

c. The verifier will, utilizing the applicant's SSN, check JPAS for the level of security clearance that has been awarded, if any.

d. The applicant must have a NACLC or greater clearance for Officer Accessions.

e. The verifier will continue to check the JPAS site on a regular basis until an investigation has been "OPENED" or "INITIATED". Once an applicant has a security clearance "OPENED" or "INITIATED", the applicant will move forward in the selection process.

040905. SCROLL PROCESS. All Active-Duty List (ADL) and Reserve Active-Status List (RASL) officers must be on an approved scroll prior to being commissioned in the U.S. Navy. Title 10, United States Code, requires the President to appoint ADL officers to the grades of Lieutenant and below and RASL officers to the grades of Commander and below. This authority has been delegated to the Office of the Secretary of Defense (OSD). The

appointment of ADL officers to the grades of Lieutenant Commander and above and RASL officers to the grade of Captain requires nomination by the President, and Senate confirmation.

a. The timeframe for an active and reserve scroll that only requires OSD approval can take a minimum of 12 weeks, while Senate confirmation can take greater than three months.

(1) Scroll submission to Chief of Naval Personnel (CNP) is a rolling process and submitted approximately every two weeks. The process is as follows:

(2) Recruiter meets with the potential applicants for Medical and Chaplain Programs; completes and has them sign the Prescreening Form for Medical Applicants (NAVCRUIT 1131/67)

(3) Recruiter forwards documents to NAVCRUITDIST OPO

(4) NAVCRUITDIST OPO verifies the NAVCRUIT 1131/67 for the following:

(a) Applicant’s legal name (last, first, middle initial, and suffix)

(b) If applicant has no middle initial, then ‘NMN’ should be on the form

(c) Social Security Number (complete)

(d) Rank (if applicable) and Status

(e) Program request

(f) Form signed by applicant and Recruiter

(g) NAVCRUITDIST is on form

1. NAVCRUITDIST OPO or Acting OPO compiles all SCROLL data into one Excel spreadsheet per the following.

a. ALL CAPS

b. Times New Roman, 13 font

c. Ensure no comma after the first name

d. Ensure there is a period after the middle initial

e. Ensure no period after suffixes (JR, III, etc.)

f. SSN must be submitted as follows: 999-99-9999

g. Rank must be submitted as follows (not ENS, O-1, LTJG/O-2, etc.)

ENSIGN
LTJG
LT
LCDR
CDR
CAPT

h. Example spreadsheet.

NAME	FULL SSN	LAST FOUR	RANK	ACTIVE OR RESERVE	DESIG	NOTES	NRD
SAILOR, JOSEPH Q.	999-99-9999	9999	LT	ACTIVE	1120	STA	247

2. NAVCRUITDIST OPO or Acting OPO compiles all NAVCRUIT 1131/67 sheets into one Adobe Acrobat file and forwards the .pdf file with the excel spreadsheet to the Scroll Coordinator on Mondays.

3. Respective PM verifies names, SSNs, ranks, and status for their programs and annotates whether to submit or not.

4. N311/N312/N313/N314 Directors or their representatives verify names, SSN, ranks, and status.

5. Scroll submission routed to N31 Director for signature

6. Routed to NAVCRUITCOM Deputy for final signature

7. Scroll submitted to Chief of Naval Personnel

b. For Medical Programs the NAVCRUIT 1131/67 along with a copy of the scroll spreadsheet is submitted to the Scroll Coordinator via email by the NAVCRUITDIST OPO or Acting OPO, every Monday. The same documents are required for Chaplain Programs, except they are submitted to the Chaplain Program Manager (PM).

Program	Rank	Status	Required Documents
1925i (DC only)	Ensign	Reserve	NAVCRUIT 1131/67
Chaplain Students	Ensign	Reserve	NAVCRUIT 1131/67, Resume
Direct Accession*	Blank	Active	NAVCRUIT 1131/67, Resume
Direct Commission Officer*	Blank	Reserve	NAVCRUIT 1131/67, Resume
FAP	LT	Reserve	NAVCRUIT 1131/67, Resume
HPSP Programs	Ensign	Reserve	NAVCRUIT 1131/67
HSCP Programs (DC/MC)	Ensign	Reserve	NAVCRUIT 1131/67
Recall	Current Rank	Active	NAVCRUIT 1131/67, Resume

*__Note__: DA and DCO ranks can be left blank, if unsure of the rank.

c. For all Officer Candidate School (OCS) and JAG Programs, scroll submission is submitted to the Scroll Coordinator by the program's respective NAVCRUITCOM PM. Program Managers will submit applicant's name, rank, and status after they have been recommended by the professional review board.

d. Scroll submissions for collegiates are as follows;

(1) BDCP - Submitted by PM when board is completed.

(2) NUPOC - Submitted by PM after candidate has enlisted.

(3) HSCP - Submitted by N315 at time of candidates' enlistment.

e. The majority of direct accessions and direct commissioned officers will not be submitted on the scroll until after the rank is determined by the professional review board. The exception to this will be an applicant that is pending graduation and a resume was submitted with the NAVCRUIT 1131/67.

(This Page Intentionally Left Blank)

SECTION 10

ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES

041001. INTRODUCTION. This section contains guidelines for enlistment/ commissioning of officer candidates. Processing activities are authorized to enlist selectees once notified in OTools of selection and authority to enlist. The authority to appoint a selected applicant for an officer program is inherent in the appointment documents provided by PERS-802 to the NAVCRUITDIST for delivery, contingent upon compliance with any attendant restrictions.

041002. PREPARATION FOR ENLISTMENT/COMMISSIONING

a. Prior to executing the enlistment/commissioning, the selectee will complete the following forms for the OR/OP to review:

(1) Change of Status Questionnaire

(a) OR/OP will pay particular attention to any positive answers on the Change of Status Questionnaire (NAVCRUIT 1131/33) form that is inconsistent with previously furnished information. If inconsistencies are found, or new information is discovered, the enlistment/commissioning will not be executed.

(b) The form will be completed in applicant’s own handwriting in reproducible black or blue-black ink.

(c) Line-outs are not recommended to avoid any question of what the applicant stated during the enlistment/commissioning process. Line-outs will be initialed by the selectee. The OR/OP will ensure all information is clear, concise and full supportive documentation is included if needed.

(d) All "yes" answers must be fully explained.

(2) Program Service Agreement

(3) Annual Certificate of Physical Condition

(a) The OR will review the completed Annual Certificate of Physical Condition (NAVMED 6120/3) and sign as the reviewing officer if all responses are “NO”.

(b) If the selectee's physical condition appears to have changed since the last physical examination; or information on the annual certificate of physical condition indicates that a change may have occurred, the enlistment/commissioning will not be executed. An updated DD 2807-1 reviewed and signed by a credentialed provider, must be forwarded to NAVCRUITCOM (N3M) via MEDWAIVE for final determination prior to enlistment/commissioning.

b. Prior to an applicant's enlistment/commissioning, the NAVCRUITDIST OPL/OP will:

(1) Ensure that a review of the applicant's file is completed and that no additional information of a derogatory nature has been received subsequent to the time the application was forwarded to NAVCRUITCOM headquarters for selection consideration. Attention will be paid to any character and employer references or police record checks that may not have been forwarded to NAVCRUITCOM prior to the time of selection.

(2) If derogatory information, or any change which would preclude enlistment/ commissioning is discovered, ensure the enlistment/commissioning is not executed. Notify the NAVCRUITDIST CO and appropriate NAVCRUITCOM Director immediately.

(3) Ensure the physical examination has not expired at time of enlistment/ commissioning. If the physical is older than 24 months at time of enlistment/ commissioning, the member will not be enlisted until he/she receives a new physical and has been found physically qualified for commission.

(4) In case of selectees who are members of the Navy Reserve or another service, review the Conditional Release (DD 368) to ensure that the release date is still current and in effect and conditions are met prior to the enlistment/commissioning. If the release date from the Navy Reserve or other service has expired, obtain a new DD 368 with a new release date prior to enlisting the officer candidate. Under no circumstances will the applicant be enlisted prior to obtaining the DD 368.

(5) Use the Distribution of Enlistment/Commissioning Documents Checklist to assemble the required enlistment/commissioning documentation.

(6) If not already complied with, applicants drawing or claiming a pension, retired or retainer pay, or disability compensation from the United States Government by virtue of prior military service, will, by time of commissioning:

(a) Voluntarily agree to waive the pension, retired or retainer pay, or disability compensation being received, or

(b) Voluntarily agree to waive claim for active duty pay and allowances.

(7) Will ask selectee if he/she is involved in any lawsuits.

(a) No selectee who has a lawsuit pending against him/her will be enlisted/ commissioned without the prior approval of NAVCRUITCOM.

(b) In order to assist NAVCRUITCOM in making a determination in such cases, a description of the nature of the case will be forwarded along with a statement from the applicant's lawyer as to when the case will be tried and whether or not the applicant's presence in court at the time of trial will be required.

(8) Will ensure all applicants receive the handout, ***A DEP Guide to*** Success and the applicable OCS/ODS pamphlet after selection and no later than prior to enlisting/ commissioning.

c. Determining Enlisted Paygrades

(1) BDCP Paygrade will be determined using Exhibit 041001.

(2) HSCP and NCP paygrades will be determined by the respective PA.

(3) NUPOC paygrade determination will be made at the NUPOC Interview.

d. For Commissioning only

(1) Review the NAVCRUIT 1120/59, List of Restrictions, forwarded with the individual's commissioning documents, to ensure that all restrictions are either complete or scheduled for completion prior to executing the commissioning.

(2) For direct appointment selectees, ensure either PCS orders, or a letter stating their future duty station has been received from BUPERS prior to executing the commission.

041003. BRIEFING AT TIME OF ENLISTMENT/COMMISSIONING

a. At the time of enlistment/commissioning, the recruiting staff will ensure the following briefings are conducted:

(1) Training Brief. The enlistee/officer candidate will be provided the appropriate information applicable to the training school to be attended (OCS/ODS/DCO), such as OCS/ODS DEP guides, OCS/ODS/DCO Website information, etc.

(2) Montgomery GI Bill Brief. The enlistee/officer candidate will be briefed concerning their eligibility for participation in the Montgomery GI Bill (MGIB), and sign the MGIB Statement of Understanding (NAVCRUIT 1131/34).

(a) The brief is to be an overview of the MGIB. The enlistee/officer candidate will receive a complete briefing at OCS/ODS. Participation decisions will not be made upon enlistment/commissioning but after reporting for active duty.

(b) Non-prior service individuals who are assigned full time by the Armed Forces to a civilian institution for a course of education are precluded from receiving MGIB benefits while they are pending receipt of a degree and attendance at OCS/ODS. This includes NUPOC candidates, BDCP, HSCP and CEC active duty enlistee candidates. These individuals may become eligible for benefits three years after commissioning or three years after reporting to recruit training.

(c) Prior service individuals may be eligible to use their MGIB benefits while participating in their collegiate program. Details can be found at http://www.gibill.va.gov/.

(d) BDCP, NUPOC, HSCP, and CEC Collegiate program participants enlist onto active duty and will receive a brief upon arriving at OCS/ODS. At that time, they will complete the entire MGIB briefing and DD Form 2366.

(3) Collegiate Management Brief (active duty only). Active duty enlistees (NUPOC, HSCP, CEC, and BDCP) will be given a thorough briefing on their benefits and responsibilities. Each active duty enlistee will be provided a copy of the Collegiate Handout Chapter (9), of this manual.

(4) Change of Status Brief. Each enlistee/officer candidate will be instructed to immediately inform NAVCRUITCOM, via the cognizant NAVCRUITDIST, of any major change in status. Such changes include, but are not necessarily limited to:

(a) Change of address.

(b) Change in name (including by marriage).

(c) Known changes in physical qualifications. Any illness, injuries, surgical procedure or pregnancy will be reported.

(d) Circumstances that affect the individual's qualifications, such as disbarment, loss of a required license, etc.

(e) Involvement with law enforcement agencies for violation of civil or criminal laws. Any arrest, detainment, posting of bail, court hearings, convictions, etc., excluding minor traffic violations for which a fine of $200 or less is imposed, will be reported. Failure to report may result in discharge from the officer program. Disposition of such cases will be as authorized by NAVCRUITCOM on a case-by-case basis.

b. Direct Deposit Brief

(1) Enlistees/officer candidates will be briefed on the requirements to maintain an active bank account and to initiate direct deposit to be completed at their financial institution.

(2) Active duty and reserve members will be briefed that they must complete Direct Deposit Form (SF Form 1199A) and return the form to the NAVCRUITDIST. The NAVCRUITDIST will forward the document to the PSD.

c. Command Urinalysis Brief

(1) Active duty and reserve members will be briefed on the Command Urinalysis Program.

(2) The enlistee/officer candidate will be provided the following Page 13s to sign and date:

(a) Navy Physical Readiness Program

(b) Observances of the Religious Faith Practiced

(c) Explanation of UCMJ Article 137 and Discharges

(d) Direct Deposit Requirement Acknowledgement

(e) Code of Conduct

(f) For active duty collegiates only: Active Duty Collegiate Urinalysis Testing Program

(g) For collegiates only: CRUITMAN CH 9

041004. EXECUTING ENLISTMENT.

a. The OPL/OP will complete the Enlistment/Re-enlistment Document Armed Forces of the United States (DD Form 4). For guidance refer to Article 070209 of this manual.

b. Any commissioned officer of any component of a U. S. Armed Force, active, reserve, or retired, may administer the enlistment oath.

041005. EXECUTING THE COMMISSION

a. Any commissioned officer of any component of a U. S. Armed Force, active, reserve, or retired may administer the commissioning oath of office. For NAVETs, if member has been released from active duty, he/she must have a reserve oath of office. If oath was not completed prior to release of active duty, it must be executed prior to accession.

b. The official administering the oath of office, the OPL/OP will ensure that all restrictions appended to the appointment documents have been met prior to the candidate being administered the oath. In the event there are questions regarding the restrictions involved, administration of the oath will be delayed until all questions have been resolved. Alterations of names, grades or dates of rank will not be made on appointment papers before or after execution. Appointment papers will be reissued by PERS-802 upon notification of an error.

c. All remaining commissioning documents will be completed by the OPL/OP prior to the selectee's commissioning.

d. After the oath has been administered, the new officer and the officer administering the oath will sign all copies of the Oath and Acceptance of Office (Active - NAVPERS 1000/4, and Reserve - NAVPERS 1000/20).

e. For members currently in an enlisted status, the Appointing Officer will:

(1) Honorably discharge appointees from their enlisted status by reason of "selected changes in service obligation to accept permanent appointment to officer grade" per MILPERSMAN 1910-102 as of the day immediately preceding the date of acceptance of the permanent appointment as appropriate.

(2) If not the custodian of the enlisted service record, notify the service record custodian regarding the type of appointment accepted and the date it was accepted.

(3) With the assistance of the OPL/OP, request that the member's enlisted status be terminated on the day immediately preceding the date of acceptance of the permanent appointment.

f. The OPL/OP will ensure:

(1) All signatures must be original.

(2) Appointees serving in permanent enlisted status (including those in temporary commissioned or warrant grades) have been honorably discharged from their enlisted status by reason of "selected changes in service obligation to accept permanent appointment to officer grade" per MILPERSMAN 1910-102.

(3) A Certificate of Release or Discharge from Active Duty (DD Form 214) is prepared per NAVMILPERSCOMINST 1900.8 and the enlisted service record closed for members discharged while on active duty.

(4) A Page 13: Discharge for the Purpose of Accepting a Commission (NAVCRUIT 1131/205) entry is made for members discharged while on active duty for the purposes of accepting a commission and the enlisted service record is closed. Enlisted record disposition will be per MILPERSMAN 1070-130.

041006. DISQUALIFICATION AFTER ENLISTMENT (PHYSICAL OR EDUCATIONAL)

a. If an enlistee becomes physically disqualified prior to accession, the NAVCRUITDIST will:

(1) Notify NAVCRUITCOM (N315) immediately.

(2) Submit consultations from the attending physician to NAVCRUITCOM N3M if the physical disqualification is of a temporary nature (resulting from an injury, accident, etc). The enlistee's file will be held in an inactive status for a limited time pending final recovery. If the enlistee is found physically disqualified for the desired program, the applicant may apply for a designator for which qualified.

b. If a selectee fails to earn a degree in the stipulated time, he/she may request an extension from NAVCRUITCOM (N315), via the NAVCRUITDIST CO, of one semester or one full summer session if circumstances warrant. For students enrolled in internships, the Program Director and/or Specialty Leader will coordinate with NAVCRUITCOM (N314) regarding extensions. If, following the extension, the candidate fails to meet educational requirements:

(1) Candidates/selectees procured from civilian/Navy Reserves sources will be discharged (for example, a non-paid 13750-NFO).

(2) For Active Duty Collegiates, see Article 080303, Academic Disenrollment.

041007. DISTRIBUTION OF ENLISTMENT DOCUMENTS. The OPL/OP will:

a. Use the Distribution of Enlistment Documents Checklist to ensure the enlistment documents are appropriately distributed.

b. Complete appropriate entries in the OTools system.

c. Active duty collegiates: After active duty collegiate has received and signed orders, forward his/her service record to the servicing PSD. Retain active duty collegiate health record at the NAVCRUITDIST until collegiate prepares to ship to OCS. FEDEX the health record (to protect personally identifying information) to arrive at OCS no later than 2 days prior to collegiate reporting to OCS. When possible, send records in batches to minimize shipping expense.

d. Inactive duty collegiates: Retain inactive duty service and health records at the NAVCRUITDIST until the individual executes travel to OCS. FEDEX the officer candidate’s Service and Health records to OCS (to protect personally identifying information) not less than two days and no more than two weeks prior to the candidate’s OCS report date. When possible, mail records in batches to minimize shipping expense. Provide the

candidate/appointee with their active duty orders to hand-carry to OCS.

041008. DISTRIBUTION OF COMMISSIONING DOCUMENTS. The Distribution of Commissioning Documents Checklist will be used to ensure all the commissioning documents are appropriately distributed after the commission has been executed. The OPL/OP will:

a. Ensure the 1955-Judge Advocate General's Corps Records are maintained at the NAVCRUITDIST whose geographic area of responsibility (AOR) includes the law school the JAG student is attending.

b. Ensure the service and health records for 1985-DC HPSP, 1995-MSC (Optometry), 1975, HPSP, FAP and 29002-Nurse Candidate Program (NCP), 1925-Dental Corps Students are mailed to NAVMED MPT&E. The collegiate records for these programs are maintained by:

Naval Medicine Manpower, Personnel Training & Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

c. Ensure the Service and Health Records for 1945-Chaplain Candidates are mailed to the current Chaplain Candidate Program Manager.

d. Maintain all remaining active duty appointee records until officer departs for ODS. Place the service record in a sealed envelope and hand to the officer to carry to ODS. FEDEX health records, in batches whenever possible to minimize costs.

e. Ensure the service and health records for all DCO appointees are via FEDEX to the supporting NAVOPSPTCEN.

f. Provide the officer a copy of documents and ensure he/she signs and dates the Distribution of Commissioning Documents Checklist indicating receipt. Retain the original checklist and place it in the officer's residual file.

041009. COURTESY/ SUPERSEDING APPOINTMENTS

a. The OPL/OP will review the NAVCRUIT 1120/59, List of Restrictions, to ensure all restrictions have been adhered to prior to allowing the administration of the superseding oath (e.g., physical examination that will not expire prior to completing ODS and proof of graduation from college/university).

b. Administer Superseding Oath to Officer. The OPL/OP will ensure the necessary sections are complete and distribute as indicated on the forms. No additional paperwork is required for superseding appointments, including OTools entries.

c. If there are no supporting documents, contact NAVMED MPT&E (for medical applicants) or Naval Chaplain school (for Chaplains).

041010. DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS) AND THE MILITARY IDENTIFICATION CARD

a. OCS officer candidates will receive ID cards once they arrive to OCS.

b. DCOs can receive their ID cards at their local NAVOPSPTCEN or PSD.

c. Active duty Collegiates:

(1) Upon enlistment, DEERS enrollment will be completed at the local PERSUPPDET.

(2) Obtaining a Military ID Card. The DD Form 1172 will be completed at the PSD. Collegiates may have to fill out a DD Form 1172 at the NAVCRUITDIST to gain access to the local military installation. The following documentation is required for the military ID card:

(a) Enlistment Contract

(b) Birth Certificate

(c) Active duty orders

(d) Marriage License (if applicable)

(e) SSN Card

(f) One form of picture ID

(g) Members with dependents must have dependents' birth certificates and SSN Cards.

d. Upon enlistment, the NAVCRUITDIST will provide the Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Example) (Exhibit 041002) to each active duty collegiate. This letter will be presented to the appropriate authority (i.e., PSD, etc.) by the collegiate along with his/her military identification card, as necessary, to explain his/her status with respect to military authority. Enclosure (1) of exhibit 040902 is a detailed list of required steps for the PSD to initiate the collegiate's record, benefits and issue the collegiate's military identification card.

EXHIBIT 041001. ENLISTMENT PAYGRADE DETERMINATION. The matrix below will be used when determining candidate paygrade. Active duty members of any service are not eligible for BDCP participation. HSCP/NUPOC participants enlist as E6 with advancement possible to E7.

		Paygrade To Be Entered On
BEGIN HERE		
Enlisting For a Collegiate Active Duty Program?	**NO** →	**"E5"**
YES ↓		
Currently in Pursuit Of BA/S or MA/S?	NO (SNM is Awaiting OCS) →	**"E5"**
YES ↓		
Currently a USNR Drilling Reservist?	**NO** →	**"E3"**
Yes ↓		
Current Paygrade E4 or Higher?	**NO** →	**"E3"**
Yes ↓		
Enter Current Paygrade (E4, E5, etc.) (Must not have a break in service.)		

EXHIBIT 041002. COLLEGIATE STATUS/AIR TRANSPORTATION/BAH AND BAS ELIGIBILITY LETTER

1130
Ser

From: Commanding Officer, Navy Recruiting District (Name of NAVCRUITDIST)
To: Whom It May Concern

Ref: (a) DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility
(b) NAVCRUITCOMINST 1131.2 (CRUITMAN-OFF)

Encl: (1) Directions for PSD to Place Collegiates on Active Duty

1. (Collegiate's rank, name and SSN) is enlisted and on active duty in the U. S. Navy Reserve as an officer candidate pending graduation from college and enrollment into officer candidate training. The special program, which authorizes this active duty enlistment, allows (Collegiate's rank & name) all privileges and benefits of an active duty member of the Armed Forces commensurate with paygrade, including:

a. Space available transportation on Department of Defense (DOD) owned or controlled aircraft under the provisions of paragraph 4-1 of reference (a). All other provisions of reference (a) apply without exception, including paragraph 2-9, which requires civilian clothing to be in good taste.

b. Officer Candidate BAH and BAS allowances.

2. There are no government quarters or messing available for (Collegiate's rank, name and SSN) while attending (Institution's name and address)

3. Though on active duty, (Collegiate's rank & name) is neither authorized a uniform allowance, nor authorized to wear a uniform, and is not subject to U. S. Navy grooming standards. (Collegiate's rank & name) is otherwise subject to the Uniform Code of Military Justice.

4. Enclosure (1) is provided to aid the personnel activity bringing the collegiate on to active duty.

5. In case of emergency or questions concerning the status of (Collegiate's name), please contact the Commanding Officer, Navy Recruiting District (Name of NAVCRUITDIST and phone #) or Navy Recruiting Command, N315.

6. The authority of this letter expires (Last Day of Month Collegiate is Scheduled for OCS/ODS).

X. Y. ZZZZ

DIRECTIONS TO PSD FOR GAINING COLLEGIATES TO ACTIVE DUTY: Collegiate members are gained into the Officer Candidate and Accounting Reporting System (OCARS) section of the Officer Personnel Information System (OPINS) by Navy Recruiting Command (NAVCRUITCOM), WHICH WILL GENERATE MILITARY PAY ACCOUNT (MMPA).

a. Upon enlistment, the PSD that services the NAVCRUITDIST will process the following DMO FID's:

(1) MM33 ENLISTED CONFIRMATION OF ACCESSION

(2) 3501 OR 3504 BAQ (UPDATE/CORRECT)

(3) 6801 OR 6804 VHA (UPDATE/CORRECT)

(4) 4001 OR 4004 BAS

(5) SC04 - Change – LES Address Update

(6) SG03 - Report – PCS Arrival

(7) LG04 - Change – CBPO Number/Major Command Identification (NOT REQUIRED IF UIC/ADSN IS CORRECT) LH01 (Start DDS)

b. Prepare the MM33-ENLISTED CONFIRMATION OF ACCESSION transaction to confirm the accession. The MM33 transaction will also correct the dates generated from the E203 transaction.

c. If the MM33 transaction is submitted prior to the posting of the E203 transaction, it will recycle for 27 days or until the E203 transaction is posted. If the 27 days recycle period expires, the MM33 transaction will reject. If the MM33 transaction rejects, prepare and release Exception Gain Message to NPC.

d. If the E203 transaction is posted and the MM33 transaction is not received within 120 days after the Date of Entry (DOE), the MMPA is put into a suspended status and pay is suppressed until the confirmation is received.

e. Prepare a TD Form W-4 for federal tax withholding, DD 2058 State of Legal Residence Certificate, and a TD Form W-4 with "STATE" at the top to declare their state tax withholding factors. Forward these forms to MILPAY for preparing input transactions.

f. Prepare Page 2 by using the Emergency Record of Data (DD Form 93) DO DMO FIDS 3504 AND 6801 as appropriate.

g. Prepare SGLV 8286 Form for SGLI coverage. Family SGLV 8286A Form as needed.

h. Upon transfer to OCS/ODS, process the DMO SHO3 (REPORT PCS DEPARTURE) using reason code “G”.

i. All ODS collegiates must receive a DD Form 214 from servicing PSD prior to departing for ODS.

(This Page Intentionally Left Blank)

SECTION 11

ORDERS

041101. GENERAL GUIDELINES

a. When possible, active duty orders to OCS/ODS/DCO will be issued at least four to six weeks prior to the class convening date to allow the candidate to make plans.

b. The OPL/OP will review orders with the member to ensure they understand the orders.

c. Active duty orders for CEC, NUPOC, BDCP, HSCP active duty collegiates, Direct Appointment Program selectees, HPSP, FAP, NCP, Chaplain and JAG are issued by BUPERS.

(1) OCS Orders: Active Duty Orders to Officer Candidate (NAVCRUIT 1131/36) will be used for all officer candidates enlisted for inactive duty.

(2) ODS Active duty orders are negotiated between the selectee and the detailer.

d. If an officer/officer candidate is to receive overseas orders following ODS graduation, the OPO/OPL will ensure the active duty orders are issued at least 10-12 weeks prior to the class convening date to allow the candidate to complete required activities (i.e. overseas screening, etc.), and to make plans.

041102. COLLEGIATE ORDERS

a. Requests for active duty collegiate orders will be coordinated through NAVCRUITCOM Collegiate Management.

b. NAVCRUITDISTs will not issue active duty orders until the officer candidate concerned has presented evidence of receipt of a baccalaureate degree.

c. If less than 30 days remain between presentation of evidence of degree and the class convening date, the active duty orders will be issued as soon as possible upon the candidate's presentation of said evidence. NAVCRUITDIST will advise the candidate to make plans accordingly.

d. Ensure final official transcripts indicating degree earned, date conferred, and all credits and grades received are

included in the service record and uploaded to OTools. In those cases where, due to short notice, final transcripts are not available, the enlistee/ appointee will provide a letter from the university/college registrar stating the expected graduation date and degree to be conferred.

e. BDCP Active Duty Collegiates: When final transcripts are received from the officer candidate, the NAVCRUITDIST will ensure transcripts, as well as a copy of the Page 13 advancing BDCP member to E5, are attached in OTools and forwarded to Collegiate Management (N315) immediately. Prior to orders being issued, the NAVCRUITDIST will also complete Evidence of Graduation and Degree Conferred (NAVCRUIT 1131/206) and enter it and the page 13 entry into the Enlisted Field Service Record (NAVPERS 1070/600).

041103. PLACE OF DEPARTURE FOR ORDERS. When preparing orders for inactive duty personnel going to OCS, the OPL/OP will ensure the officer candidate is issued orders to depart from one of the following:

a. The officer candidate's home of record, as listed on the Enlistment Contract (DD Form 4).

b. The officer candidate's place of enlistment (i.e. NAVCRUITDIST).

c. A location that is either closer or more cost-effective to OCS Newport, RI (cannot exceed the cost of home of record or place of enlistment).

041104. DEPENDENT TRAVEL. All candidates ordered to OCS/ODS under TEMDUINS orders will be reminded that, per their Service Agreement, dependent travel **IS NOT** reimbursable.

041105. SHIPMENT OF HOUSEHOLD GOODS. The OPL/OP will brief all candidates concerning their entitlement for shipment of household goods.

041106. REPORTING WINDOWS. Active Duty Orders will stipulate the following reporting windows:

a. OCS - NET 1100 on Saturday and NLT 1100 on Sunday before convening date.

b. ODS - NET 1600 on Friday and NLT 1800 on Saturday before convening date.

c. DCO – NET 1100 on Saturday and NLT 1600 on Sunday before convening date.

041107. VIP ORDERS. VIP orders allow an applicant to travel to a Navy site and view an actual working environment.

a. The Nuclear Officer VIP (NUCVIP) is highly recommended (but no longer required) for all Nuclear Officer candidates prior to being invited to the Nuclear Officer Interview. The NUCVIP allows applicants the opportunity to experience first-hand the work environment of the Navy Nuclear Officer. Travel arrangements are made through the NAVCRUITREG Nuclear Trained Officer (NTO). The applicant receives applicant travel orders, but does not receive per diem.

b. The Medical VIP is used for critical Medical Programs. Medical VIPS are approximately one to three days in length and the sites vary according to the type of VIP. NAVCRUITREGs coordinate the Medical VIPS and prepare the itineraries. The applicant receives applicant travel orders, but does not receive per diem.

(This Page Intentionally Left Blank)

SECTION 12

DISCHARGE OF OFFICER CANDIDATES

041201. INACTIVE DUTY OFFICER CANDIDATES AWAITING OFFICER CANDIDATE SCHOOL. If, prior to reporting to OCS, an officer candidate who is enlisted for inactive duty:

a. Requests discharge via letter

b. Declines to attend OCS, or

c. Fails to meet any of the requirements for continuation in the officer candidate program in which enlisted, then the NAVCRUITDIST OPL will:

(1) Prepare and execute a (NAVPER 1070/615). Ensure the NAVCRUITDIST CO him/herself signs the NAVPERS 1070/615 and forwards to PERS 312 with candidate's closed out service record. Provide a signed copy to the member.

(2) Prior to mailing the above documents to PERS-312, ensure the words "DO NOT OPEN IN MAIL ROOM" are typed on the front side of the envelope.

Note: For circumstances that would preclude an Honorable Discharge, contact the appropriate program manager for further guidance.

d. Attach a copy of the NAVPERS 1070/615 and the candidate's letter requesting discharge in OTools.

041202. ACTIVE DUTY OFFICER CANDIDATES ACCEPTING A COMMISSION

a. HSCP, Nuclear Reactor Instructor and Nuclear Reactor Engineer candidates enlisted for active duty will be discharged for the convenience of the Government prior to accepting a commission.

b. Prepare a DD Form 214 Worksheet (NAVCRUIT 1131/38) and forward it to the servicing PSD to ensure that a DD Form 214 is prepared and issued per COMNAVMILPERSCOMINST 1900.1.

041203. ACTIVE DUTY OFFICER CANDIDATES. Active Duty Officer Candidates (BDCP, HSCP, CEC and NUPOC) requiring discharge will be discharged by the servicing PSD per appropriate MILPERSMAN

article. For further guidance contact NAVCRUITCOM or refer to http://www.npc.navy.mil/NR/exeres/6A7860BA-8C22-40CB-9FE5-5651311E8F1B.htm

041204. INJURY OR DEATH

a. In the event of the injury or death of an applicant in process, selected, or enlisted for inactive duty, the OPO will inform the appropriate NAVCRUITCOM program manager for guidance.

b. In the case of personnel on or deemed to have been on active duty, active duty for training, inactive duty training, or traveling enroute to or from such duty, at the time of injury or death, the OPO will consult the MILPERSMAN 1770.

c. In the event of the injury or death of a collegiate the OPO will consult the MILPERSMAN 1770 series for guidance on completing the Personnel Casualty Report (PCR) and contact the appropriate NAVCRUITCOM program.

Note: Collegiates are to be treated in the same manner as a member on active duty in the event of injury or death.

041205. DISCHARGE PHYSICAL FOR ACTIVE DUTY DISCHARGED FOR NON-PERFORMANCE. Officer Candidates enlisted for active duty that have been approved by NAVCRUITCOM to be discharged for non-performance will be directed to a military Medical Treatment Facility (MTF) nearest the NAVCRUITDIST's location for proper pre-separation evaluation.

SECTION 13

RESERVE AFFILIATION

041301. RESERVE OFFICER ACCESSION BRANCH (PERS-911)

a. The Reserve Officer Accession Branch is PERS-911C. The mailing address is:

Commander
Navy Personnel Command
PERS-911C_ Attn _____
5720 Integrity Drive
Millington, TN 38055-9110

b. The following address is to be used for special delivery (FEDEX, etc.):

Commander
Navy Personnel Command
PERS-911C: Attn _____
Goetsch Hall Bldg 768
5640 Ticonderoga Loop
Millington, TN 38054-9110

c. Additional information provided on other Services National Personnel Centers:

(1) Air Force: Headquarters
Air Force Reserve Personnel Center
Attn DSMRC
6760 East Irvington Place #4600
Denver, CO 80280-4600 DSN: 926-6506
COMM: (303) 676-6506
FAX DSN: 926-6298
COMM: (303) 676-6298
TOLL FREE: (800) 525-0102 EXT 22

(2) Army: Commander United States Army Reserve
Personnel Center
Attn ARPC-PRB
1401 Deshler Street, SW
Fort McPherson, GA 30330-2000
COMM: (877) 777-6854

(3) Coast Guard: Commandant
US Coast Guard Headquarters
Attn G-RA-2
2100 2nd Street SW
Washington DC 20593
COMM (877) 669-8724

(4) Marines: Commandant
United States Marine Corps
Personnel Management Division
Separations And Retirement Branch
Inactive Reserve Section MMSR-5
3280 Russell Road (MMSR)
Quántico VA 22134-5030
COMM: (703) 784-9306/07

Navy Reserve: For information requests from the Federal Records Center in St. Louis, submit requests via the appropriate NAVCRUITDIST.

041302. DRILLING ELIGIBILITY/STATUS. An officer's eligibility for assignment to a Navy Reserve unit, including non-pay assignment, will be determined before executing Inactive Duty Training (IDT) orders. Navy Reserve members may be assigned to four sub-categories:

a. Ready Reserve (USNR-R) members are available for assignment to a Selected Reserve (SELRES) unit with pay.

b. Standby Reserve-Active (USNR-S1) members are available for non-pay assignment to a unit.

c. Standby Reserve-Inactive (USNR-S2) members are not eligible for unit assignment. Member will submit Ready Reserve Agreement (NAVPERS 1200/1) to Navy Personnel Command (PERS 911) for transfer back to the Ready Reserve (USNR-R) or Standby Reserve (USNR-S1) status in order to drill. OR will ensure these members have a current physical examination. Do not send physical examinations to PERS-911 unless requested to do so.

d. Retired Reserve (USNR-Retired) members may participate on a voluntarily basis only per Chapter 10 section 1008 BUPERSINST 1001.39.

041303. KEY EMPLOYEES. Members identified as key employees per Chapter 21 BUPERSINST 1001.39 may not be assigned to a pay billet.

041304. NAVY ACTIVE DUTY DELAY FOR SPECIALIST PHYSICIAN PROGRAM. Navy Active Duty Delay For Specialist (NADDS) physicians are not authorized SELRES assignments per Chapter 10 Section 1004 BUPERSINST 1001.39. They may be assigned to the IRR either as a drilling (VTU) or non-drilling member. Refer to SECNAVINST 1520.11 and MILPERMAN Article 1001-070, for Inactive Duty Reservists who are students or graduates of Medical schools or Theological Studies.

041305. MEDICAL/DENTAL STUDENTS. Reserve officers who are in an accredited medical, osteopathic, or dental school in the United States or Puerto Rico may not be assigned to the SELRES. Refer to Chapter 10 Section 1005 BUPERSINST 1001.39 and MILPERSMAN Article 1001-070.

(This Page Intentionally Left Blank)

SECTION 14

OFFICER TRAINING SCHOOL INFORMATION

041401. CONTACTING SCHOOLS. All officer recruiters are authorized to telephone the respective school or course to ascertain the following:

a. The reason(s) a candidate is being discharged.

b. Obtain information for parents and relatives.

041402. OFFICER CANDIDATE SCHOOL. Officer Candidate School (OCS) is a 12 week course designed for Active Duty applicants only and attended by Unrestricted and Restricted Line Officers, including Nuclear Conventional Officers. OCS designed to develop civilians, enlisted, and newly commissioned personnel morally, mentally and physically and imbue them with the highest ideals of honor, courage, and commitment, in order to prepare graduates for service in the fleet as Naval Officers.

OFFICER CANDIDATE SCHOOL
OC (Name) Officer Candidate School Class XX-XX
Officer Training Command, Newport
291 Kollmeyer St, Newport, RI 02841

Note: In case of emergencies while in training at OCS, family members and next of kin can contact candidates at the following telephone numbers: (401) 862-7952.

041403. OFFICER DEVELOPMENT SCHOOL. Officer Development School (ODS) is a five-week course designed for Active Duty applicants only and is attended by Limited Duty Officers/Chief Warrant Officers (LDO/CWO), and most Staff Corps/Restricted Line Officers (Medical, JAG, Chaplains, Nuclear Engineer and Nuclear Power Instructors). OIS is designed to prepare officers of specific staff corps and restricted line communities as Navy leaders supporting fleet needs.

OFFICER DEVELOPMENT SCHOOL
(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
ODS Class (Number), Company (Letter)
Officer Training Command, Newport
Officer Development School
291 Kollmeyer St, Newport, RI 02841

Note: In case of emergencies while in training at ODS, family members and next of kin can contact candidates at the following telephone number: (401) 841-4430.

041404. DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSES. The Direct Commission Officer (DCO) two week course is designed to provide newly commissioned Reserve Officers (staff and restricted line only) with instruction on essential subjects including naval leadership, military law, administration and other military subjects which will prepare them for the responsibilities of commissioned service and follow-on skill training. Introductory damage control and third class swim qualification are also included.

a. Officers must attend this course within one year of commissioning per SECNAVINST 1101.33.

b. Appointees are highly encouraged to complete the Naval OrientationNon-Resident Training Course (NAVEDTRA 82966) prior to attending the DCO course.

c. Officers who fail to complete indoctrination requirements may be involuntarily transferred to the IRR and not recommended for re-affiliation.

DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSE
OC (Name)
DCO CLASS #(If Known)
OTCP
Officer Training Command, Newport
291 Kollmeyer St, Newport, RI 02841

Note: In case of emergencies while in training at DCOIC, family members and next of kin can contact candidates at the following telephone number: (401) 841-4430.

041405. NAVAL CHAPLAINS SCHOOL The Naval Chaplain School provides indoctrination to newly-commissioned Chaplain Candidate Program Officers.

NAVAL CHAPLAINS SCHOOL
(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
Naval Chaplain Basic Training Student

Naval Chaplaincy School and Center
10100 Lee Road
Columbia, SC 29207

Note: In case of emergencies while in training at the Naval Chaplains School in Newport, family members and next of kin can contact candidates at the following telephone numbers: DSN: 948 COMM: (401) 841-2554; (401)841-3481. Numbers for the new school are not yet available.

Specific problems which cannot be solved through OCS/ODS/Chaplain School Offices should be requested in writing to the NAVCRUITDIST chain of command. Particularly difficult problems should be referred through the chain of command to:

Commander, Navy Recruiting Command (00IG)
5422 Integrity Drive
Millington, TN 38054-5054
DSN: 882-9030
Commercial: (901) 844-9030

(This Page Intentionally Left Blank)

CHAPTER 5

OFFICER RECRUITING PRODUCTION AND MANAGEMENT SYSTEM (ORPMS)

SECTION 1

GENERAL

050101. BACKGROUND. The Officer Recruiter Production and Management System (ORPMS) is designed for the OPO to manage all available resources within the Navy Recruiting District to achieve goal. The OPO shall train and direct each OR in system use and monitor recruiter production weekly during the Officer Production Review (OPR). When used in conjunction with other available systems, ORPMS can effectively increase production and improve recruiter quality of life.

050102. PURPOSE. ORPMS provides production personnel with the tools necessary to effectively evaluate recruiting activities and achieve goal. The following sheets and logs shall be used by the recruiter.

050103. GOAL ASSIGNMENTS AND APPOINTMENT. Based upon the OPO's input, the NAVCRUITDIST CO will provide an Annual Officer Programs Goaling Letter (Exhibit 050201) to each OR. The NAVCRUITDIST CO and XO will review goal attainment progress with each OR on a quarterly basis and both the NAVCRUITDIST CO and OR will initial and date the bottom of the original letter for each quarter. NAVCRUITDIST changes made to the recruiter goaling letter will be via pen and ink, or addendum to the letter. Any change to the goaling letter will be approved by signature and date of either the NAVCRUITDIST CO or XO.

Note: Market factors and historical trends have demonstrated that proactive measures lead to mission success. Prospects should be identified within the first three quarters of the fiscal year with greater emphasis placed on the first two quarters.

050104. REPORTS

a. The following sheets and logs shall be used by the recruiter.

(1) Officer Prospecting Applicant Log (Exhibit 050202). This will be generated by the recruiter. During OPR, OPO will review log with OR to ensure ongoing and relevant activity. In

addition to the current month's log, those for the last 12 months will be retained and available.

(2) Officer Production Analysis Training and Evaluation (OPATE). OPATE shall be used to analyze recruiter prospecting and sales performance (Exhibit 050203). Each recruiter shall maintain a monthly OPATE based on a three month rolling period. Complete OPATE using data collected from the Planning Calendar and Prospecting Applicant Log. No later than the second working day of each month, the OPATE sheet will be updated with the previous month's data. During OPR, OPO will review OPATE with OR. In addition to the current month's OPATE, those for the last 24 months will be retained and available.

b. The followings sheets and reports shall be used by the OPO:

(1) Navy Officer Recruiting Station (NORS) Assist Visit Checklist (Exhibit 050204). This checklist will be utilized by the OPO or Command District Trainer (CDT) when a NORS visit or training assist visit is performed, or if the production of a NORS is out of limits. Documented training will be conducted to target identified weaknesses and documentation will be placed in the OR's training jacket along with a copy of this checklist. During OPR, OPO will assess improvement of OR weaknesses and/or correction of discrepancies and schedule follow up training or visits as necessary. The OPO will maintain the original for 36 months.

(2) Officer Snapshot Report. Migrated data contained in the Officer Snapshot Report (NAVCRUIT 1131/22) will identify all active and reserve program records with a "STATUS of APPLICANT", "SELECT", "NON-SELECT", "ACCESSION", or "DISPOSITION of DECLINE" for the current fiscal year. A copy of the Officer Snapshot will be **routed to the CO and XO and will be reviewed and initialed each month and retained by the OPO for two years**.

(3) Diversity Summary Report. The Diversity Summary Report will identify all applicant records containing a race/ethnicity code other than Caucasian. It will contain, at a minimum, applicant name, program, race/ethnicity code, status and recruiting station identification number. It will be **routed to the CO and XO and will be reviewed and initialed each month and retained by the OPO for two years.**

(4) OTools Overdue Leads Status Report. The Leads Status Report will provide the number of outstanding and overdue OTools leads delivered to the officer programs department. It will be **routed to the CO and XO and will be reviewed and initialed each month and retained by the OPO for two years.**

c. Officer Production Review (OPR) Report (NAVCRUIT 1131/23) (Exhibit 050205). It is essential to the success and development of assigned recruiters that the OPO conduct Officer Production Reviews. The OPR is designed to diagnose, plan and expedite improvements to sales skills, prospecting and processing procedures. OPRs should be scheduled in advance with each recruiter. Proper production review provides time to correct prospecting and processing short falls, enables the OPO to update the calendar, and identifies specific training needs.

(1) Bi-Weekly, the OPO and OR will conduct an OPR and all results will be documented on one monthly report. When practical, all OPRs will be conducted face-to-face. Individual NAVCRUITDIST geographic circumstances may require the majority of OPRs be conducted by phone. The OPO, however, will ensure that one documented on-site face-to-face production review is conducted at the remote site for each remotely located officer recruiter per quarter.

(2) Specific minimum required documented activities that will be accomplished as part of the OPR are as follows:

(a) Review the status of prospects and applicants on the applicant log.

(b) Analyze prospecting results against out-of-limits criteria, prescribed monthly recruiting activities listed in the MOP, and any outstanding POA&Ms.

(c) Analyze processing delays to established causes and determine corrective actions with the Lead Processor.

(d) Review the OPR to assess the level of progress being obtained by the individual recruiter in achieving their assigned goals.

(e) Provide PQS training and/ or train to identify individual recruiter weaknesses.

(f) Provide/recommend appropriate recognition/award and resolve administrative needs of the OR (leave, supply issues, etc.).

(3) At the completion of the OPR, the OPO and OR will sign and date the NAVCRUIT 1131/23. When the OR is remotely located, faxed signatures are acceptable. The OPO will maintain the OPR reports for the duration of an OR's recruiting tour.

SECTION 2

OFFICER PRODUCTION ANALYSIS TRAINING AND EVALUATION (OPATE)

050201. ABBREVIATIONS

a. CON. Contact: Person recruiter has spoken with who appears interested and qualified.

b. PRS. Prospect: Person who has started the application process (taken test or returned paperwork, transcripts, etc.).

c. APP. Applicant: Application has been submitted to NAVCRUITCOM and is awaiting board results.

d. ACC. Accession: Applicant that has been final selected and sworn into the Navy (enlisted or commissioned).

e. CON-PRS. Contact to Prospect ratio. This relationship indicates sales ability. Poor ratio may indicate lack of product knowledge and possible prospecting activity deficiencies.

f. PRS-APP. Prospect to Applicant ratio. This relationship also indicates sales ability and ability to close. Poor ratio may indicate sales problems or recruiter inability to create sense of urgency for applicant to complete application.

g. APP-ACC. Applicant to accession ratio. This relationship indicates number of kits actually selected and accessed. Poor ratio may indicate a lack of quality kits submitted, kitsmanship of the recruiter, or quality of prospecting being done.

Phone/Leads, Referrals, Personally Developed Contacts are same as enlisted PATE.

050202. PRESENTATIONS. Presentations should be judged on quality of sales presentation, ability to get audience, and return on investment for buying lunches. For example, a low CON number for presentations may indicate the recruiter is not giving a sufficient number of presentations or that the quality of the presentation could be improved. If the recruiter is giving enough quality presentations, it’s possible that they are not getting a big audience for their presentations due to lack of advertising. This is vital in budgeting consideration. For example, if a recruiter is buying food for presentations and consistently has a significantly lower turnout than expected

(i.e., he bought food for 30 and only five showed up), this may indicate lack of advertising or poor follow-through. Either way, it results in wasted funds and a poor return on investment. Given limited funding, OPOs should ensure that funds are spent on events with a good return on investment.

050203. EMAIL. Quality of email content, email output. Recruiters should be getting all Priority 1 and Priority 2 school name lists and professional name lists (state licensed doctors, dentists, nurses, engineers, etc.) at a minimum. A low CON number for email may indicate recruiters are not obtaining name lists, or that the content of the email is not good. Mass email campaigns are a quick, inexpensive and effective way to get the word out about Navy Officer Programs to a large target population. Email campaigns can sow seed and create awareness on a scale that is equal to if not greater than mail-outs at a much lower cost.

EXHIBIT 050201. ANNUAL OFFICER PROGRAMS GOALING LETTER

Date _____
(NLT 1 OCT of current year)

From: Commanding Officer, Navy Recruiting District _____
To: _____
(Officer Recruiter)

Subj: OFFICER RECRUITING REQUIREMENTS FOR FY___

1. The following accession goals are determined to be your contribution to NAVCRUITDIST _____ Officer Programs production for FY ___. (If actual goals are not available, utilize anticipated goals based on previous goals and estimated program changes).

	1st QTR		2nd QTR		3rd QTR		4th QTR		TOTAL	
Program	Goal/Attn		Goal/Attn		Goal/Attn		Goal/Attn		Goal/Attn	
_____	____	____	____	____	____	____	____	____	____	____
_____	____	____	____	____	____	____	____	____	____	____
_____	____	____	____	____	____	____	____	____	____	____
_____	____	____	____	____	____	____	____	____	____	____
Total	____	____	____	____	____	____	____	____	____	____

2. I will personally review your progress quarterly. The Officer Programs Officer (OPO) will review your progress weekly during the Officer Recruiter Production Review. Additionally, prospecting emphasis will be discussed during each production review.

3. In order to ensure success, you must inform me, through the OPO, of any problems you encounter or foresee in obtaining your accession goals.

_____
Commanding Officer

EXHIBIT 050201. (P. 2) ANNUAL OFFICER PROGRAMS GOALING LETTER

Reviewed: (Initials & Date)

	1st QTR	2nd QTR	3rd QTR	4th QTR
CO	_____/_____	_____/_____	_____/_____	_____/_____
XO	_____/_____	_____/_____	_____/_____	_____/_____
OPO	_____/_____	_____/_____	_____/_____	_____/_____
OR	_____/_____	_____/_____	_____/_____	_____/_____

Distribution:
OR Training Jacket /OPO

EXHIBIT 050202. OFFICER PROSPECTING APPLICANT LOG

OFFICER PROSPECTING APPLICANT LOG

Page 1 of ___

NORS STATION: **RECRUITER:** **MONTH/YEAR:**

Name (Last, FI, MI) Last four of SSN, ZIP	EMAIL ADDRESS / Cell/Home Phone #	APPT Date	INTV Date	INTV Code	Program CODE(S) / Degree / GPA	GENOF / MEDICAL	ACT / RES	AGE Sex	AGE Race	TEST / SCORES	DATE	PRO/COM DOCS	OTOOLS / STATUS	PRO REC	PFA (pass/fail)	HT / WT	PHYSICAL PASS	PHYSICAL FAIL	PHYSICAL WVR	JPAS SENT	SELECT / PQ LETTER	OCS/ODS DATE	DISPO / REMARKS
NEBACK, C.A.	CALINE@GO.NAVY	19-Mar-09	19-Mar-09	RI	31001160013700	X	X	26		X 9-19		X	X	31000 11600	PASS	72	P		N/A	25-Mar-09	31000 16000	OCS	
503 43056	330-555-5555				BASKET/3.98	N/A	N/A	M	Y	35111			AT NRC			167					25-Mar-09	15-Jun-09	GOOD TO GO, READY TO SHIP
																				TOTALS:			

T CODE
- 1 PHONE
- 2 LOCAL LEAD
- 3 NATIONAL LEAD
- 4 COLLEGIATE REFERRAL
- 5 APPLICANT REFERRAL
- COI/COUNSELOR
- 6 REFERRAL OTHER SERVICE
- 7 PERSONALLY DEVELOPED CONTACT
- 8 PRESENTATION/HARP/SEMINAR
- 9 WALK IN
- 10 Recruiter Refferral
- 11 Pro Navy

Disposition Codes

AFF	Affiliation		
C/O	Carry Over	NBQ	Not BEERS Qualified
DECL	Decline to enlist	NME	Not Morally Qualified
DEP	Delayed Entry Program	NMQ	Not Mentally Qualified
DIR	Direct Ship	PMR	Permanently Medically Rejected
ENL	Enlistment/Commission	QNE	Qualified, Not Enlisted
EOS	Enlisted other service/Referred	TMR	Temporary Medically Rejected

Waiver Codes & Authority

1 Re-Code	N - NRD
2 Dependency	R - REGION
3 Accession	C - CNRC
4 Medical	P- PERS
5 Civil	B- BUMED
6 Drug/Alcohol	G- GRADE
7 SCROLL	

Exhibit 050203. OFFICER PRODUCTION ANALYSIS TRAINING and EVALUATION (OPATE)

MUST BE MAINTAINED FOR 24 MONTHS

OFFICER PRODUCTION ANALYSIS TRAINING and EVALUATION (OPATE)

MONTH _____ **RCTR/NORS** _____

SECTION I PROSPECTING GENERATED

PHONE/LEADS

MONTH	CON	PRS	APP	ACC
JUL	11	7	1	1
AUG	12	8	1	0
SEP	11	7	3	2
Totals	34	22	5	3

REFERRALS (RR, RA, RC, RD, RI, RS, PN)

MONTH	CON	PRS	APP	ACC
JUL	2	1	0	0
AUG	2	0	0	0
SEP	1	1	1	1
Totals	5	2	1	1

PERSONALLY DEVELOPED CONTACTS

MONTH	CON	PRS	APP	ACC
JUL	7	4	1	1
AUG	8	4	1	1
SEP	9	5	0	0
Totals	24	13	2	2

PRESENTATIONS

MONTH	CON	PRS	APP	ACC
JUL	7	4	1	1
AUG	8	4	1	1
SEP	9	5	0	0
Totals	24	13	2	2

EMAIL

MONTH	CON	PRS	APP	ACC
JUL	7	4	1	1
AUG	8	4	1	1
SEP	9	5	0	0
Totals	24	13	2	2

SECTION II PROSPECTING SUMMARY (Ratios for 1 Accession)

PHONE/LEADS

	CON	PRS	APP	ACC
REQ'D FOR 1 PH ACC	11.3	7.3	1.7	1

REFFERRALS (RR, RA, RC, RD, RI, RS, PN)

	CON	PRS	APP	ACC
REQ'D FOR 1 RF ACC	5.0	2.0	1.0	1

PERSONALLY DEVELOPED CONTACTS

	CON	PRS	APP	ACC
REQ'D FOR 1 PD ACC	12.0	6.5	1.0	1

PRESENTATIONS

REQ'D FOR 1 PR ACC	CON	PRS	APP	ACC
	12.0	6.5	1.0	1

EMAIL

REQ'D FOR 1 EM ACC	CON	PRS	APP	ACC
	12.0	6.5	1.0	1

SECTION III PROSPECTING PLAN GUIDANCE

A. Quarterly Goal

3	Quarterly Goal by	0	1	0	1	1
ACC Total	Source Code	**PH**	**RF**	**PD**	**PR**	**EM**

B. Total Monthly Activity Required To Achieve Goal (Used to build Prospecting Plan)

CONTACTS	PROSPECTS	APPLICANTS	ACCESSIONS
5.0	2.0	.01	1.0

SECTION IV OTHER ACTIVITY

MAIL OUTS AND WALK-INS

MONTH	PRS	ACC
JUL	2	0
AUG	3	1
SEP	0	0
Totals	5	1

RECRUITER SIGN: _____

OPO SIGN: _____ **DATE:** _____

050204. NAVY OFFICER RECRUITING STATION (NORS) ASSIT VISIT CHECKLIST

TRAINING	
Is there evidence of regular station visits by the CO, XO, OPO or CR?	_____
Does each recruiter have an annual goaling letter signed by the CO?	_____
Have all recruiters completed their Command Indoctrination?	_____
Have all recruiters completed their Station Indoctrination?	_____
Is there evidence of recruiter PQS training and are they on schedule?	_____
Are Formal / GMT training planned and documented?	_____
Is OJT and Follow up training being performed and documented?	_____
Have the medical recruiters completed MEDCRUIT II?	_____
Comments:	

LEADERSHIP AND MANAGEMENT	
How many overdue leads are there?	_____
How many unassigned leads are there?	_____
Are all Recruiter leads contacted within 72 hours?	_____
Is there sufficient documentation in OTOOLS that reflect a proper disposition of a LEAD and a minimum of 3 attempts were executed?	_____
Is the LEAD feedback information to the LPTS completed within 30 days of receipt of the OAMS record?	_____
What is the LEAD conversion rate for Local Leads?	_____
What is the LEAD conversion rate of National Leads?	_____
Comments:	

050204. (P.2) NAVY OFFICER RECRUITING STATION (NORS) ASSIT VISIT CHECKLIST

TRAINING	
Is there evidence of regular station visits by the CO, XO, OPO or CR?	_____
Does each recruiter have an annual goaling letter signed by the CO?	_____
Have all recruiters completed their Command Indoctrination?	_____
Have all recruiters completed their Station Indoctrination?	_____
Is there evidence of recruiter PQS training and are they on schedule?	_____
Are Formal / GMT training planned and documented?	_____
Is OJT and Follow up training being performed and documented?	_____
Have the medical recruiters completed MEDCRUIT II?	_____
Comments:	

LEADERSHIP AND MANAGEMENT	
How many overdue leads are there?	_____
How many unassigned leads are there?	_____
Are all Recruiter leads contacted within 72 hours?	_____
Is there sufficient documentation in OTOOLS that reflect a proper disposition of a LEAD and a minimum of 3 attempts were executed?	_____
Is the LEAD feedback information to the LPTS completed within 30 days of receipt of the OAMS record?	_____
What is the LEAD conversion rate for Local Leads?	_____
What is the LEAD conversion rate of National Leads?	_____
Comments:	

050204. (P. 3) NAVY OFFICER RECRUITING STATION (NORS) ASSIT VISIT CHECKLIST

OVERALL SUMMARY
Strengths
Weakness
Training Conducted

4/13/09

Trainer

4/13/09

NORS Commander

EXHIBIT 050205. OFFICER PRODUCTION REVIEW (OPR) REPORT (NAVCRUIT 1131/23)

OFFICER PRODUCTION MONTHLY REVIEW REPORT

(To be conducted bi-weekly using this form)

NAVCRUITDIST: _____ Officer Program: _____

Production Review for: _____

Month Conducted: _____

To be filled out on First Review Each Month:

Program: (i.e. HPSP)					
Assigned Goal					
Accessions					
Selects					
Non-Selects/Declines					
Kits at NAVCRUITCOM					
Prospects in Progress					
COIs Contacted					

See MOP for Priority 1 and 2 Schools Assigned.

Priority 1 Schools Visited:

University:	Event or Action Taken:	Post Visit Report Completed:
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

COI developed/Contact Name: _____

Priority 2 Schools Visited:

University:	Event or Action Taken:	Post Visit Report Completed:
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

COI developed/Contact Name: _____

Recruiting events other than school visits:
(MOP should reflect listed events or events will be added to MOP) _____

NAVCRUIT 1131/23 (Rev 10/09) Page 1 of 2

EXHIBIT 050205. (P. 2) - OFFICER PRODUCTION REVIEW (OPR) REPORT (NAVCRUIT 1131/23)

Notes/Concentration Areas

To be filled out on first/second review:

Last required monthly PSS sales call conducted on current NRC form and placed in training binder: _____

PQS status (must be completed within 6 months or 3 month waiver granted). % completed. _____

Is goaled area out-of-limit per MOP _____

If yes, additional marketing/prospecting assigned:

Additional training recommended: i.e. Program Requirements, Sales, OTools, Kit Management, Ride-along, Prospecting, etc _____

Was additional training documented on an OJT form and placed in training binder? _____

Number of Recruiter New LEADS in OTools for this recruiter:

_____First Review _____Second Review

Any administrative needs addressed:

OPE spent last month: _____

First review

Date: _____

_____ OPO's Signature

_____ OR's Signature

Second review

Date: _____

_____ OPO's Signature

_____ OR's Signature

Maintain for Recruiter's Entire Time at NAVCRUITDIST!!

NAVCRUIT 1131/23 (Rev 10/09) Page 2 of 2

CHAPTER 6

MARKETING OPERATION PLAN

SECTION 1

MARKETING OPERATIONS PLAN (MOP) – GENERAL GUIDELINES

060101. PURPOSE. To standardize Officer Programs Operations planning and marketing in Navy Recruiting Command activities.

a. The Officer Programs Marketing Operations Plan (MOP) is the NAVCRUITDIST's fiscal year execution document to aid the team in tracking its efforts, provides the primary vehicle to coordinate recruiting evolutions, and ensures effective utilization of assets and resources.

b. The MOP shall be signed out by the NAVCRUITDIST CO no later than September 1st of each year. The MOP shall encompass the activities for the forthcoming fiscal year.

c. The MOP shall provide activities and milestones relevant to tracking and measuring the NAVCRUITDIST's progress in reaching their assigned annual production goals.

d. The MOP shall facilitate several key functions by its content. The minimum functional areas are as follows:

(1) Define critical terms (Lead, Contact, Prospect, Applicant, Select, Accession, etc.).

(2) Define the markets and identify significant venues to be penetrated (e.g., high diversity populated schools, strong past production models).

(3) Provide specific guidance on coordinating local mailout campaigns via NAVCRUITCOM N9/advertising contractor with career fair attendance, as well as NAVCRUITCOM national diversity event/evolution support.

(4) Address budget concerns and spending priorities (e.g., career fairs vs. job fairs, etc.).

(5) Provide specific assignment of responsibilities, i.e. market (engineering programs, medical programs, etc.) and school(s) assigned, to each officer recruiter, relevant to performing officer recruiting.

(6) Define goals and required prospect activity to accomplish the goals.

(7) Define Out-of-Limits Criteria (Refer to your District OPATE).

(8) Be a viable diagnostic tool to aid the OPOs through identification of deficient recruiters and access processors' core knowledge for remediation (marketing/lead development/ prospecting, PSS, direct specific contact management reporting criteria, and applicant processing) training.

(9) Be specific in its required activities by identifying calendar month, school and program involved for each listed activity.

(10) Provide a timetable projecting the time required between major processing evolutions, i.e. sending for and receiving all college transcripts.

e. Each officer recruiter shall maintain a copy of their respective NAVCRUITDIST's MOP at their location and make monthly annotations in the MOP as to the success, failure or rescheduling of the significant recruiting events/efforts.

f. NAVCRUITREG OPOs shall keep a copy of their NAVCRUITDIST's MOP via hard or electronic copy. NAVCRUITREG OPOs should be involved in developing and reviewing the NAVCRUITDIST's MOP before annual publication and distribution.

060102. BACKGROUND. An effective operations plan coordinates recruiting efforts and establishes the best allocation of resources, assignment of responsibilities, timing of actions, specific events, and the identification of recruiting opportunities. This instruction provides the basic framework for development and implementation of an operations plan. The primary objective is to integrate basic recruiting information into a coordinated plan of action for mission accomplishment for the coming fiscal year.

060103. ACTION. NAVCRUITDISTs will develop and implement annual operations plans. Each Area will designate a Marketing Officer to coordinate the development and maintenance of the operations plan. One copy of the District MOP plans will be forwarded directly to CO, Navy Recruiting Orientation Unit (NORU) for use in the marketing curriculum. Plans should be forwarded no later than 30 September each year.

060104. INTRODUCTION. Successful recruiters realize that time is valuable, and as such, they must properly analyze their assigned territory. This analysis is called marketing. As the size and composition of the primary market changes, it becomes increasingly important that the recruiter adopt a sound analytical approach to recruiting. The recruiter's ability to gather and use pertinent market information to position their efforts will determine the degree of success achieved. Most individual's assigned to recruiting duty are experienced naval officers, chief petty officers and in some cases, senior petty officers but have no previous sales or marketing experience. They are not expected to be marketing experts. The MOP gives them an avenue to plan ahead to reach their goals. The approach used in this section is a step by step method by which a comprehensive and usable planning document may be developed. If each step of this handbook is followed, the end result will be a functional, usable operations plan that is easily updated and an excellent turnover document. There should be a thorough understanding of where you are and where you are going. This document should be written to plan for the next fiscal year. This is particularly true in those cases where OPO programs close out early.

a. Concept and approach.

(1) Stimulates thinking to make a better use of available resources.

(2) Reviews the past year's production.

(3) Reduces crisis management.

(4) Assigns responsibilities and schedules work.

(5) Improves communications within the command.

(6) Coordinates and unifies efforts.

(7) Facilitates control, monitoring and evaluation of results.

(8) Provides source of marketing information for current and future reference.

(9) Facilitates progressive advancement toward a goal.

b. Basic requirements. The Operations Plan should be:

(1) Simple (easy to understand).

(2) Clear (precise and detailed to avoid confusion).

(3) Practical (realistic).

(4) Flexible (adaptable to change).

(5) Complete (covers all significant marketing factors and assigns responsibilities).

060105. RESPONSIBILITIES.

a. OPO

(1) Takes the lead in formulating the officer programs input to the operations plan; recommends specific courses of action in regard to prospecting, lead generation, advertising, market analysis and processing to achieve officer program objectives.

(2) Updates the CO/XO monthly on goal attainment.

(3) Create POA&Ms when out of limits criteria is exceeded.

(4) Provide each recruiter with a copy of respective documentation (Program Calendars, POA&Ms, etc.).

b. OR

(1) Effectively executes the MOP and Program Calendars.

(2) Provides feedback to the OPO on recruiting events (ie. Success/failure/cancellation/actual cost versus planned cost of event and any addition explanations required).

(3) It is paramount that the OR provides early and valuable input to the OPO for the development of the next FY's MOP (Career Fair dates, projected costs for lunch and learns, name list fees, any updates for school accreditations of programs of study, etc.).

c. Advertising Coordinator

(1) Formulates the annual advertising plan in direct support of the MOP.

(2) Monitors advertising budget distribution to meet officer and enlisted objectives and coordinates with Officer and Enlisted Programs officers to ensure timely and direct advertising support to meet all objectives.

d. LEADs Center Supervisor

(1) Directly assists Executive Officer in the coordination and implementation of the plan.

(2) Is the staff advisor on all aspects of marketing and operations planning and factors which may affect the attainment of goals and objectives.

(3) Is responsible for maintenance and management of all market analysis data.

060106. PARTNERING RESPONSIBILITIES. Navy Officer Recruiters must take an active part in the activities of the local community and the NAVCRUITDIST must become another local business. The attitudes an OR displays, actions they take, and activities they engage in shall reflect favorably upon the United States Navy.

a. Community Organizations. The Officer Recruiters and Officer Programs Officers (OPO) shall, with the assistance of the Public Affairs Officer, gather contact information on the following organizations at a minimum:

Chamber of Commerce
Kiwanis
Rotary
Civitan
Optimists
JAYCEES
Fraternal Orders
Elks
Lions
Moose
Eagles
Knights of Columbus
Fleet Reserve Association
Navy League
Naval Reserve Association
Veterans of Foreign Wars

American Legion
American Indian Science and Engineering Society (AISES)
National Society of Black Engineers (NSBE)
Society of Mexican American Engineers and Scientists (MAES)
National Association for the Advancement of Colored People (NAACP)
Society of Hispanic Professional Engineers (SHPE)
National Urban League (NUL)
Hispanic Association of Colleges and Universities (HACU)
National Association of Minority Engineering Programs (NAMEP)
Student National Medical Association (SNMA)
Tau Beta Pi ("Integrity and Excellence in Engineering")
Local and state Professional organizations
Local and state Medical organizations

b. Recruiter Contact Information/Advertising. All ORs shall inspect their respective school and public advertising items to ensure the items and information are both in good condition and current. Posted materials (e.g. station/ NAVCRUITDIST phone numbers) left in a tattered and worn state, or which hold out of date information, reflect poorly on the Navy, and leave a less than desirable impression on our target audience.

060107. TRAINING. Training in efficient time utilization, sales techniques, administrative skills, etc., can have a major impact on the effectiveness of Navy Recruiting. For example, if results reveal that an officer recruiter is not meeting their anticipated potential, investigation might indicate that the recruiter is in need of additional training in a particular area. Relatively inexperienced recruiters may require additional training in the time management aspects of recruiting. An experienced recruiter who seems to be having difficulty may find that a sharing of sales or prospecting techniques may provide him or her with new ideas. Training is an essential element of operational effectiveness. The format for defining and implementing training schedules is not prescribed in this guidance but can be found in COMNAVCRUITCOMINST 1500.4.

SECTION 2

MARKETING

060201. INTRODUCTION. Your District Operations Plan should be written following the steps outlined in this section. You may add additional steps but you must complete every step recommended as a minimum. These general instructions summarize the process from data gathering to final document. At a minimum, the following sections shall be contained within your NAVCRUITDIST's officer programs MOP:

a. Overview:

(1) State the mission, provide a point of historical reference regarding the success and/or challenges experienced in the past year, identify the significant factors expected to play a role (positive or negative) in the team's making mission, a review of the team's state of manning, and identify major areas/themes the team will focus on throughout the coming year.

(2) Provide essential terms and definitions to provide aid in the continuity of production and processing diagnostics. Identify deficient Officer Recruiter and processor core knowledge areas for remediation (marketing/lead development/ prospecting, professional selling skills (PSS), direct specific contact management reporting criteria, and applicant processing).

b. Production Analysis:

(1) Define required prospecting activity to accomplish the mission.

(2) Provide quantifiable Out-of-Limits Criteria (OLCs) (refer to the OPATE in previous chapter).

(a) Out-of-limits criteria shall provide metrics for determining deficiencies in both production program areas and individual recruiter prospecting and goal obtainment.

(b) In addition to the OPATE, the following is a breakdown of some of the variables that would require examination should a relationship fall out-of-limits:

1. Overall Leads Development. Timing and quarterly of a mass marketing campaign, mailing lists, etc.

2. Lead to Contact ratio. Email templates, U. S. mail letter template, voice quality on voice mail messaging (phone power skills), time of attempted contact both by day and time of day, etc.

3. Contact to Prospect ratio. PSS skills feature and benefit competency, organizational skills, etc.

4. Prospect to Applicant ratio. PSS skills, processor/processing management, organizational skills, etc.

5. Applicant to Accession ratio. Quality Assurance measures (seeking the best qualified applicants), processor/processing management, organizational skills and continual contact with applicant.

c. Market Definition. Purpose of this section is to:

(1) Define the markets and identify significant venues to penetrate (e.g., high diversity populated schools, strong past production models, medical/dental schools, engineering schools, etc.).

(2) Provide specific guidance on coordinating local mailout campaigns via NAVCRUITCOM N9/Advertising Agency with career fair attendance, as well as NAVCRUITCOM national diversity event/evolution support.

d. Program Calendars

(1) Program calendars shall contain the dates of specific events (e.g. HBCU, HSI and college career fairs, and NAVCRUITCOM sponsored activities, professional and occupational association events, etc.) within the NAVCRUITDIST's geographical boundaries.

(2) Program calendars provide the OPO with a centralized tracking mechanism for monitoring, analyzing and choreographing OR efforts.

(3) Program Calendars shall contain at minimum the following:

(a) The objective of the calendar.

(b) The tactics to be employed.

(c) Schedule of dates for reoccurring significant events, i.e. published school career fair dates, National Match Day for medical students, etc.

(d) A remarks area to annotate significant information, e.g. reason event was not attended, value of the event, when the activity has been rescheduled.

(e) An activity tracker that indicates the number of scheduled evolutions completed, e.g. 4 for 5. If an activity is not completed, the recruiter shall indicate why in the remarks area provided and indicate in which month it has been rescheduled. The subsequent month's total activities tracker shall be adjusted to indicate the new number of assigned tasks. The original month's activities tracker number; however, is not to be changed regardless of the number of activities cancelled or reassigned.

e. Planning Calendars. Each recruiter will maintain a calendar. The planning calendar will be used to display campus visits, training needs, PQS requirements, prospecting, appointments and other necessary activities scheduled to achieve the OPO department's prospecting and production goals.

(1) For effective long range planning, supervisory personnel will make every effort to use consistent dates for meetings, training and other recurring events.

(2) The calendar will be used as a tool by the OPO in developing a training plan and assisting in identifying recruiting weaknesses of assigned personnel.

060202. MARKETING ENVIRONMENT. Analysis requires a working knowledge of demographics and the particular strengths and weaknesses of the market. The OR shall pinpoint sources of potential quality and quantity accessions to facilitate his/her success. The OR requires data input from external sources (e.g., local news media, political and socio-economical culture) to conduct a population and territory analysis of the market and goal requirements.

a. Demographics. The target populations can be segmented into sub-markets. The primary market for active duty programs is the college market which is comprised of individuals currently enrolled in school. If prospective applicants are not in school, they are part of the work force market. The work force market consists of the employed, unemployed, non-

affiliated civilian and Navy Veterans. The NAVET market is a primary market for Reserve Officer recruiting. Possible sources for market data include:

(1) National Center for Education Statistics, at http://nces.ed.gov/

(2) State Licensure Boards

(3) Professional Organizations (i.e. American Medical Association (AMA), American Optometric Association, etc.)

(4) Local Military Transition Assistance Centers

(5) Navy League Chapters

(6) Naval Reserve Association

(7) Navy Operational Support Centers (NAVOPSPTCEN)

b. Diversity. The diversity markets (African American, Hispanic, Asian Pacific Islander, and Native American) shall be identified within the MOP. The Diversity Directorate at NAVCRUITCOM (00C) can assist in identifying diversity markets.

c. Other Factors. There are certain uncontrollable factors that influence the target market and the recruiter's opportunity to obtain goal. Accordingly, they must be aware of these factors and make logical, informed predictions. Some of these variables will be discussed later in this Chapter.

d. Market Analysis. A market analysis shall be conducted by the OPO with each individual recruiter. As a part of this analysis, the following data should be studied:

(1) College, diversity, and work force market data.

(2) New Contract or Accession data (prior FY, source: NAVCRUITCOM N51) for quality identification and to determine how the Navy is doing compared to last year.

(3) Accession data (current FY) for quality identification and to determine how the Navy is doing relative to current assigned goals.

(4) Quality. There is no single ideal source for determining market quality. Some sources that may be used

include: college ranking surveys, professional organization ranking surveys, and past accession data.

(5) Competition. Your primary competition is from industry, medical affiliates, professional affiliates, and other services.

(6) Economy. Employment opportunities, unemployment rate, inflation, military/civilian pay comparisons, etc.

(7) Resources. Travel funds, manpower (recruiter turnover or gapped billets), support personnel, time, vehicle availability, location of offices, Local and National LEADS.

(8) Goal. Priority programs, difficulty to recruit, goal changes/adjustments.

(9) Community. Attitudes within the local area towards the military.

(10) Other factors pertaining to local territory such as:

(a) Number of nursing, diversity, engineering, and medical schools within the NAVCRUITDIST territory.

(b) Military installation assets to include, TAP Coordinators, PERSUPPDETs, active duty commands, Navy Hospitals, Reserve Component Commands and NAVOPSPTCENs.

(c) Referral sources include active and reserve enlisted recruiters, selected reservists, and Veteran Services Offices (VSOs).

e. Recruiter Territory Assignment. The marketing information and the strategies in the NAVCRUITDIST MOP should ensure each recruiter has a fair share of the market to achieve the NAVCRUITDIST's goal. Although teamwork is the key to making goal, each recruiter shall be assigned an area of responsibility to ensure all facets of recruiting are covered throughout the NAVCRUITDIST.

EXAMPLE 060101: EXAMPLE OF A MARKETING OPERATONS PLAN (TO BE USED AS A GUIDE FOR OFFICER PROGRAMS)

a. OVERVIEW. The mission of Navy Recruiting District (insert your District) Officer Programs Department is to access qualified men and women into the U.S. Navy. To this end, we will use all financial, personnel and organization resources available. "TEAM (insert your District)" has maintained our status as one of the most productive recruiting districts in the nation. Accessing XX officer candidates (__% of the command annual goal) demonstrated to the region and nation that our team concept was a complete success. As we look at FYXX, we must again adjust our focus and look to new ways to achieve success. We will continue to focus on training new recruiters to sell all programs. With about __% of our recruiting staff new to the area and recruiting in general, all must work even harder to help each member of the team be successful. We will focus our team training on specific selling skills relative to Diversity recruiting and develop senior team members to be system experts to aid in program management in the critical areas of Diversity recruiting, Collegiate Management, NUPOC and Medical recruiting. Overall, FYXX promises to be a great challenge for Navy Recruiting District (insert your District) Officer Programs.

b. MANNING. Our success has to be attributed to our recruiter's teamwork, positive attitude and billet experience. We start each FY with (our required manning or shortage). In addition, of the ten recruiters assigned for FYXX, (__%) have less than a year experience. Each recruiter has the responsibility to develop a positive relationship and promote Navy awareness on their assigned campus. Program ownership will be primarily maintained by the team leaders for example Medical Programs Team Leader; Engineering Program Team Leader etc; however, all recruiters will work as team in order to achieve the overall production goals. Early attainment of goals will be our objective. Projected Rotation Dates gives specific details on our manning situation.

c. TERMS AND DEFINITIONS

(1) Lead: A lead shall be any response by a civilian to any form of mass marketing regardless of the sponsoring party (NAVCRUITDIST, Region, Advertising Agency or NAVCRUITCOM).

(2) Contact: Any response on the part of the lead to a locally assigned OR's attempt to contact regardless of media utilized (email, ground mail, phone message, etc.).

(3) Prospect: Any contact who agrees to submit an application for commission.

(4) Applicant: Any prospect whose application for commission has been received by NAVCRUITCOM.

(5) Select: Any applicant who has been selected by NAVCRUITCOM for a commissioning program.

(6) Accession: Any select that has completed the oath of office and signed the appropriate service agreement.

d. SITUATIONAL ANALYSIS

(1) Resources Projections and Implications:

(a) Personnel. Summary paragraph of projected FYXX manpower posture to include rotations of key personnel and potential shortfalls.

Recruiter Billet	Recruiter	Arrival	PRD
Headquarters (District)			
NORS (Name)			

(b) Strengths and Weaknesses. (Use this section to address OPO department's strengths and weaknesses. Such topics as personnel, funding, economics, demographics, goals and policy, past production and/or activity may be used as appropriate).

1. Strengths

2. Weaknesses

e. EXAMPLE OF STRENGTHS

(1) Enthusiasm, manning, and experience, are the department's greatest strengths. Because of our high recruiter turnover in the middle of the FYXX and the small number of in-year OCS/ODS seats available, we must attain high quality prospects early. For this reason, the first and second quarters of the FYXX will identify at least __% of our prospects.

(2) FYXX, the OPO department was superior in all aspects of recruiting. Our team identified and sold the most qualified students and civilian workforce to achieve goal. We were able to close all but Medical program categories, and for the first time in Navy Recruiting District (insert your District) history, all GOF/ENG goals. Our greatest success was in aviation, over shipping by XX %.

f. EXAMPLES OF WEAKNESSES

(1) The Medical Team Leader will be transferring in December and taking five years of recruiting experience with him/her. His/her relief reports two months after he/she transfers making turn-over extremely difficult. In addition we have lost approximately 60% of our seasoned recruiters. As a result, we must train and share information about our programs in a far more effective manner to ensure that these outgoing recruiters turn over each program with minimal production lapses.

(2) Budget. The budget will be reduced/increased from FYXX by XX%. It will be necessary to identify more frugal means for executing our mission. In FYXX, the OPO Department accomplished its mission through the efficient scheduling of recruiter trips and utilization of low cost methods of prospecting.

(EXAMPLE)
NRD (Insert Your NRD name) OPO FUNDING PROJECTION

Budget Item	FY-XX Projected	Used	FY-XX Projected	Used	FY-XX Projected	Used
Nuclear TAD (GOF)	300		500		2,000	
Nuclear COI Event (GOF)	0		0		500	
Medical TAD	0		0		1,500	
Medical COI	1,000		1,000		5,000	
Diversity	0		0		2,000	

Other Officer TAD	20,000		22,000		39,363	
OPE	3,260		2,500		2,750	
Other/TVL/Event	0		0		4,500	
TOTALS	26,060		32,800		55,613	

g. EXAMPLE OF OPPORTUNITIES

(1) Opportunities

(a) Universities. The colleges and universities continue to be a great source of prospecting engineering, pre-med and pre-dental students. Medical Schools continue to be a tough market for medical and dental students due to high tuition costs; however, we have established positive COIs who are willing to help maximize the schools student market. Additionally, recruiters will target an expanded schedule of events involving minority COIs. There are more than XX Colleges/Universities in the (insert your district) AOR.

(b) Professional Schools. As in past years, the key to recruiting success will be our ability to maintain a good working relationship with our COIs and PSLOs. We have five medical schools and four Seminaries. In addition, there are five residency programs in (insert your district) Hospitals. The COIs in these institutions are critical prospecting sources. We have several good engineering schools in our district and we will continue to work them heavily as well.

(c) Workforce. As expected, the workforce population was a major contributor to physician recruiting. We do not expect this to change in FYXX. The completion of two new hospitals in the metropolitan area will provide an increase in workforce health care professionals. It is vital that we work closely with National LEADS to penetrate the market and obtain quality workforce mailing lists.

h. THREATS

(a) Political Factors. The attitude toward the military in (if applicable, place city/state name here) is poor. Due to the small military population, there are many misconceptions, such as pay and shipboard assignments.

(b) Economic Factors. The strong job market continues to be a very difficult context in which to recruit. The unemployment rate is less/greater than (X.X)% and our

competition with industry is tough. Our response will be to provide superior customer service versus the impersonal corporate approach. Additionally, we will stress the relatively rapid rate of advancement, growth in responsibility and unique workplace environment we offer today’s young executive.

EXHIBIT 060102. PRODUCTION TREND TABLES

Previous FY Trend Data Table

	FYXX			FYXX		
Program	**Goal**	**Attn**	**Applicant**	**Goal**	**Attn**	**Applicant**
Nuclear						
Pilot						
Navy Flight Officer (NFO)						
Other OCS, JAG (DA, Students)						
Chaplain ACDU DA						
Chaplain Students						
Physician DA & Physician FAP						
HPSP MC						
Dental ACDU, Dental FAP & In-Year Den Student						
Out-Year Dental Students						
Medical Service Corps ACDU DA						
Medical Service Corps Student (HSCP, HPSP)						
Nurse ACDU DA						
Nurse Candidate Program (NCP)						
OCS/ODS/Student Total						

EXHIBIT 060203. PROSPECT REQUIRED BY PROGRAM TABLE

Prospect Required by Program Table for FYXX (EXAMPLE)

Program	FYXX Projected Goals	Applicants Required (use past years application as a guide)
Nuclear		
Pilot		
Navy Flight Officer (NFO)		
Other OCS, JAG (DA, Students)		
Chaplain ACDU DA		
Chaplain Students		
Physician DA & Physician FAP		
HPSP MC		
Dental ACDU, Dental FAP & In-year Den Student		
Out-year Dental Students		
Medical Service Corps ACDU DA		
Medical Service Corps Student (HSCP, HPSP)		
Nurse ACDUDA		
Nurse Candidate Program (NCP)		
OCS/ODS/Student Total		

SECTION 3

ENGINEERING OFFICER PROGRAMS

060301. MARKETING DEFINITION. Our top recruiting schools include (**list a few of your top schools for Engineering officer recruiting).** We have established COIs who are willing to help maximize the student market. Mail-out campaigns will be coordinated to support and augment recruiter activities, e.g., to precede career fairs, campus blitzes, etc. The specific target program and school lists shall be provided to N9/Advertising Agency with sufficient lead time to allow for appropriate execution. All Priority One engineering schools will be visited once per month, all Priority Two engineering schools will be visited at least once per quarter and all Priority Three engineering schools will be visited at least twice per year. ***(*OPOs should add any additional info they deem necessary).**

060302. PRODUCTION. The following table summarizes past production data in Engineering Officer recruiting for the district and provides a means to identify and assess trends.

	FYXX		FYXX		FYXX		FYXX	
Program	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Est. Closeout date (provided by NAVCRUITCOM)**

060303. STRENGTHS AND WEAKNESSES. Use this section to address NUPOCS program strengths and weaknesses. Topics such as personnel, funding, economics, demographics, goals, and policy, past production and/or activity may be used as appropriate.

a. Strengths:

b. Weaknesses:

060304. COLLEGES/UNIVERSITIES. Engineering Officer Programs Calendar (EXAMPLE)

School	Location	Programs	Priority Rate	Campus Manager

EXAMPLE: ENGINEERING OFFICER PROGRAMS RECRUITING CALENDAR

1. OBJECTIVE. Shape Navy awareness and build a consistent, solid rapport. Seek recruiter participation in major engineering program activities throughout the year.

2. TACTICS

- Maintain positive relations with Campus, Career Counselors, administrators, sororities, fraternities, and professional organizations.

- Use COI events at student associations to spread awareness of Navy officer opportunities.

- Emphasize national and local engineering career fairs.

- Maximize use of E-mail and the Internet.

3. ACTIVITY TRACKER

EXAMPLE OF NUPOC ACTIVITY

1. Establish schedule to visit (PRI 1) NUPOC campuses once a month, (PRI 2) campus once per quarter and (PRI 3) campus twice per year.

2. Establish detailed plan to obtain NUPOC leads by conducting mailouts and acquiring PDCs from campus visits, referrals and recruiter presentations.

3. Generate Leads from local advertising.

4. Organize schedule for engineering deans/professors to attend and EOVs.

5. Schedule a special command function for all NUPOC collegiates.

6. Arrange for and schedule Nuclear Trained Officer for engineering department and professional society (presentations at major market locations).

7. Implement means to ensure compliance with all items on pre/post campus visit check-off list before and after each visit.

8. Develop schedule for monthly meeting with deans or department chairman to promote program/personal opportunity and awareness.

9. Follow-up interested mailout response with phone call and set up interviews.

10. Encourage Collegiates to provide referrals.

11. Place RAD items at college placement centers, libraries, Fraternities, mailouts, etc.

Note: The above listed action items should be used as a guide and can be tailored to meet the OPO department's needs. OPOs or ORs should also add items to their calendars that would be beneficial for their recruiting purposes

SECTION 4

GENERAL OFFICER PROGRAMS

060401. MARKETING DEFINITION (Example). Our top general officer recruiting schools include (**list a few of your top schools for general officer recruiting)**. Mail-out campaigns shall be coordinated to support and augment recruiter activities, e.g., to precede career fairs, campus blitzes, etc. The specific target program and school lists shall be provided via N9/Advertising Agency with sufficient lead time to allow for appropriate execution. All Priority One schools will be visited least once per month, all Priority Two schools will be visited at least once per quarter and all Priority Three schools will be visited at least twice per year, by the campus managers. **(OPOs should add any additional info they deem necessary.)**

060402. PRODUCTION. The following table summarizes past production data in general officer recruiting for the district and provides a means to identify and assess trends.

	FYXX		FYXX		FYXX		FYXX	
Program	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Est. Closeout date (provided by NAVCRUITCOM**

060403. STRENGTHS AND WEAKNESSES. Use this section to address GOF program strengths and weaknesses. Topics such as personnel, funding, economics, demographics, goals, and policy, past production, and/or activity may be used as appropriate.

a. Strengths:

b. Weaknesses:

060404. COLLEGES/UNIVERSITIES

School	Location	Programs	Priority	Campus Manager

GENERAL OFFICER PROGRAMS CALENDAR RECRUITING CALENDAR

1. OBJECTIVE. Shape Navy awareness and build a consistent, solid rapport. Seek recruiter participation in major program activities throughout the year.

2. TACTICS

- Maintain positive relations with Campus, Career Counselors, administrators, sororities, fraternities, and professional organizations.

- Use COI events at student associations to spread awareness of Navy officer opportunities.

- Emphasize national and local career fairs.

- Maximize use of E-mail and the Internet.

3. ACTIVITY TRACKER

EXAMPLE OF GENERAL OFFICER ACTIVITY

1. Schedule meeting with key enlisted recruiters to ensure that they know the major qualifications for general officer programs.

2. Establish schedule to update "Navy Opportunities" notebooks in placement offices or mailboxes.

3. Generate General Officer Program leads by conducting mailouts (and/or selective media placement).

4. Schedule/attend EOV trips for selected Deans and COIs.

5. Compile and update list for COIs.

6. Obtain mailing list from all PRI 1 and PRI 2 schools and some PRI 3 schools.

7. Order monthly necessary RAD material (for campus visits, mailouts, etc.).

8. Prepare mailouts.

9. Advertise in college papers prior to campus visits.

10. Conduct direct mail to juniors/seniors announcing visit three weeks prior to visit (where list is available).

11. Attend college career fairs.

12. Encourage Collegiates to provide referrals.

13. Schedule Collegiates events and meetings.

14. Visits to the local NAVOPSPTCEN.

Note: The above listed action items should be used as a guide and can be tailored to meet the OPOs needs. OPOs and ORs should also add items to their calendars that would be beneficial for their recruiting purposes.

SECTION 5

MEDICAL OFFICER PROGRAMS

060501. MARKETING DEFINITION (Example). Our top recruiting schools include (**list a few of your top schools for Medical Officer recruiting).** We have established COIs who are willing to help maximize the student market. Mail-out campaigns shall be coordinated to support and augment recruiter activities, e.g., to precede career fairs, campus blitzes, etc. The specific target program and school lists shall be provided via N9/Advertising Agency with sufficient lead time to allow for appropriate execution. All Priority One medical schools will be visited least once per month, all Priority Two medical schools will be visited at least once per quarter and all Priority Three medical schools will be visited at least twice per year, by the Campus Managers. **(OPOs should add any additional info they deem necessary.)**

060502. PRODUCTION. The following table summarizes past production data in medical officer recruiting for the district and provides a means to identify and assess trends.

	FYXX		FYXX		FYXX		FYXX	
Program	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Est. Closeout date (provided by NAVCRUITCOM)**

060503. STRENGTHS AND WEAKNESSES. Use this section to address Medical program strengths and weaknesses. Topics such as personnel, funding, economics, demographics, goals, and policy, past production and/or activity may be used as appropriate.

a. Strengths

b. Weaknesses

060504. COLLEGES/UNIVERSITIES

School	Location	Programs	Priority Rate	Campus Manager

MEDICAL OFFICER PROGRAMS CALENDAR RECRUITING CALENDAR

1. OBJECTIVE. Shape Navy awareness and build a consistent, solid rapport at all assigned Medical and Nursing schools and colleges with specific Medical Service Corps specialties. Seek recruiter participation in major medical program activities throughout the year.

2. TACTICS

- Maintain positive relations with Campus, Career Counselors, administrators, sororities, fraternities, and professional organizations.

- Use COI events at medical student associations to spread awareness of Navy officer opportunities.

- Emphasize national and local medical career fairs.

- Maximize use of E-mail and the Internet.

3. ACTIVITY TRACKER

EXAMPLE OF MEDICAL OFFICER ACTIVITY

1. Generate medical leads by conducting local mail-outs to priority one and priority two schools, state licensure lists, and residency programs.

2. Generate medical leads through local ad placement in journals, newsletters, school newspaper, etc.

3. Ensure all OTools medical leads are actively worked in a timely matter.

4. Work with ADCO and LPTS to ensure that mail-out campaigns are producing qualified and interested Leads. If not, analyze mail-outs for content and distribution.

5. Ensure teaching hospitals are visited quarterly.

6. Develop plan/execute medical society speaking engagements.

7. Present active and reserve recruiting presentations to Selected Reservists at the NAVOPSPTCEN. Speak with current medical selected reservists for potential recall opportunities

and request speaking opportunities at hospitals and schools where Selected Reservists are affiliated.

8. Schedule luncheons for student organizations.

9. Work with Region MOPO for physician speaker bureau personnel and coordinating Medical VIP trips for EOV and potential applicants.

10. Utilizing AMA Frieda contact residency directors to obtain listings of residents in specialties critical to Navy physician manning.

11. Purchase State Medical Society Handbook and state licensure lists for physicians, dentists, nurses and allied medical service corps applicants.

12. Working with the ADCO and LPTS prepare local mail-outs.

13. Place posters with reply cards in major teaching hospitals, dental schools, medical schools, nursing schools and other allied medical service corps schools.

14. Contact financial aid office to inquiry if scholarship information can be sent to current and prospective students.

15. Obtain a list of all undergraduate programs leading to medical, dental, optometry, pharmacy, etc. schools and send out mailers.

16. Formulate a list of all local medical career dates and convention dates and determine the feasibility and cost of attending these functions.

17. Compile data, analyze and brief overall effectiveness of lead generation efforts (i.e., mailouts, ad plan, DEP meetings, COI assists, etc.) at least quarterly at OPO production meetings.

18. Contact active and inactive Navy students (HPSP, HSCP, FAP, and NCP) within the District’s schools for marketing assistance and referrals.

19. Obtain student name lists from the medical, nursing, dental and medical service corps schools.

20. Deliver pre-packaged mail-outs to mailboxes of students at medical schools.

21. Determine if any Navy active duty person is conducting Duty Under Instruction (DUINS) within your District and use them to assist with presentations and interviews.

22. Advertise for upcoming Medical and Diversity VIP trips.

23. Attempt to obtain email addresses and conduct email blasts twice a semester; if can’t obtain email addresses attempt to send out emails via a professor or other Navy student.

24. Attempt to bring back recently graduated Navy students to visit with their college peers.

25. Obtain names of pre-med organization presidents, student officers and faculty advisors.

26. Provide brochures and fact sheets to financial advisors and registrars.

27. Schedule HPSP and HSCP DEP meeting or function and have each bring at least two friends.

28. Work with CLO and PSLO to provide a lunch and learn for students within their organizations.

29. Contact the Blue and Gold Officer and inform them about the various medical programs.

30. Send a mail-out to the IRR people informing them about potential bonuses and recall opportunities.

31. Obtain a medical Release from Active Duty (RAD) list and send out information concerning affiliation bonuses and the opportunities in the Reserves.

32. Attend TAP classes/briefs.

33. Work with the MTF Operational Support Officer on presenting to personnel with a pending RAD date.

34. Attend Match-Day event for residents.

35. Attend all medical, dental, nursing and allied medical service corps orientation day.

36. Request to set-up a fruit-stand with current navy students at schools within your district.

37. Attend university graduation or post ceremony when conducting a superseding or commissioning.

38. Attend the State Nurse and State Nursing Student annual convention.

39. Contact student organization's president for information on how to market their school, i.e., presentations, lunch and learn, etc.

40. Visit local NAVOPSPTCENs and attached reserve medical units

Note: The above listed action items should be used as a guide and can be tailored to meet the OPO's needs. OPOs or ORs should also add items to their calendars that would be beneficial for their recruiting purposes.

SECTION 6

DIVERSITY RECRUITING

060601. MARKETING DEFINITION (Example). Our top recruiting schools include (**list a few of your top schools for Diversity officer recruiting).** We have established COIs who are willing to help maximize the student market. Mail-out campaigns shall be coordinated to support and augment recruiter activities, e.g., to precede career fairs, campus blitzes, etc. The specific target program and school lists shall be provided via N9/Advertising Agency with sufficient lead time to allow for appropriate execution. All Priority One diversity schools will be visited least once per month, all Priority Two diversity schools will be visited at least once per quarter and all Priority Three Diversity Schools will be visited at least twice per year, by the Campus Managers. **(OPOs should add any additional info they deem necessary.)**

060602. PRODUCTION. The following table summarizes past production data in Diversity recruiting for the district and provides a means to identify and assess trends.

	FYXX		FYXX		FYXX		FYXX	
Category	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Attn**	**Goal**	**Est. Closeout date (provided by NAVCRUITCOM)**

060603. STRENGTHS AND WEAKNESSES. Use this section to address Diversity program strengths and weaknesses. Topics such as personnel, funding, economics, demographics, goals, and policy, past production and/or activity may be used as appropriate.

a. Strengths

b. Weaknesses

060604. COLLEGES/UNIVERSITIES (HBCUs or Schools with a high population of Diversity)

School	Location	Programs	Priority	Campus Manager

DIVERSITY RECRUITING CALENDAR RECRUITING CALENDAR

1. **OBJECTIVE**: Shape Navy awareness and build a consistent, solid rapport within the Hispanic, Black, and API communities. Seek recruiter participation in major minority activities and holidays throughout the year.

2. **TACTICS**:

- Maintain positive relations with Campus, Career Counselors, administrators, sororities, fraternities, and professional minority organizations.

- Use COI events at student associations to spread awareness of Navy officer opportunities.

- Emphasize national and local minority career fairs.

- Maximize use of E-mail and the Internet.

- Encourage qualified minority applicants from the enlisted DEP pool to apply.

- Attend and liaison with major diversity event coordinators.

Major Minority Events (Example)

January:	Martin Luther King Holiday
February:	Black History Month
May:	Cinco De Mayo
September:	Hispanic Heritage Month

- Utilize all available recruiting assets such as minority officer testimonies and the NNOA.

3. ACTIVITY TRACKER

EXAMPLE OF DIVERSITY OFFICER ACTIVITY

1. Generate diversity leads by conducting mailouts and acquiring PDCs from campus visits, referrals, and recruiter presentations.

2. Develop and maintain an updated list of minority enrollment and necessary data for all major colleges and universities in your NRD's AOR.

3. Acquire list of all diversity seniors/juniors at colleges with significant diversity enrollment where previous officer candidates have been selected and conduct mailout to all juniors and seniors to sell OCS/ODS.

4. Schedule campus visits to PRI 1, PRI 2 and PRI 3 schools for purpose of identifying potential candidates for general programs.

5. Develop visit schedule to make a presentation at least quarterly to a minority influential group such as a newspaper, radio station, TV station, school group or community group.

6. Compile a list of local/regional politicians active in affirmative action/diversity affairs programs. Follow up with phone call/visit to explain Navy opportunities and enlist their assistance.

7. Schedule diversity EOV.

8. Setup special diversity booths at college career fairs.

9. Schedule COI luncheons for college counselors and civic dignitaries.

10. As necessary, conduct diversity school blitz utilizing area staff and regional expertise.

11. Advertise in selected minority media to generate leads.

12. Schedule Navy opportunity presentations to campus minority organization (i.e. NSBE, SWE, etc.).

13. Obtain at least one new COI per campus visit by utilizing present COIs and canvassing areas of influence.

14. If available, task CLO to identify African American Officers on campus.

15. Provide diversity officers to speak to minority groups and organizations.

16. Have diversity poster and other RADs on campus at the start of classes.

17. Goal each CLO for a least two monthly referral leading to an interview.

18. Contact established minority COIs on each campus for assistance in procuring name lists for direct mail efforts.

Note: The above listed action items should be used as a guide and can be tailored to meet the OPOs needs. OPOs should also add items to their calendars that would be beneficial for their recruiting purposes.

EXAMPLE (1) OF OCTOBER PROGRAM CALENDAR

Recruiter: LT Better Recruiter

1. Attend University of XXXXXXX career fair.

Completed _____ Date _____

Remarks _____

_____

2. Attend all assigned Priority One Schools (list all priority one schools to attend for the month)

a. b.
c. d.
e. f.

Remarks _____

_____

3. Obtain mailing list from PRI 1 schools

Completed _____ Date _____

Remarks _____

_____

4. Conduct mail outs of assigned schools

Completed _____ Date _____

Remarks _____

_____

5. Attend OPO monthly production meeting

Completed _____ Date _____

X of 5 evolutions completed

EXAMPLE (2) OF OCTOBER PROGRAM CALENDAR

ORS XYZ									
OCTOBER									
Program		**Action Item**		**Projected Cost**	**Action Officer**	**Completion Date**	**Remarks**	**Leads Generation**	
ALL	1	Obtain any school list/professional list not yet received						GOAL	ACTUAL
	2	Get all lists to Leads for Mail-Outs							
GENOFF									
	1	Conduct BDCP Presentation at the following schools:							
		ABC University		$100	Jones	10-Oct-08	Took Pizza for lunch. Good turn out of 30 students. Will give name list to LEADS. Developed 5 quality leads into contacts afterwards.	40	25
		State College		$75	Smith				
	2	Conduct campus Visit at the following schools:							
		XYZ University			Smith				
		City College			Jones				
	3	Attend Career fair at following schools:							
		Townville University							
					Jones				
NUKE									
	1	Conduct NUPOC presentation at the following schools:							

ORS XYZ									
OCTOBER									
Program		**Action Item**		**Projected Cost**	**Action Officer**	**Completion Date**	**Remarks**	**Leads Generation**	
		Burgton State		$100	Doe	5-Oct-08	Took Pizza for lunch and learn. Bad turn out as only three people showed up for presentation. Did not plan this event enough in advance and poorly advertised it. None of the three that showed up seemed interested, just wanted the pizza.	20	3
	2	Conduct NUPOC Mail-out to school lists			LEADS				
MEDICAL									
	1	Give HPSP presentation at following schools:							
		XYZ University			Birdsong				
DIVERSITY									
	1	Give presentation to NSBE chapter at ABC Tech			Smith				
MISC									
	1	Contact Collegiates twice using contact report			ALL				

ORS XYZ									
OCTOBER									
Program		**Action Item**		**Projected Cost**	**Action Officer**	**Completion Date**	**Remarks**	**Leads Generation**	
	2	Production review with OPO on 1st and 15th			ALL				
	3	Submit completed MOP work list to OPO by 5th of following month			ALL				
	4	Production meeting at HQ 5-7th			ALL				

POA&M. Per the MOP and OPATE, when a production area is identified as out-of-limits after the first quarter of the fiscal year, the OPO will develop a POA&M. The CO will review and approve, by signature and date, each POA&M every week until noted out-of-limit criteria are resolved.

a. POA&Ms will be developed utilizing the following developmental steps:

Step 1: Identify the relationship(s) that is out of limits.

Step 2: Examine/Analyze all relevant activities within the MOP previously assigned for the purpose of achieving the desired level of activity in support of the particular area that is out of limits to assess MOP compliance and effectiveness. Variables such as media (type and quality), prospecting activities, PSS proficiency, processing procedures, etc., are to be principal among the activities examined.

Step 3: Develop activities and procedures to address the identified weaknesses.

Step 4: Implement the POA&M with specific timeline requirements.

Step 5: Review/Assess the plan's effectiveness in resolving the out-of-limits condition(s).

b. The OPO will provide a monthly written status report to the CO on the status of all outstanding POA&Ms. Once a program is no longer out-of-limits, the completed POA&Ms will be initialed and dated by the CO. Completed POA&M will be retained for two years.

POA&M EXAMPLE

1. Having collected and analyzed all the data, it is now time to construct the POA&Ms. There should be a program POA&M for the major programs that falls out of limits. If more are desired, it is at the district's discretion. Required officer program categories are:

a. General Officer
b. Medical
c. NUPOC
d. Diversity
e. Reserve
f. Chaplain

2. As previously stated, it is understood that as soon as the program category is written on the form, the goal is to meet and exceed all qualitative and quantitative requirements. Each district will probably have some secondary or personal objectives that it would like to set in order to improve in some area. Space has been provided for these objectives on the form and is highly encouraged. Face it, even if you're number one, there's probably some area where you can improve - do it quicker, easier, more cost-effectively or out-do yourself from last year. Keep in mind these are your objectives. Shoot for realistic improvements; trying to go from last to first may be possible but not probable in one fiscal year. What may be a "realistic" goal/objective for one district might be "idealistic" for yours. Constant, gradual improvement and fine-tuning is the real objective here. Again, there is no required number of objectives.

3. Your program POA&M, along with their specific action items are the real meat and working portion of your plan. Between your analysis and last year's POA&Ms, you probably already have a majority of action items mentally noted.

4. Brainstorming and selecting for your XXX Calendar is a team effort. Be specific but, there is no need to state the obvious or list things that are covered under other instructions. Consider all the possible actions, then:

a. Select all feasible and desired action steps.

b. List each step in expected chronological order.

c. Establish start/stop/due dates when the action is to be accomplished. Foremost actions there will be only a single date; if it is ongoing, monthly or quarterly, say so.

d. Identify the persons accountable for insuring the action step is accomplished on time.

e. If appropriate, identify persons who will assist and/or resources needed for the action step.

f. For a graphic display, you may place the date, a circle or triangle opposite each action step in the monthly column(s) when the action is completed

g. Your POA&Ms is the key to an effective plan. They provide a tool to ensure that your efforts are coordinated. They also provide a management system to track progress. Update the POA&Ms as you progress. Don’t hesitate to make pen and ink changes/additions/deletions as needed over time.

Note: These POA&Ms are the working portion of your plan. They shall be tracked to completion unless otherwise modified. There is no required number of action items or number of pages for the program POA&M. Additionally, describe any miscellaneous items not covered in the outline that you consider important facts to be considered for planning. Sub-plans for training, advertising, etc., will be included in the annexes of your overall plan but may be referred to here if appropriate.

POA&M EXAMPLE:

Plan of Action and Milestone							
Action Item	Start Date	Expected completion date	Action Officer	Corrective Action	Percent Complete	Comments	

(This Page Intentionally Left Blank)

CHAPTER 7

FORMS AND DOCUMENTS

SECTION 1

INTRODUCTION

070101. CONTENTS OF CHAPTER. This chapter provides information on the various forms, documents and checklists required to complete and process an applicant's package for enlistment/commissioning.

a. Forms. All forms are good for 90 days from date of applicant's signature unless otherwise indicated. Forms and documents necessary for the processing of Navy applicants for Active and Reserve commissioning that do not appear in this manual can be located on the NAVCRUITCOM publication website http://www.cnrc.navy.mil/Publications/directives.htm.

b. Documents, forms, and checklists. When documents, forms, and checklists are handwritten, they must be legible. When they are typed, they must be as close to letter perfect as they can be, due to the contractual nature of the package. Reproduced documents must be legible.

c. Handwritten Initials. Unless otherwise indicated, all applicants' initials are to be handwritten, not printed.

d. Full Signature. Unless otherwise indicated, the applicant's signature will be in full (first name, middle name, last name) format.

e. Witness Signatures. All certification or witness signatures must be completed at the same time and place as the applicant's signature.

070102. FORM CHANGES, ADOPTION AND CANCELLATION PROCESS. All changes, adoptions and cancellations to forms, checklists, and page 13s must be authorized by NAVCRUITCOM Forms Control Officer, (OO2SD). Personnel are **PROHIBITED** from altering or promulgating any form without prior approval from NAVCRUITCOM (OO2SD). All NAVCRUITCOM forms, checklists and page 13s are available for download at http://www.cnrc.navy.mil/publications/forms.htm.

070103. FILLABLE FORM SAVE RESTRICTION. Many of the forms use Adobe Reader. They can be filled in and printed, but cannot be saved with changes unless using the full version of Acrobat Adobe Writer or SCAN to PC Desktop Professional.

070104. APPLICATION PROCESSING AND SUMMARY RECORD (CHECKLIST REV 10/07). The Checklist shall be completed prior to submission for all applications.

070105. MAXIMUM AGE STATEMENT OF UNDERSTANDING. All officers who will be beyond their 42nd birthday on the day of their commissioning are required to acknowledge the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62 by signing the Maximum Age Statement of Understanding contained within the respective Service Agreement.

070106. GPA CALCULATION WORKSHEET. GPA calculation will be submitted on the GPA calculation worksheet. GPAs not computed on a 4.0 scale shall be normalized to a 4.0 scale. Colleges and classes with a pass/fail system/grade will not be added to the GPA.

a. For Direct Appointment Medical Programs and Direct Commissions, enter cumulative GPA of the qualifying degree from most recent college attended.

b. For applicants are enrolled in a Masters or Doctorate program, the Masters or Doctorate GPA shall be used.

c. For all Medical Student Programs, enter Cumulative GPA for all colleges attended.

070107. CONTINGENT RESIGNATION LETTER. Applicants holding a commission who desire to resign commission contingent on acceptance to a program should refer to MILPERSMAN 1920-170 and 1920-190 for format.

070108. REQUESTING COPIES OF MILITARY PERSONNEL RECORDS. Military personnel records of former military personnel may be requested by the applicant online from the National Personnel Records System at:
http://www.archives.gov/veterans/evetrecs/.

SECTION 2

FORMS

070201. EVIDENCE OF CITIZENSHIP(NAVCRUIT 1100/25). The NAVCRUIT 1100/25 will be completed by all officer applicants who are naturalized citizens. Certificates of Naturalization shall not be photocopied.

070202. HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY CERTIFICATE (NAVCRUIT 1100/27). All collegiate and OCS applicants shall read and sign the NAVCRUIT 1100/27 prior to participating in any physical fitness activities, including testing.

070203. APPLICATION FOR COMMISSION (NAVCRUIT 1131/2)

a. Will be completed by all applicants prior to submitting an application package.

(1) Recall to active duty applicants will complete.

(a) Security Information, Section V; summarizes information contained on the SF-86 and any prior drug use.

(b) Military Service Summary, Section V.

(c) Remarks, Section VI; used to elaborate/amplify as needed on any questions answered in Security Information, Section IV.

(d) Motivational Statement, Section VIII, statement for seeking a commission.

b. Dependent upon the applicant's answers to individual questions, additional documentation may be required.

070204. ACADEMIC DEGREE COMPLETION PLAN (NAVCRUIT 1131/4)

a. The NAVCRUIT 1131/4 as required per the appropriate application check list.

b. All degree plans shall include course number, title and number of hours listed by specific term. Generic lists of courses needed for graduation are not acceptable. The degree plan shall indicate major and expected graduation date. The form must be signed by the applicant's academic advisor or other

appropriate school official. It is acceptable to list elective courses without showing specific course number/title.

c. On-line academic degree plans are acceptable, provided they include the specific information listed in items 1 through 3 of the NAVCRUIT 1131/4.

070205. ADMINISTRATIVE REMARKS (NAVPERS 1070/613). The NAVPERS collegiate management process are exhibits located at the end of the applicable section 1070/613 will be used to document special circumstances not covered by other forms or directives. If necessary, the NAVCRUITDIST shall complete additional NAVPERS 1070/613 entries per MILPERSMAN 1070-320.

070206. APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY (NAVPERS 1331/5). Applicants for recall to active duty in the Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps shall complete the NAVPERS 1331/5.

070207. DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE (NAVPERS 1740/6)/ FAMILY CARE PLAN ARRANGEMENTS (NAVPERS 1740/7). Any applicant that is a single parent with physical custody of dependent children or any applicant with a military spouse and dependents shall complete the NAVPERS 1740/6 and NAVPERS 1740/7 for review by the NAVCRUITDIST CO/XO. The NAVCRUITDIST CO/XO shall evaluate the NAVPERS1740/7 and, based on his/her evaluation, endorse a Family Care Plan Certificate (NAVPERS 1740/6). Such applicants shall be advised by the OPO that all individuals accepted for Naval service are expected to maintain a high degree of commitment to his/her professional responsibilities, and that no exemptions from policies or preferential treatment, to include duty assignments, are extended on the basis of dependency status.

070208. ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. **Use of Form.** DD Form 4 (OCT 2007) documents enlistment and reenlistment in the Armed Forces. Upon execution, DD Form 4 is an official legal agreement between the U. S. Government and enlisted member. The language used in DD Form 4 specifies in clear English, the terms of the enlistment, to avoid future recruit and/or parent misunderstandings.

b. **Preparation.** Although the processor completes the DD Form 4, the service representative who accepts an applicant for enlistment must verify typed entries for corrections before

signing the completed form and explain all applicable parts of the document to the applicant; therefore, instructions for completion are provided to ensure quality control.

(1) The processor prepares DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. Natural capitalization (i.e., the first letter of most proper nouns) and spacing must be used for all entries requiring the individual's name. Punctuation is not used in individual's name.

Example: Jones James La Verne; de la Croix Roger William.

Other entries must be typed exactly as shown on the example. All signatures must use reproducible black or blue-black ink.

(2) DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member; therefore, special care to complete all items correctly without typewriter strikeover. Erasures or corrections in ***Items 5*** (date of enlistment) and 8 (service, period of enlistment, and paygrade) and sections E, G, and H are not authorized and require the form to be regenerated. The applicant and sponsoring service representative must initial any changes or corrections in other items.

(3) Errors discovered after the member's enlistment must be corrected under MILPERSMAN Article 1070-210 by the appropriate Navy Administrative Command/Personnel Support Activity with delegated authority to correct and report errors on new enlistment documents directly to the Chief of Naval Personnel.

(4) Before signing the completed form, the processor will verify typed entries for corrections and explain all applicable parts of the document to the applicant.

(5) In administering the oath, the words "So Help Me God," may be omitted by any person who elects to affirm rather than swear.

c. Instructions for Completing DD Form 4

(1) **Section A. Enlistee/Reenlistee Identification Data**

(a) **Items 1 thru 7**. Are completed by the processor and verification for accuracy will be conducted by the OR/OPL.

1. **Item 1.** Enter applicant's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods or commas. In addition, an apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens.

Examples:

John Q McAffee is shown as:
MCAFFEE JOHN Q
James Henry O'Brien Jr is shown as:
OBRIEN JAMES HENRY JR
M Harold Smith-Connally is shown as:
SMITHCONNALLY M HAROLD

2. **Item 2.** Enter applicant's Full SSN

3. **Item 3.** Enter street, city, county, state, country, and Zip code the applicant claims as his/her permanent home of record.

Note: A POST OFFICE BOX IS NOT ACCEPTABLE

4. **Item 4.** Enter military installation/city and state of enlisting/reenlistment activity's location.

Example: NAVY RECRUITING DISTRICT FRESNO, CA

5. **Item 5.** Enter date of enlistment/reenlistment in YYYYMMDD format.

6. **Item 6.** Enter date of birth in YYYYMMDD format.

7. **Item 7.** In the spaces provided, enter total active and inactive service completed before date of enlistment/reenlistment. If no prior service, enter "00" in each block. If member has prior service, enter as six numerals in each line:

Example: 03 09 11

(2) **Section B. Agreements**

1. **Item 8**. In the space following "list branch of service" enter NAVY), in the space following "this date for" enter number of years applicant is enlisting for, using an Arabic numeral. If applicable fill out weeks. In the space following "in pay grade" enter permanent pay grade.

Example: "E3".

In the space following "list name of Annex(es) and describe" enter the name, form number, and date of the applicable service agreement.

Example: NURSE CORPS ACTIVE DUTY, 2900 SERVICE AGREEMENT NAVCRUIT 1131/133 (Rev 10-08)

In the space following REMARKS: (if none so state.) enter NONE

(3) **Section C. Partial Statement of Existing United States Laws**

(4) **Section D. Certification and Acceptance**

(a) **Item 13a**. Self-explanatory.

1. **Item 13b. Signature of Enlistee/Reenlistee**. Applicant must sign full name in first, middle, and last name sequence.

Example: George Eldon Copperperson

2. **Item 13c. Date Signed**

Example: 19970605

Note: Items 14 thru 17. Will be verified for accuracy by either the OR or OPO and signed in the appropriate blocks.

(5) **Section E. Confirmation of Enlistment or Reenlistment**

(a) **Item 19**. Enlistment/Reenlistment Officer Certification

(b) **Item 19 a thru g.** Will be verified for accuracy by either the OR or OPO and signed in the appropriate blocks.

Note: DD Form 4/3. For DEP only-Record applicant's full name (in last, first and middle name sequence) and SSN in block at top of DD Form 4/3. See instructions for *Items 1* and *2*. If official change in name has occurred; e.g., due to marriage, enter new name. Also enter in *Item 1* (Name).

(6) **Section F/G/H** **NOT REQUIRED FOR OFFICER ENLISTMENTS**

070209. CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) and REPORT OF SEPARATION AND RECORD OF SERVICE (NGB-22)

a. The DD Form 214 is required whenever an applicant has indicated prior active or inactive duty in another service. The NGB-22 is required whenever an applicant has indicated prior service in the National Guard (including State National Guard).

b. As applicable, Copy 2 or Copy 4 of the DD-214 or a copy of the NGB-22 shall be forwarded to NAVCRUITCOM in the application package (USPHS may not have DD 214, and must provide a Discharge Certificate or Annual Point Summary).

070210. REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)

a. DD Form 368 is required prior to enlisting/commissioning any applicant currently under contract with the Reserve component of any branch of the Armed Forces (including the Navy Reserve, National Guard, or Air National Guard). Navy Reservists may be authorized release from the Navy Reserve for recall or enlistment in another component or service, active or inactive, per DoD Directive 1205.5 and as specified in this chapter. Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted. NAVPERSCOM (PERS-913) is the approval authority for all enlisted DD 368 (Exhibit 070101). NAVPERSCOM (PERS-911) is the approval authority for all officer requests. Unit and NAVOPSPTCEN COs do not have approval authority to release members to another branch of service.

b. Application requirements. The following are prerequisites for release to be commissioned, recalled, or enlisted in another component or service, active or inactive:

(1) DD Form 368 shall be used in all cases involving inter-service transfers. It shall also be used when enlisted personnel are entering the U.S. Navy active component (AC) via NAVCRUITCOM.

(2) Personnel are not authorized release for enrollment in the DEP of an active component.

c. Special procedures for enlisted personnel. Personnel serving under the following programs or policies have specific conditions for release that must be met prior to approval.

(1) Members currently affected by a Navy-wide stop-loss policy or identified for mobilization/Presidential Selected Reserve Call-Up (PSRC).

(2) Navy Reserve Accession Course (NRAC) personnel who have not completed their IADT requirements.

(3) Members serving in a rating that is listed as CREO category "1."

(4) Members possessing a critical NEC.

(5) Members assigned to a priority placement unit designated by Commander Fleet Forces/Commander Navy Reserve Forces Command.

(6) Members in receipt of a bonus for their current enlistment.

(7) Members serving in a temporary rating.

(8) Individuals enrolled in the NCS program.

(9) Members in NAT program with fewer than 24 months of service as a mandatory drilling Reservist.

(10) All members of the IRR who wish to enlist USN (AC) must have a DD Form 368 approved by NAVPERSCOM (PERS-913). Personnel who were transferred to the IRR as “unsat drillers – not recommended for reaffiliation” or “not recommended for reenlistment” will receive a note in the remarks section of the DD Form 368 reading “not recommended for reaffiliation” or “not recommended for reenlistment,” as appropriate, if approved for transfer.

d. Processing Procedures.

(1) Ensure the document is accurately completed and all information and dates are correct.

(a) For members assigned to a NAVOPSPTCEN forward the DD Form 368 to the NAVOPSPTCEN. The NAVOPSPTCEN will forward the DD Form 368 and all required endorsements to NAVPERSCOM (PERS-913).

(b) For members of the IRR forward the DD 368 for disposition to:

Commander
Navy Personnel Command
Attn: PERS-913
5720 Integrity Drive
Millington, TN 38055-4911

(2) For approved DD Form 368: NAVCRUITDIST will complete Section III and attach enlistment documentation and forward to the losing activity (i.e., NAVOPSPTCEN for members currently drilling or NAVPERSCOM (PERS 912) for members of the IRR) for proper discharge procedures. For IRR personnel mail DD 368 to:

Commander
Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington, TN 38055-4911

(3) For disapproved DD Form 368: File with the applicants residual file and maintain for the appropriate time frame.

e. Responsibility. The NAVOPSPTCEN shall track approved DD Form 368s for their members to ensure enlistment/appointment paperwork is received so that discharge entries may be entered into NSIPS.

f. Other Service Reserve Component, National Guard or Air National Guard

(1) Member is participating with a Reserve Unit. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the appropriate approving authority. Enlistment or reenlistment will not be effected until approval of the release has been received in writing by the enlisting activity. Approving authority is the unit commanding officer or as delegated by the unit commanding officer.

(2) Member is not participating with a Reserve Unit

(a) United States Army Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be filed in the residual.

Commander, ARPERCEN
Attn: ARPC-SFS-T
9700 Page Boulevard
St Louis, MO 63132-5200

(b) United States Air Force Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so that discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be retained in the residual file.

Headquarters ARPC/DPS
6760 East Irvington Place
Denver, CO 80280-4000
ATTN: Separation Branch
FAX: (478)327-2215
DSN: 497-2215

(c) United States Marine Corps Reserve (USMCR), United States Army National Guard (USARNG), United States Air National Guard (USANG), United States Coast Guard Reserve (USCGR). Approved request required. Enlistment or reenlistment **WILL NOT** be executed until approved DD Form 368 is received by the enlisting activity. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the activity listed below. A copy of the DD Form 368 will be retained in the residual file.

1. Marine Corps Reserve

USMCR
Commanding General
Marine Corps Reserve Support Command
15303 Andrews Road
Kansas City, MO 64147-1207

2. Army National Guard and Air National Guard. Mail to the Adjutant General of the state in which the National Guard unit is located.

3. Coast Guard Reserve. There are several Integrated Support Commands (ISC), throughout the United States that maintain Service Records for Coast Guard IRR members. The DD Form 368 must be sent to the specific ISC that maintains the member's service record. The address of the ISC that the DD Form 368 is forwarded to can be obtained from:

a. The IRR member.

b. The local Coast Guard recruiter.

c. The Maintenance and Logistic Command (MLC) at (757) 628-4507.

4. Upon return of the DD Form 368, verify clearance recommendation for enlistment. If clearance is not granted, inform the applicant and stop processing. Upon enlistment, the recruiter will sign and date as the Certifying Official.

070211. POLICE RECORD CHECKS (PRCs) (DD FORM 369)

a. DD Form 369s are required on all applicants who self-admit to criminal or juvenile offenses, or have a current offense. A written statement with detailed information on the offense and lessons learned is required for each separate offense

b. The application may be forwarded prior to completion of the DD Form 369. However, PRCs must be completed prior to enlistment/appointment. If, during the investigation, a PRC reveals any police or juvenile involvement not listed by the applicant, a statement from the applicant regarding the offense, and the reason for its omission, shall be included in the application.

c. PRCs shall not be forwarded to law enforcement agencies of foreign countries. If the applicant has indicated that a foreign record exists for any offense other than minor traffic violations, a request for a foreign police check shall be made to the Director of Naval Intelligence (DNI) for action. Where there is clear indication that rejection will ultimately occur, based on locally available information, rejection shall be

effected without requesting a foreign police check from DNI. The results of foreign police checks shall be forwarded directly to NAVCRUITCOM by DNI.

d. All recruiting activities that originate out-of-town PRCs are authorized to utilize law enforcement telecopy/ teletype facilities where access is feasible and permitted in place of the DD Form 369. Hard copies of the request and response are acceptable verification for completion of the record check.

070212. REFERENCES - REQUEST FOR REFERENCE (DD FORM 370)

a. A minimum of three references are required.

b. The DD Form 370 form shall be used to document employment character, as well as peer, professional and military reference information.

c. The purpose of gathering personal data regarding an applicant is to provide information about the applicant's leadership potential, character, and integrity from sources other than the applicant. Any unauthorized disclosure of information provided in response to requests for personal data not only betrays the trust that an individual has placed in the Navy, but jeopardizes the reliability of future responses. No applicant shall be told the nature of any reply to an inquiry, nor shall he be told he has been disapproved for reasons of an unfavorable investigative report.

d. Employer references. Each employer listed on the NAVCRUIT 1131/2 and the Questionnaire for National Security Positions (SF-86) including part-time employers, for three years immediately preceding the date of application shall be queried using the DD Form 370. The following guidance applies:

(1) If requested by the applicant, a DD Form 370 shall not be forwarded to the applicant's current employer (e.g., the applicant feels it might jeopardize their job).

Note: If the current employer is not queried, it shall be annotated in the officer processor’s summary of the Application Processing and Summary Record (checklist rev 10/07).

(2) The OP/OPL shall complete the front of the DD Form 370 and mail it to the appropriate employer.

e. Military References. The CO of all applicants who are currently serving on active or inactive duty in all branches of the Armed Forces shall be requested to provide a reference utilizing DD Form 370.

f. Peer References. A peer reference is from an associate who shares the same occupation.

(1) Three peer references are required (on DD Form 370) for officer applicants applying for the Chaplain program.

(2) In addition to the two required peer references in the Personal and Professional Information Sheet (PPIS), an additional reference is required for medical programs. PPIS peer references are used to assess the applicant's clinical skills. See NMSCINST 6010.1

g. Character References. Character reference(s) will only be required when employer references are not available and will be on the DD Form 370.

h. Congressional/Political References. Applicants inquiring about such endorsements or reference shall be advised that they are not necessary and will be favorably considered by the selection board only when the individual providing the reference has had personal knowledge of the applicant prior to the time of application.

070213. STATE OF LEGAL RESIDENCE (DD FORM 2058). The DD Form 2058 will be completed by the member and is used to determine the correct State of Legal Residence for purposes of withholding State income taxes from military pay.

070214. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), AND REPORT OF MEDICAL HISTORY (DD FORM 2807-1). These forms are completed by the applicant and the MEPS examining physician normally at the time of physical examination. Prepare and distribute them for Navy applicants per the U. S. Navy Manual of the Medical Department (MANMED), Chapter 16 and this manual.

070215. MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2). This form is to be completed by each individual who requires a medical examination at MEPS. The form should be completed by the applicant with the assistance of the recruiter or processor, as needed.

070216. RECORD OF MILITARY PROCESSING – ARMED FORCES OF THE UNITED STATES (DD FORM 1966). This form will be used to enlist permanent resident aliens that are HCP applicants. Refer to COMNAVCRUITCOMINST 1130.8, Volume 3 Section 2 for detailed information on completing the DD Form 1966.

070217. SECURITY INVESTIGATION. The use of NASIS is required. Refer to Chapter 4, Section 9 for step-by-step directions.

070218. FINGERPRINTS (FD FORM 258).

a. Live Scan Fingerprints are completed for all applicants processed at MEPS. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted to OPM.

b. Applicants who are not processed through MEPS, or whose fingerprints are not submitted via Live Scan, shall be manually fingerprinted using the FD-258 fingerprint chart. The completed fingerprint chart will be attached to a copy of the NASIS signed release forms, and mailed to OPM at:

e-QIP Rapid Response Team
OPM – FIPC
1137 Branchton Road
Boyers, PA 16020

Note: For further guidance on fingerprint procedures refer to the COMNAVCRUITCOMINST 5510.62.

070219. QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF-86) Refer to COMNAVCRUITCOM Instruction 5510.62 for instructions concerning the use and processing of the SF-86.

a. All candidates for commissioning require, at minimum, a Personnel Security Investigation (PSI) requesting National Agency Check/Local Checks (NACLC). An SSBI is required for all active duty SWO-N, SUB-N, Intel, and Crypto applicants. ENTNAC, NAC, and NACI are not acceptable. If the applicant has had an ANACI, PRI, MBI, SSBI, LBI, or BI investigation completed within ten years of their anticipated commissioning date, with no break

in service greater than 24 months, submission of a new NACLC is not required. If the applicant has a previous investigation completed more than ten years before their anticipated commissioning date, or has a break in service greater than 24 months, submission of a PSI requesting NACLC (or SSBI if applicable) is required. An SBPR (SSBI Periodic Reinvestigation) is the only acceptable substitute for an SSBI.

b. OPM requires all accession PSI requests to be sent electronically. Navy Recruiting Command requires the use of the Navy Accession Security Information System (NASIS) to electronically submit all investigations.

c. Mailing a hardcopy of the SF-86 PSI requests is not authorized.

d. The electronic PSI request is comprised of:

(1) Fingerprints (Livescan or mailed FD Form 258)

(2) Electronic SF-86 via NASIS with signed release forms.

e. (SF-86) The Officer Recruiter and Officer Processor are responsible for ensuring:

(1) The completeness and accuracy of the User's section of the SF-86, including all historical information (Residence, Education, and Employment) dated back seven years (10 years for SSBI). All other information must go back to birth. Ommissions may result in rejection of the PSI request.

(2) A signed paper copy is included in the residual record.

f. Action. Refer to the Navy Accession Security Information System (NASIS) Users Manual and/or COMNAVCRUITCOMINST 5510.62 for detailed procedures on completing and transmitting SF-86 information via NASIS.

SECTION 3

NUCLEAR FORMS

070301. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following forms are highlighted due to their importance.

070302. NUCLEAR PROPULSION PROGRAM SECURITY SCREEN (NAVCRUIT 1131/9). All nuclear officer program applicants who are not native-born U.S. citizens, or who have any immediate relatives who are not native born U. S. citizens, shall complete the NAVCRUIT 1131/9 as part of their application.

070303. NUCLEAR PROPULSION OFFICER CANDIDATE LETTER OF INTENT TO ENLIST. All nuclear officer programs participants shall indicate their intent to enlist by submitting a signed NUPOC Letter Of Intent To Enlist (Exhibit 070301) if selected by the Deputy Assistant Secretary of Naval Reactors. The original letter shall be included in the application.

070304. NUCLEAR PROPULSION PROGRAM PRE-SERVICE DRUG ABUSE STATEMENT(NAVCRUIT 1131/8). All nuclear officer program applicants, regardless of admitting to drug use or not, shall complete NAVCRUIT 1131/8 as part of their application.

070305. NUCLEAR PROGRAMS ACADEMIC HISTORY SUMMARY (NAVCRUIT 1131/7). The information included on NAVCRUIT 1131/7 shall cover the entire period since the applicant graduated from high school. Ensure all periods that the applicant was in school are included. Include all schools attended since high school, whether or not the credit counted towards the applicant’s current degree.

EXHIBIT 070301. LETTER OF INTENT TO ENLIST FOR NUPOC, NAVAL REACTORS ENGINEERS, AND NUCLEAR POWER INSTRUCTOR APPLICANTS

From: _____
(Applicant Name and last four of SSN)
To: Commander, Navy Recruiting Command (N313)

Subj: LETTER OF INTENT TO ENLIST

Ref: (a) Program Authorization 100A (NUPOC)
(b) Program Authorization 100B (Naval Reactors Engineer, or Nuclear Power School Instructor)

1. I hereby apply for either the Nuclear Propulsion Officer Candidate (NUPOC), Naval Reactors Engineer, or Nuclear Power Instructor programs.

2. If selected by the Director, Navy Nuclear Propulsion Program for one of the above programs, I agree to enlist and be placed in an active/inactive status as an OC1 (E6) in the United States Navy Reserve in accordance with reference (a) or (b) as appropriate. Such enlistment will be executed following interview and prior to departing Washington, DC.

3. I further understand that I will serve in accordance with the requirements set forth in references (a) and (b).

_____
Signature of Applicant

SECTION 4

CHAPLAIN FORMS

070401. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following form is highlighted due to its importance.

070402. DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT APPROVAL (DD FORM 2088)/ DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT (NAVCRUIT 1131/10)

a. The DD form 2088 verifies that the applicant is a fully qualified clergy from a recognized religious organization; actively employed in a denominationally approved vocation; and recommended as being spiritually, morally, intellectually and emotionally qualified to represent the applicant's religious body in the Chaplaincy of the Armed Forces. An ecclesiastical approval attests that a seminary student is considered a potential candidate for ordination. The decision It is the prerogative of the individual church or religious body to establish its own requirements. Each denomination has specific application procedures for endorsement consistent with the policy of that particular church body.

b. The Issuing of an Endorsement. In connection with an application for appointment in the Chaplain Corps/Theological Student Program, a copy of the DD form 2088 or NAVCRUIT 1131/10 shall accompany all applications forwarded by the NAVCRUITDIST. In many cases, the application for the Navy Chaplain Corps Program and the request for Ecclesiastical endorsement do not occur simultaneously. NAVCRUITDISTs shall forward applications if the applicant provides a completed (NAVCRUIT 1131/10 indicating the date of request for ecclesiastical endorsement and the name of the endorsing agent/ office contacted. An application will not be considered by the selection board until the Ecclesiastical Endorsement is received in the Office of the Chief of Chaplains. Forwarding an application without ecclesiastical approval can extend the time before an applicant is notified of the final selection decision.

c. Requesting Endorsement or Approval. The point of contact in the endorsement system between individual religious bodies and the Department of Defense is the ecclesiastical endorsing agency. The endorsing agent is a descriptive term used by all three services to identify the committee,

commission, board, or diocesan office authorized by each organization and formally recognized by the Department of Defense to issue endorsements or approvals. For information regarding ecclesiastical endorsements, contact the Chaplain Programs Manager, NAVCRUITCOM (N312).

SECTION 5

MEDICAL CREDENTIALING

070501. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following form is highlighted due to its importance.

070502. NAVY MEDICINE SUPPORT COMMAND (NMSC) JACKSONVILLE CREDENTIALING PACKAGE.

a. The Centralized Credentials and Privileging Directorate (CCPD) Division of NMSC Jacksonville reviews and verifies credentialing packages for all direct accession, DCO, and medical program recall officer applicants prior to forwarding to the professional review.

b. The health care providers listed below provide direct patient care and must have credentials/professional qualifications verified by CCPD prior to final selection:

(1) All Medical Corps officers (2100/2105)

(2) All Dental Corps officers (2200/2205)

(3) The following Medical Service Corps Officers (2300/2305)

(a) Audiologist

(b) Clinical Dietician

(c) Occupational Therapist

(d) Optometrist

(e) Clinical Pharmacist

(f) Physical Therapist

(g) Physicians Assistant

(h) Podiatrist

(i) Clinical Psychologist

(j) Clinical Social Worker

(4) The following Nurse Corps Officers (2900/2905)

(a) Nurse Anesthetist

(b) Nurse Midwife

(c) Nurse Practitioner

CHAPTER 8

COLLEGIATE MANAGEMENT

SECTION 1

OVERVIEW/ADMINISTRATION

080101. INTRODUCTION. The Articles included in this chapter provide policy, procedures, and sample documents for use in managing Navy Active Duty and Individual Ready Reserve (IRR) collegiates once enlisted. Each Collegiate **must** be given a copy of Chapter 9 of this manual.

a. NAVCRUITCOM will upload the Collegiate's Orders (with the exception of Nuclear Propulsion candidates) into OTools and next action the NAVCRUITDIST once applicant's enlistment is received.

b. Nuclear Propulsion candidates will receive their collegiate orders at the Navy Reactors NUPOC Interview.

080102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1, and Manual Of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

(1) Baccalaureate Degree Completion Program (BDCP).

(2) Civil Engineer Corps (CEC) Exceptional Student Program (here after referred to as CEC Collegiate).

(3) Nuclear Power Officer Candidate (NUPOC).

(4) Naval Reactors Engineer (NRE).

(5) Nuclear Power School Instructor (NPI).

(6) Health Services Collegiate Program (HSCP).

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice and are assigned to the NAVCRUITDIST responsible for the geographic area in which they attend college.

e. Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed by the collegiate during his/her birth month and reviewed by an Authorized Medical Designated Representative (AMDR) (physician, physician's assistant, nurse practitioner, or Independent Duty Corpsman). Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

080103. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES

a. Purpose. To establish policy and procedures for the management of Chaplain Students and guidance on all other Inactive Ready Reserve (IRR) collegiate programs.

b. Background. NAVCRUITDISTs are responsible for monitoring Chaplain Students to assist NAVCRUITCOM (N314) in their supervision, and ensuring all other IRR collegiates (HPSP, FAP, NCP, and MSC) are provided appropriate contact information for their NAVMED MPT&E Manager. JAG students will be handled by their appropriate community manager at PERS 416E.

c. The OR will:

(1) Upon commissioning of the IRR collegiate, notify him/her in writing that he/she is now under the official supervision of the appropriate manager listed below:

(a) For MC HPSP - 1975, DC HPSP - 1985, MSC (Optometry) – 1995, Nurse Candidate Program (NCP) - 29002, and Financial Assistant Program (FAP) - 21053 participants:

Commander
Navy Medicine Manpower, Personnel, Training and Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

Email Address: OH@med.navy.mil

(b) For JAG Students:

Head, JAG Community Manager
Navy Personnel Command (PERS-4416E)
5720 Integrity Drive
Millington, TN 38055-4416

DSN: 882-4084
Commercial: (901) 874-4084

(2) Direct the IRR collegiate to immediately provide an up-to-date phone number, address and email address to the manager and to notify his/her manager of any changes in personal information while in the program.

(3) Obtain "mother load" report from N314 prior to each school year for all medical IRR collegiate programs. Each NAVCRUITDIST is responsible for the IRR Collegiates attending schools within their area of responsibility (AOR). OPO will encourage ORs to contact the IRR Collegiates monthly (by phone, email, or in person). The OPO or ORs **must** have documented (on the Collegiate Contact Report NAVCRUIT 1131/39) face-to-face contact with each IRR Collegiate within the NAVCRUITDIST's AOR quarterly.

(4) Without impeding the student's ability to complete required schooling/training, maximize the referral benefit from the IRR collegiate.

(5) At the manager's request, assist him/her in providing information to all IRR collegiates located within the NAVCRUITDIST's territory.

080104. CHAPLAIN STUDENT MANAGEMENT. Navy Chaplain Students are commissioned in the IRR and do not receive financial assistance. They are managed by the Chaplain Candidate Program Officer (CCPO), Chief of Chaplains Office.

a. The Region Chaplains will:

(1) Prior to each new school year, obtain from the Chaplain Corps PM, a written or electronic list of all Chaplain Students in their NAVCRUITREG's AOR. At a minimum, the list must include each participant's name, phone number, address, school attending, and anticipated program completion and/or transfer date.

(2) Ensure all Chaplain Students are contacted quarterly and visits are documented using the Collegiate Contact Report (CCR) (NAVCRUIT 1131/39).

(a) One face-to-face contact with each Chaplain Student per quarter. When geographical separation makes it impractical for the Chaplain student to meet with his/her Region Chaplain, it is permissible to arrange for face-to-face contact with any military designee (RinC, enlisted, or officer recruiter) at the nearest NAVCRUITSTA or NORS by coordinating with the OPO/EPO.

(b) All Chaplain Students will complete and sign a Change of Status Questionnaire (NAVCRUIT 1131/33) during each quarterly face-to-face contact. Should a change of status be indicated on the questionnaire, the Chaplain Student's questionnaire and the CCR will be forwarded with a Collegiate Management Report (CMR) (NAVCRUIT 1131/40) to NAVCRUITCOM (N315) and (N312) via the respective NAVCRUITREG.

(c) Review and document academic status and report any known or anticipated academic degree deficiencies to collegiate management N315 (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the <u>specific program service agreement</u> and/or school degree requirements on the part of the collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N312 for Chaplains), students must be enrolled full time and take traditional courses.

(3) Assist the Chaplain Student with either:

(a) his/her preparations to execute PCS orders at the completion of his/her schooling.

(b) proceedings leading up to his/her removal from the program.

(4) Without impeding the student's ability to complete required schooling/training, maximize the referral benefit from the Chaplain Student.

(5) Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed annually during the Chaplain student's birth month and reviewed by an AMDR. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

080105. ACTIVE DUTY COLLEGIATE TRANSFER. In many cases, the NAVCRUITDIST tracking the Active Duty Collegiate may be different from the NAVCRUITDIST that recruited the collegiate (for example, a collegiate or student may transfer to another university). In case of transfer, the following will happen:

a. The letter requesting authorization for transfer will be uploaded to OTools by the requesting NAVCRUITDIST and "Next Action" collegiate management.

b. Collegiate management will request endorsement from the gaining NAVCRUITDIST.

c. Gaining NAVCRUITDIST will upload endorsement to OTools within five working days and "Next Action" collegiate management.

d. When transfer has been approved by the appropriate program director, NAVCRUITCOM will issue transfer letter and upload to OTools and notify both NAVCRUITDISTs.

e. The detaching NAVCRUITDIST will ensure that the member's Collegiate Management Record, service and health record are forwarded to the new NAVCRUITDIST.

080106. CHANGE IN PERSONAL/LEGAL/OTHER STATUS. If Collegiates encounter any problems/issues, including medical, physical, academic, personal, family, or legal, they are required to notify the following person immediately:

a. IRR Collegiates notify their respective manager.

b. Active Duty Collegiates notify their NAVCRUITDIST. The NAVCRUITDIST CO will evaluate and report circumstances, as well as their recommendations to resolve the problem, to NAVCRUITCOM (N315). Circumstances may warrant that initial notification be made by phone or e-mail with follow-up in writing. NAVCRUITCOM (N315) will take action as appropriate for each case, and will liaise with respective NAVCRUITCOM Director as well as NAVCRUITCOM (00J) or (N3M) as appropriate.

c. Chaplain Collegiates notify the Chaplain Candidate Program Officer.

d. JAG Collegiates notify PERS-4416.

080107. ORDERS

a. Upon completion of degree requirements, active duty collegiates and superseding IRR students will be ordered to the next available ODS, OCS, or Chaplain class.

b. HPSP students generally may attend ODS following the initial year of Medical or Dental school.

c. All active duty collegiates will complete a duty preference sheet approximately six months prior to graduation. The NAVCRUITDIST OR will forward it to the appropriate PERS code. Commissioning documents (COMDOCs) will be requested once actual graduation date and a current N3M letter is available. The N3M letter cannot be older than two years at the time of commissioning or a new one must be requested via MEDWAIVE with required documentation. When the COMDOCs are processed at PERS-802, the member is entered into OAIS system and orders for ODS and follow-on tour can be issued.

d. For Active Duty Collegiates (NUPOC and OCS), NAVCRUITCOM will request that the appropriate authority at Navy Personnel Command (NPC) issue orders at least four weeks prior to the class convening date.

e. For IRR Collegiates, the respective managers will request that the appropriate authority at NPC issue orders at least four weeks prior to the class convening date.

(1) For medical programs, this is NAVMED MTP&E.

(2) For Chaplains, this is CCPO.

(3) For JAG, this is PERS-4416.

f. Problems involving non-receipt of orders or discrepancies in the content of the orders, contact:

(1) Chaplain students contact the CCPO.

(2) HPSP/NCP/FAP students will be directed to NAVMED MPT&E.

(3) HSCP students contact detailers.

(4) JAG students contact PERS-4416.

(5) Active Duty Collegiates (except HSCP) contact NAVCRUITCOM (N315).

080108. REQUIREMENTS PRIOR TO COLLEGIATE TRANSFER TO OCS/ODS

The OPL/OP will:

a. Ensure that the Collegiate is in receipt of the following items prior to departing for OCS/ODS:

(1) Original orders,

(2) Service record (for members going to ODS this will include a DD-214 and current appointment),

(3) Two copies of final transcript, and

(4) Proof of graduation (may be documented on transcript).

b. Mail Collegiate’s medical and dental records to OCS or ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than two years old at time of commissioning). Records should be received at the school no less than two days and no more than two weeks

prior to class convening date. Mail records in batches when possible to minimize shipping costs.

c. Ensure the active duty Collegiate's Physical Fitness Assessment (PFA) results, are entered in the Physical Readiness Information Management System (PRIMS) per OPNAVINST 6110.1 prior to transfer.

d. Within 30 days prior to OCS/ODS transfer, verify and document on the CCR that there are no adverse issues outstanding.

080109. URINALYSIS. This Article applies to Active Duty Paid Collegiates only. IRR Collegiates Collegiates (to include Chaplain Students) shall participate in the command urinalysis program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP, and HSCP programs are active duty members of the command population pool and will participate in the Command Urinalysis Program.

b. Collegiates will receive a briefing regarding the requirement to participate in the Command Urinalysis Program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many Collegiates, with prior liaison with the Enlisted Programs Officer, Chief Recruiter or Zone Supervisor, and to minimize time away from academic responsibilities, it is highly recommended that all Collegiates who do not attend school within the vicinity of the NAVCRUITDIST be placed in enlisted recruiting zones for urinalysis purposes. Thus, once a random urinalysis is announced and a Collegiate's number is randomly selected, the OPO/OR will inform the active duty Collegiate where to go and what time to be there. If a Collegiate can not be tested during the time that the enlisted recruiting zone is tested, they will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT).

d. Collegiates will not receive prior notice of urinalysis testing.

e. All Active Duty Paid Collegiates shall be tested annually at a minimum per OPNAVINST 5350.4.

080110. SERIOUS ILLNESS/DEATH OF AN ACTIVE DUTY COLLEGIATE. Active duty Collegiates who suffer death or serious injury will be processed per MILPERSMAN 1770, which contains guidance and requirements on casualty reporting, notifications, and assistance. IRR students fall under the cognizance of their respective managers, not NAVCRUITCOM. The following additional direction is provided:

a. When an active duty Collegiate is seriously injured or dies, a Personnel Casualty Report (PCR) must be released within 24 hours in accordance with MILPERSMAN 1770.

b. In the case of serious injury, N3M will be notified per MILPERSMAN 1770.

c. In the case of death, the CO will:

(1) Ensure the Collegiate's Service Record contains only the following original documents:

(a) DD Form 4,

(b) Annexes, and

(c) Service record Page 13s containing the separation entry (Reason-death).

(2) Mark the service record folder appropriately on the outside cover, “DIED” - DEP/DET.”

(3) Ensure the Collegiate's Service Record is sent to:

Chief of Naval Personnel (PERS-623)
Casualty Assistance Branch
5720 Integrity Drive
Millington, TN 38055-6230
1-800-368-3202

(4) Prepare and send a letter of condolence to the next of kin per MILPERSMAN 1770.

(5) Contact the appropriate PM to cancel the Collegiate's OCS/ODS reservation.

d. NAVCRUITDIST COs are not precluded from taking additional action that may be appropriate in light of the unique situations of Collegiates (i.e., special community/ campus relations, nurse candidates at hospitals, etc.). Attendance at memorial and/or funeral services is encouraged on a not-to-interfere basis with the consent of the next of kin.

Note: Generally, IRR Collegiates who die while in Collegiate (DEP/DET) status are not eligible for death entitlements available to members who die while on active duty or while in a duty status. Circumstances surrounding death, (i.e. Navy related incident, “in the line of duty” vice “not in the line of duty”, etc.), and administrative milestones, (i.e., authorized SGLI deductions, etc.), will dictate eligibility for specific entitlements. PERS-623 is final authority concerning entitlements.

SECTION 2

COLLEGIATE MANAGEMENT AND REPORTING

080201. COLLEGIATE MANAGEMENT

a. Active Duty Collegiates are assigned to the NAVCRUITDIST, and as such, will be afforded the same oversight, mentoring, and counseling as any other member of the staff. Chaplain students, while not attached as active duty members to a NAVCRUITDIST, require similar oversight.

b. The officer recruiter or NAVCRUITDIST military designee will:

(1) Document, using the Collegiate Contact Report (CCR) (NAVCRUIT 1131/39), contact with each active duty Collegiate twice per month (electronically, telephonically, or face-to-face). At least one face-to-face contact will be made in any two-month period (bi-monthly). NAVCRUITDISTs are highly encouraged to equally split the NAVCRUITDIST Collegiates into two pools (odd numbered months and even numbered months) for accomplishing the face-to-face requirement.

(2) Review and document academic status and report any known or anticipated academic degree deficiencies to Collegiate Management N315 (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and/or school degree requirements on the part of the Collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

(3) For HSCP internships, review status with Internship Director or Specialty Leader. When Degree Completion Plan (DCP) has been modified, obtain a revised DCP from the active duty Collegiate, signed by the academic advisor, and forward it to NAVCRUITCOM (N315) with endorsement from the NAVCRUITDIST CO/XO early enough to allow appropriate review and approval by NAVCRUITCOM prior to registration for the upcoming semester/quarter.

c. The OPO will:

(1) Maintain all original CCRs and copies of all Collegiate Management Reports (CMR) (NAVCRUIT 1131/40) for all Active Duty Collegiates/Chaplain Students, and NUPOC Collegiate Management Reports (NAVCRUIT 1131/65) for all NUPOCs, in individual folders (standard issue two pocket paper folders). The CCRs, CMRs, Hold Harmless Agreement and Release from Liability Certificates (NAVCRUIT 1100/27) (for those IRR Collegiates volunteering to participate in the PFA program), and respective Collegiate folder will be retained until the Collegiate has graduated OCS/ODS/Chaplain Basic School.

(2) When geographical separation makes it impractical for the active duty Collegiate to meet with his/her OR, it is permissible to arrange for face-to-face contact with any military designee (RinC, enlisted, or officer recruiter) at the nearest NAVCRUITSTA or NORS by coordinating with the OPO/EPO.

080202. COLLEGIATE MANAGEMENT REPORTS (CMR) (NAVCRUIT 1131/40)

a. The NAVCRUITDIST CO/XO will sign all CMRs and NAVCRUIT 1131/65 that contain adverse information. NAVCRUITDIST COs may delegate signature authority to the OPO for reports that contain no adverse information.

b. The OPO will:

(1) Ensure that CMRs are submitted to NAVCRUITCOM (N315) [and, in the case of Chaplain Students (N312)], copy to the respective NAVCRUITREG. The timeframe for CMRs submission will be as discussed below. NAVCRUITCOM (N315) has authority to grant extensions to the requirement on a case-by-case basis should the actions of a university/college preclude the NAVCRUITDIST's compliance with the reporting requirement. All requests for extensions will be made in writing, signed by the NAVCRUITDIST CO/XO, and will be provided prior to the original deadline passing. All adverse CMRs will be sent within 10 working days of receipt via the respective NAVCRUITREG to NAVCRUITCOM (N315), and as appropriate, (N312). CMRs are not required for Collegiates selected during the month submissions are due (i.e. January and June) for that cycle only.

(2) Ensure fall semester transcripts and CMRs are provided to NAVCRUITREG or NAVCRUITCOM (N315) as appropriate no later than 31 January. Spring semester transcripts and CMRs will be provided to NAVCRUITREG or NAVCRUITCOM (N315) as

appropriate no later than 30 June. Transcripts accompanying CMRs are not required to be official copies.

(3) For Collegiates on the quarter system, provide transcripts and CMRs to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, within 45 days of the completed quarter.

(4) For Collegiates who have been in a CO-OP or internship program, provide a statement of satisfactory completion or letter of good standing of the program with the CMR.

(5) Upon the Collegiate's graduation, submit the CMR to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, along with the Collegiate's final transcript or statement of completion of internship, any licensure requirements and licensure exam score to meet eligibility for superseding per program authorization.

(6) Continue to submit CMRs to NAVCRUITREG and/or NAVCRUITCOM (N315), as appropriate, on all Collegiates until they transfer to OCS/ODS/Chaplain School.

c. All CMRs forwarded to NAVCRUITCOM that contain errors will be rejected back to the respective NAVCRUITDIST, who will forward the corrected CMR to NAVCRUITCOM within 15 days of notification.

080203. ADVERSE COLLEGIATE MANAGEMENT REPORTS

a. The Additional Comments Block of the CMR and NAVCRUIT 1131/65 will contain a summary of the adverse information and action taken with recommendations.

b. Adverse information includes (if applicable):

(1) Failure to comply with the service agreement.

(2) Failure to follow approved DCP, including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a different college or university, etc. unless previously approved by the NAVCRUITDIST CO.

(3) Failure to meet program term GPA requirement.

(4) Failure to meet internship requirements.

(5) Failure to meet PFA standards for OCS/ODS. IRR Collegiates (to include Chaplain Students) may voluntarily participate in the PFA program.

(6) Any other personal, medical, or legal issue that may negatively impact the Collegiate's ability to graduate on time per the approved Degree Completion Plan, or would have been required to be reported on the original application, including the SF-86. If an OPO is in doubt whether an issue warrants reporting, the OPO will include it.

c. All adverse CMRs will include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the CO or XO for any violation.

(2) Member's signed statement and plan to overcome academic or PFA deficiencies.

(3) Copies of NAVCRUITDIST counseling letters, letters of instruction, and/or warning letters to member for academic or PFA violations.

(4) Any historic documentation that may be of value in evaluating the adverse information, such as previous counseling letters, NAVCRUITDIST or higher echelon warning letters, current letter of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters that have not been previously submitted to NAVCRUITCOM (N315).

(6) An updated DCP signed by the member's academic advisor. If Collegiate is full time, same major, same graduation date and same school (i.e., course changes only), then the CO can approve the change checklist (NAVCRUIT 1131/66), sign and forward with the DCP (via OTools) to N315 Collegiate Management. If there are any changes to major, graduation date or school, the DCP must be forwarded via OTools to N315 Collegiate Management, who will forward to PM for approval.

SECTION 3

ACADEMICS

080301. COLLEGIATE ACADEMIC RESPONSIBILITIES. The primary military responsibility of all Collegiates is to comply with the academic requirements of their service agreement. All active Collegiates will:

a. Maintain the GPA required by their program.

b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.

c. Comply with their DCP as approved at time of entry.

d. Request extensions in graduation date, changes in degree, major, DCP (implying any class changes other than non-specified electives), or university prior to effecting such changes.

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

080302. NAVCRUITDIST RESPONSIBILITIES

a. By maintaining close and frequent face-to-face contact with each active duty Collegiate every sixty days, NAVCRUITDISTs should be able to detect individuals who are developing academic problems and take prompt corrective action.

b. Corrective action will include:

(1) Active Duty Collegiates counseling, both informally and formally, by the NAVCRUITDIST.

(2) Recommendations for improvement, such as tutoring, reduction in extracurricular activities, study plans, etc.

(3) Formal Letters of Instruction or Warning with specific action items and follow-up by the NAVCRUITDIST.

c. The NAVCRUITDIST CO is authorized to approve changes to the Degree Completion Plan using the Change Checklist (NAVCRUIT 1131/66), except as follows:

(1) Changes in major (including adding or removing a double major), school, or graduation date require NAVCRUITCOM (N311, N312, N313, or N314) approval as appropriate.

(2) Changes to carry less than a full academic load require NAVCRUITCOM (N311, N312, N313 or N314) approval as appropriate.

(3) For Nuclear Officer Collegiates, all coursework should be taken within the United States, and the DCP must be forwarded to NAVCRUITCOM (N313) for approval.

d. The latest DCP will be forwarded with each CMR.

080303. ACADEMIC DISENROLLMENT

a. Active duty Collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer Candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for the length of time as specified on the service agreement. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within 12 months of graduation. A BDCP or HSCP Collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the Collegiate to complete a degree at their own expense prior to entry into recruit training to complete their 24 months of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by NAVCRUITCOM N315 as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

c. Disenrollment of Chaplain Students, as IRR Collegiates, shall be managed by the Chaplain Collegiate Program Officer (CCPO), Chief of Chaplains Office.

080304. PROGRAM ACADEMIC REQUIREMENTS

a. Academic requirements must be maintained in accordance with the respective Program Authorization (PA).

b. Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director, students must be enrolled full time and take traditional courses.

(This Page Intentionally Left Blank)

SECTION 4

MEDICAL/PHYSICAL

080401. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS. Active Duty Collegiates are entitled to full medical and dental benefits. IRR Collegiates, when not in an active duty status, i.e., under orders, are not entitled to any medical or dental benefits.

a. The OPO will:

(1) Ensure the Collegiate is fully briefed concerning his/her entitlements at the time of enlistment.

(2) If any problems are indicated by an Active Duty Collegiate on their semi-annual Physical Activity Risk Factor Questionnaire (PARFQ), forward required documentation (per OPNAV 6110.1) to NAVCRUITCOM (N315) via OTools. Additionally, forward all MEDDOCS through MEDWAIVE to N3M.

(3) Due to the unique geographical location of many Collegiates, develop procedures for handling medical issues locally and provide the TRICARE points of contact and package to each Collegiate.

(4) If Collegiate will attend ODS/Chaplain Basic Course, ensure that prior to commissioning, his/her physical is not over 24 months old. This is a MANMED requirement.

080402. CHANGE IN PHYSICAL STATUS

a. If a Collegiate becomes not physically qualified (NPQ), the member will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST will coordinate with the Collegiate to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to access whether the condition would prohibit the Collegiate from obtaining a commission. The NAVCRUITDIST will send all appropriate documents to NAVCRUITCOM (N315) for review.

(2) If the NAVCRUITCOM (N3M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, NAVCRUITCOM will contact the NAVCRUITDIST to begin

the Medical Board process for active duty Collegiates, or provide a Letter of Disenrollment for IRR Collegiates.

(3) The NAVCRUITDIST will:

(a) Initiate the Medical Board process in order to evaluate the Collegiate's "Fitness for Duty".

(b) The NAVCRUITDIST will forward a copy of the results of the medical evaluation board (the first step in the Physical Evaluation Board (PEB) process) to NAVCRUITCOM (N315), copy to the respective NAVCRUITREG.

(c) If the member is found "fit for duty" by the medical evaluation board and PEB, the medical evaluation consult will be sent to NAVCRUITCOM (N315). Collegiate Management will forward the physical package to NAVCRUITCOM (N3M) for accession medical waiver consideration.

(d) If the member is found "not fit for duty" by the medical evaluation board:

1. The NAVCRUITDIST will forward a copy of the consult and findings to NAVCRUITCOM (N315), copy to the respective NAVCRUITREG.

2. The medical evaluation board will forward the medical examination board package to the Naval Council of Personnel Boards to determine ultimate disposition.

3. The PEB will require the NAVCRUITDIST to provide information on the impact of "on the job duties", the injury, and the member's EAOS status from the respective service agreement. Once the NAVCRUITDIST forwards the information to the PEB, the review process generally takes four to eight weeks.

(e) If the member is found "not fit for duty" by the PEB, the PEB will forward the package to the NAVCRUITDIST for member's review and signature. The member will have 15 days to accept findings.

1. If the member accepts the finding, member's signature must be attached to OTools, along with the DD 214 when available. Pay will be stopped at Collegiate Management.

2. If the member does not accept the findings, the package will be processed per PEB guidelines.

(f) Upon completion, the PEB package is forwarded to PERS-823 and NAVCRUITCOM (N315), with copy to the respective NAVCRUITREG, to be processed for discharge.

b. NAVCRUITREGs will implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical due process for each Collegiate identified as potentially "Not Physically Qualified". Timely resolution of Collegiate medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST will submit a letter (via the NAVCRUITREG) to the appropriate NAVCRUITCOM Code (N311/N313/N314) outlining the difficulties encountered and estimated timeline for final adjudication.

c. NAVCRUITREGs will provide a list of all medical/ physical PEB issues monthly to NAVCRUITCOM (N315) no later than the 20th of each month.

(This Page Intentionally Left Blank)

SECTION 5

PHYSICAL FITNESS

080501. PHYSICAL FITNESS

a. Navy active duty Collegiates are required to comply with the Navy's Physical Fitness Assessment Program per OPNAVINST 6110.1, to include participation in the semi-annual Physical Fitness Assessment (PFA).

b. IRR Collegiates are not required to participate in the PFA Program. Should an IRR Collegiate wish to voluntarily participate, they will complete a Hold Harmless Agreement and Release From Liability Certificate (NAVCRUIT 1100/27) prior to each physical evolution. The OPO will retain these forms in the Collegiate's folder.

c. Collegiates on active duty will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment SF 600 per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the Collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete DD Form 2766 annually during the member's birth month.

d. Active duty Collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or ODS as indicated below, will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. The Command Fitness Leader (CFL) will enter the active duty Collegiate into the PRIMS system as a member of the command.

f. Officer candidates are required to pass, at a minimum, the third Class swim test at OCS and ODS. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. Collegiates selected for OCS/ODS programs are encouraged to practice swimming prior to shipping to OCS/ODS.

080502. OCS PHYSICAL READINESS. Active duty Collegiates scheduled for OCS are required to complete the PFA with a score of Good-Low or better in each PFA area (i.e. curl-ups, push-ups and run) no earlier than 30 days and no later than 14 days prior to shipping to OCS regardless of when last PFA was administered. Scores must be uploaded into Web OTools and PRIMS within this time frame. Collegiates who do not meet these requirements will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31).

a. The OPO will ensure the results of the PFA are recorded in PRIMS for OCS/ODS active duty Collegiates.

SECTION 6

ADVANCEMENT

080601. NUPOC ADVANCEMENT

a. NUPOC/NR/NPI Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

b. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

080602. BDCP ADVANCEMENT. BDCP Collegiates may be advanced up to two paygrades while in the BDCP Collegiate program, to a maximum of E5.

a. BDCP Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for Collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

b. BDCP Collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the Collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, transcripts, the Meritorious Advancement for Academics Letter (Exhibit 080602) and a letter from the college indicating Dean's List achievement (if not noted on transcripts) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the first day of the month following completion of the quarter/semester.

c. Upon graduation, BDCP Collegiates will be advanced to E5. To initiate this advancement, the Advancement for Graduation (Exhibit 080602) and transcripts showing graduation

will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be date of graduation.

080603. CEC ADVANCEMENT. CEC Collegiates may be advanced via three different methods while in the CEC Collegiate program, to a maximum paygrade of E5.

a. CEC Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any Collegiate program. To initiate this advancement, the Meritorious Advancement for Referral Letter will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. CEC Collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. To initiate this advancement, the One-Year CEC Advancement (NAVCRUIT 1131/210) and transcripts will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be on the one-year anniversary date of enlistment.

c. Upon graduation, CEC Collegiates will be advanced to E5. To initiate this advancement, the Advancement for Graduation (NAVCRUIT 1131/209) and transcripts showing graduation will be sent via OTools and "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be date of graduation.

080604. HSCP ADVANCEMENT. HSCP Collegiates may be advanced up to one paygrade while in the program, they many not exceed the paygrade of E7. Active duty enlisted applicants paygrade will be determined by NAVCRUITCOM (N314). Either of the following can result in advancement:

a. HSCP Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one rate/paygrade for accession referral regardless of the number of accessed referrals obtained. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools and "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for

Collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

b. HSCP Collegiates making the Dean's List for one semester, or two consecutive quarters, after enlisting in the Collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, transcripts, the Meritorious Advancement for Academics Letter (Exhibit 080602), and a letter from the college indicating Dean's List achievement (if not noted on transcripts) will be sent via OTools and "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of advancement will be the first day of the month following completion of 90 semester hours or 135 quarter-hours for Bachelor Degree programs or after one semester or two quarters for Master Degree programs.

c. HSCP interns may be advanced mid-way through the successful completion of their program based on the Internship Director's and Specialty Leader's recommendations to NAVCRUITCOM (N315).

EXHIBIT 080601. MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER

1400
Ser 30/
(Date)

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR REFERRAL(S)

Ref: (a) NAVCRUITCOMINST 1131.2 (CRUITMAN-OFF)

1. OC __(name of collegiate first middle last/last four SSN/ designator) _____, a (program)____ accession from (NAVCRUITDIST)_____, is eligible for advancement to pay grade E-____ for the referral of OC _____(name of referral first middle last/last four SSN/designator)_____, who enlisted on (date of referral enlistment)_____ in the __(name of program) _____ program.

2. I have personally reviewed this case and certify that OC ___ (name of collegiate)_____ meets the requirements of reference (a) for advancement.

3. My POC is __(name and rank of OPO)_____ who can be reached at (OPO phone number)_____.

Commanding Officer

Copy to:
COMNAVCRUITREG_____

EXHIBIT 080602. MERITORIOUS ADVANCEMENT FOR ACADEMIC EXCELLENCE LETTER

1400
Code
Date

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR ACADEMIC EXCELLENCE

Ref: (a) NAVCRUITCOMINST 1131. 2 (CRUITMAN-OFF)

1. Per reference (a), (NAME, first middle last, OF COLLEGIATE/ last four SSN/ designator), a (NAME OF PROGRAM), accession from NAVCRUITDIST)_____, is eligible for advancement to OC/E_. The basis for this advancement is placement on the Dean's List for two consecutive semesters - _____ Semester 20____ and _____Semester 20____.

2. My Point of Contact is RANK (NAME OF OPO), who can be reached at (TELEPHONE NUMBER).

Commanding Officer

Copy to:
COMNAVCRUITREG

(This Page Intentionally Left Blank)

SECTION 7

COLLEGIATE LEAVE AND LIBERTY

(THIS SECTION APPLIES TO ACTIVE DUTY PAID COLLEGIATES ONLY)

080701. LEAVE AND LIBERTY

a. MILPERSMAN 1050 provides the Navy's policy and procedures on leave and liberty. This section does not apply to Chaplain Students (1945) or IRR students.

b. The NAVCRUITDIST OPL/OP will provide to each Collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Exhibit 040503). This letter will be presented to the appropriate authority by the Collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH/BAS rates are determined by the servicing PSD per current instructions.

c. When Collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OPO or assigned recruiter will provide the Collegiate the address and phone number of the nearest NAVCRUITDIST the Collegiate's destination.

d. Navy active duty Collegiates are eligible for U. S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status and must have an approved Leave Request/Authorization Form (NAVCOMPT 3065). Prior to being granted leave solely for travel purposes, collegiate must understand DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility.

e. If an active duty Collegiate desires to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce.

Therefore, prior to granting leave outside the United States, the NAVCRUITDIST CO will ensure that all recommendations of the U.S. State Department have been followed and all Navy Knowledge on Line (NKO) anti-terrorism classes must be completed. A list of current travel warnings can be found at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

(2) In addition, Collegiates are required to review the consular information sheet paying particular attention to safety and security available at: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

(3) All active duty Collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform NAVCRUITCOM (N313) prior to granting the leave request. For authorized travel as part of an academic program, see 080701, subparagraph f below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local Consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not on the approved DCP, the NAVCRUITDIST will submit a new DCP to N315, Collegiate Management, for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue collegiate a Travel Abroad Letter, attaching a copy in OTools and next actioning Collegiate Management (N315) at NAVCRUITCOM. The collegiate will carry this letter with them while abroad.

(4) In addition, Collegiates participating in foreign exchange programs will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

CHAPTER 9

COLLEGIATE MANAGEMENT HANDOUT

SECTION 1

OVERVIEW/ADMINISTRATION

090101. INTRODUCTION. The Articles included in this handout provide policy and procedures for Navy Active Duty and Individual Ready Reserve (IRR) collegiates. **This entire chapter must be given to all collegiates upon accession. All collegiates must acknowledge receipt of this document by signing and dating a NAVPERS 1070/613 (Page 13). The signed and dated Page 13 shall be filed in the collegiate's file and uploaded into OTools.**

090102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per Naval Military Personnel Manual (NAVPERS 15560D) Article 1050, OPNAVINST 6110.1 and Manual of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

(1) Baccalaureate Degree Completion Program (BDCP).

(2) Civil Engineer Corps (CEC) Exceptional Student Program (hereon referred to as CEC Collegiate).

(3) Nuclear Power Officer Candidate (NUPOC).

(4) Naval Reactors Engineer (NRE).

(5) Nuclear Power School Instructor (NPI).

(6) Health Services Collegiate Program (HSCP).

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice and assigned to the Navy Recruiting District (NAVCRUITDIST) responsible for the geographic area in which they attend college.

e. The Annual Certificate of Physical Condition (NAVMED 6120/3) must be completed annually during the collegiate's birth month. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

090103. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES

a. The following are part of the IRR collegiate program:

(1)	MC HPSP - 1975
(2)	DC HPSP - 1955
(3)	MSC (Optometry) - 1995
(4)	NCP (Nurse Candidate) - 29002
(5)	FAP (Financial Assistant Program) - 21053
(6)	JAG Students
(7)	Chaplain

b. Upon commissioning, IRR collegiates will be notified in writing that they are under the official supervision of the appropriate manager listed below:

(1) For MC HPSP - 1975, DC HPSP - 1985, MSC (Optometry) - 1995, Nurse Candidate Program (NCP) - 29002, and Financial Assistant Program (FAP) - 21053 participants:

Commander
Navy Medicine Manpower, Personnel, Training and Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611
Email Address: OH@med.navy.mil

(2) For JAG Students:
Head, JAG Community Manager
Navy Personnel Command (PERS-416E)
5720 Integrity Drive

Millington, TN 38055-4416
DSN: 882-4084
Commercial: (901) 874-4084

b. Collegiates must provide an up-to-date phone number, address and email address to his/her manager and notify his/her manager of any changes in personal information while in the program.

090104. CHAPLAIN STUDENT MANAGEMENT. Chaplain students are commissioned in the IRR and do not receive financial assistance. They are managed by the Chaplain Candidate Program Officer (CCPO), Chief of Chaplains Office.

a. Chaplain Students must be contacted quarterly by the Region Chaplain. Any changes in status must be reported to the Director of Chaplain Accessions at Navy Recruiting Command (N312).

b. The Annual Certificate of Physical Condition (NAVMED 6120/3) must be completed annually during collegiate's birth month. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

090105. CHANGE IN STATUS

a. If Collegiates encounter any problems/issues, including medical, physical, academic, personal, family, or legal, they are required to notify the following person immediately.

b. IRR collegiates notify their respective manager.

c. Active Duty collegiates notify their NAVCRUITDIST.

d. Chaplain collegiates notify the current Chaplain Candidate Program Officer.

e. JAG collegiates notify PERS-4416.

f. Nuclear program collegiates notify the managing NAVCRUITDIST.

090106. ORDERS

a. Upon completion of degree requirements, active duty collegiates and superseding IRR students will be ordered to the next available ODS, OCS, or Chaplain class.

b. HPSP students generally may attend ODS following the initial year of Medical or Dental school.

c. All collegiates will complete a duty preference sheet approximately six months prior to graduation. The NAVCRUITDIST Officer Recruiter will forward it to the appropriate PERS code.

090107. URINALYSIS. This Article applies to Active Duty Paid Collegiates only. IRR collegiates will not take part in the Command Urinalysis Program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP and HSCP programs are active duty members of the command population pool and will participate in the Command Urinalysis Program.

b. Collegiates will receive a briefing regarding the requirement to participate in the Command Urinalysis program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many collegiates, it is not required that they be tested on the day of random urinalysis. Instead, those collegiates randomly selected will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT). They must be tested at a minimum annually per OPNAVINST 5350.4.

d. Collegiates will not receive prior notice of urinalysis testing.

SECTION 2

ACADEMICS

090201. COLLEGIATE ACADEMIC RESPONSIBILITIES. The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement. All active collegiates will:

a. Maintain the GPA required by their program.

b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.

c. Comply with their Degree Completion Plan as approved at time of entry.

d. Request extensions in graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to executing such changes.

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

090202. PROGRAM ACADEMIC REQUIREMENTS. Academic requirements must be maintained in accordance with the respective Program Authorization (PA).

090203. ACADEMIC DISENROLLMENT

a. Active duty collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for the length of time as specified on the service agreement. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within 12 months of graduation. A BDCP or HSCP collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the collegiate to complete a degree at his/her own expense prior to entry into recruit training to complete 24 months of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by NAVCRUITCOM per BUPERSINST 1900.8 as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

SECTION 3

PHYSICAL FITNESS

090301. PHYSICAL FITNESS

a. Navy active duty collegiates are required to comply with the Navy's Physical Fitness Assessment Program per OPNAVINST 6110.1, to include participation in the semi-annual Physical Fitness Assessment (PFA).

b. IRR collegiates are not required to participate in the PFA Program. Should an IRR collegiate wish to voluntarily participate, they will complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) **prior to each physical evolution**. The OPO will retain these forms in the collegiate's folder.

c. Collegiates on active duty will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment SF 600 per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete DD Form 2766 annually during the member's birth month.

d. Active duty collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or ODS as indicated below, will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. Officer candidates are required to pass, at a minimum, the 3rd Class swim test at OCS and ODS. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. Collegiates selected for OCS/ODS programs are encouraged to practice swimming prior to shipping to OCS/ODS.

090302. OCS PHYSICAL READINESS. Active duty collegiates scheduled for OCS are required to complete the PFA with a score of Good-Low or better in each PFA area (i.e. curl-ups, push-ups and run) no earlier than 30 days and no later than 14 days prior to shipping to OCS regardless of when last PFA was administered. Scores must be uploaded into Web OTools and PRIMS within this time frame. Collegiates who do not meet these requirements will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31).

SECTION 4

ADVANCEMENT (PROMOTION)

090401. NUPOC ADVANCEMENT. NUPOC/NR/NPI collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

090402. BDCP ADVANCEMENT. BDCP collegiates may be advanced up to two paygrades while in the BDCP collegiate program, to a maximum of E5.

a. BDCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals.

b. BDCP collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the collegiate program may be advanced one rate/ paygrade. They may only be advanced once for academic achievement. To initiate this advancement, Collegiate must provide transcripts and a letter from the college indicating Dean's List achievement (if not noted on transcripts) to his recruiter or NAVCRUITDIST, who will forward to collegiate management. The effective date of this advancement will be the first day of the month following completion of the quarter/semester.

c. Upon graduation, BDCP collegiates will be advanced to E5. The effective date of this advancement will be date of graduation. Collegiate must provide transcripts verifying graduation to recruiter or NAVCRUITDIST.

090403. CEC ADVANCEMENT. CEC collegiates may be advanced via three different methods while in the CEC collegiate program, to a maximum paygrade of E5.

a. CEC collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any collegiate program. The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. CEC collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. The effective date of this advancement will be on the one-year anniversary date of enlistment.

c. Upon graduation, CEC collegiates will be advanced to E5. The effective date of this advancement will be date of graduation. Collegiate must provide transcripts verifying graduation to recruiter or NAVCRUITDIST.

090404. HSCP ADVANCEMENT. HSCP collegiates may be advanced up to one paygrade while in the HSCP collegiate program, (maximum of E7). Active duty enlisted applicants paygrade will be determined by NAVCRUITCOM (N314). Either of the following can result in advancement:

a. HSCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one rate/paygrade for accession referral regardless the number of accessed referrals obtained. The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals.

b. HSCP collegiates making the Dean’s List for one semester, or two consecutive quarters, after enlisting in the collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, provide transcripts and a letter from the college indicating Dean’s List achievement (if not noted on transcripts) his recruiter or NAVCRUITDIST, who will forward to collegiate management. The effective date of advancement will be the first day of the month following completion of 90 semester hours or 135 quarter-hours for Bachelor Degree programs or after one semester or two quarters for Master Degree programs.

c. HSCP interns may be advanced mid-way through the successful completion of their program based on the Internship Director's and Specialty Leader's recommendation to NAVCRUITCOM (N315).

SECTION 5

COLLEGIATE LEAVE AND LIBERTY

(THIS SECTION APPLIES TO ACTIVE DUTY PAID COLLEGIATES ONLY)

090501. LEAVE AND LIBERTY

a. MILPERSMAN 1050 provides the Navy's policy and procedures on leave and liberty. This section does not apply to Chaplain Students (1945) or IRR students.

b. The NAVCRUITDIST OPL/OP will provide each collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Exhibit 040901). This letter will be presented to the appropriate authority by the collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH/BAS rates are determined by the servicing PSD per current instructions.

c. When collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OPO or assigned recruiter will provide the collegiate the address and phone number of the nearest NAVCRUITDIST the collegiate's destination.

d. Navy active duty collegiates are eligible for U. S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status and must have an approved Leave Request/ Authorization Form (NAVCOMPT 3065). Prior to being granted leave solely for travel purposes, collegiate must understand DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility.

e. If an active duty collegiate desires to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States,

the NAVCRUITDIST CO will ensure that all recommendations of the U.S. State Department have been followed and all Navy Knowledge Online anti-terrorism classes must be completed. A list of current travel warnings can be found at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

(2) In addition, collegiates are required to review the consular information sheet paying particular attention to safety and security available at: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

(3) All active duty collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform NAVCRUITCOM (N313) prior to granting the leave request. For authorized travel as part of an academic program, see paragraph (f) below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local Consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not on the approved Degree Completion Plan, the NAVCRUITDIST will submit a new Degree Completion Plan to N315, Collegiate Management, for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue collegiate a Travel Abroad Letter, attaching a copy in OTools and next actioning Collegiate Management (N315) at NAVCRUITCOM. The collegiate will carry this letter with them while abroad.

(4) In addition, collegiates participating in foreign exchange programs will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

CHAPTER 9

COLLEGIATE MANAGEMENT HANDOUT

SECTION 1

OVERVIEW/ADMINISTRATION

090101. INTRODUCTION. The Articles included in this handout provide policy and procedures for Navy Active Duty and Individual Ready Reserve (IRR) collegiates. **This entire chapter must be given to all collegiates upon accession. All collegiates must acknowledge receipt of this document by signing and dating a NAVPERS 1070/613 (Page 13). The signed and dated Page 13 shall be filed in the collegiate's file and uploaded into OTools.**

090102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per Naval Military Personnel Manual (NAVPERS 15560D) Article 1050, OPNAVINST 6110.1 and Manual Of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

(1) Baccalaureate Degree Completion Program (BDCP).

(2) Civil Engineer Corps (CEC) Exceptional Student Program (hereon referred to as CEC Collegiate).

(3) Nuclear Power Officer Candidate (NUPOC).

(4) Naval Reactors Engineer (NRE).

(5) Nuclear Power School Instructor (NPI).

(6) Health Services Collegiate Program (HSCP).

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice and assigned to the Navy Recruiting District (NAVCRUITDIST) responsible for the geographic area in which they attend college.

e. The Annual Certificate of Physical Condition (NAVMED 6120/3) must be completed annually during the collegiate's birth month. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

090103. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES

a. The following are part of the IRR collegiate program:

(1)	MC HPSP - 1975
(2)	DC HPSP - 1955
(3)	MSC (Optometry) - 1995
(4)	NCP (Nurse Candidate) - 29002
(5)	FAP (Financial Assistant Program) - 21053
(6)	JAG Students
(7)	Chaplain

b. Upon commissioning, IRR collegiates will be notified in writing that they are under the official supervision of the appropriate manager listed below:

(1) For MC HPSP - 1975, DC HPSP - 1985, MSC (Optometry) - 1995, Nurse Candidate Program (NCP) - 29002, and Financial Assistant Program (FAP) - 21053 participants:

Commander
Navy Medicine Manpower, Personnel, Training and Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

Email Address: OH@med.navy.mil

(2) For JAG Students:
Head, JAG Community Manager
Navy Personnel Command (PERS-416E)
5720 Integrity Drive
Millington, TN 38055-4416

DSN: 882-4084
Commercial: (901) 874-4084

b. Collegiates must provide an up-to-date phone number, address and email address to his/her manager and notify his/her manager of any changes in personal information while in the program.

090104. CHAPLAIN STUDENT MANAGEMENT. Chaplain students are commissioned in the IRR and do not receive financial assistance. They are managed by the Chaplain Candidate Program Officer (CCPO), Chief of Chaplains Office.

a. Chaplain Students must be contacted quarterly by the Region Chaplain. Any changes in status must be reported to the Director of Chaplain Accessions at Navy Recruiting Command (N312).

b. The Annual Certificate of Physical Condition (NAVMED 6120/3) must be completed annually during collegiate's birth month. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

090105. CHANGE IN STATUS

a. If Collegiates encounter any problems/issues, including medical, physical, academic, personal, family, or legal, they are required to notify the following person immediately.

b. IRR Collegiates notify their respective manager.

c. Active Duty Collegiates notify their NAVCRUITDIST.

d. Chaplain Collegiates notify the current Chaplain Candidate Program Officer.

e. JAG Collegiates notify PERS-4416.

f. Nuclear program Collegiates notify the managing NAVCRUITDIST.

090106. ORDERS

a. Upon completion of degree requirements, active duty collegiates and superseding IRR students will be ordered to the next available ODS, OCS, or Chaplain class.

b. HPSP students generally may attend ODS following the initial year of Medical or Dental school.

c. All collegiates will complete a duty preference sheet approximately six months prior to graduation. The NAVCRUITDIST Officer Recruiter will forward it to the appropriate PERS code.

090107. URINALYSIS. This Article applies to Active Duty Paid Collegiates only. IRR collegiates will not take part in the Command Urinalysis Program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP and HSCP programs are active duty members of the command population pool and will participate in the Command Urinalysis Program.

b. Collegiates will receive a briefing regarding the requirement to participate in the Command Urinalysis program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many collegiates, it is not required that they be tested on the day of random urinalysis. Instead, those collegiates randomly selected will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT). They must be tested at a minimum annually per OPNAVINST 5350.4.

d. Collegiates will not receive prior notice of urinalysis testing.

SECTION 2

ACADEMICS

090201. COLLEGIATE ACADEMIC RESPONSIBILITIES. The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement. All active collegiates will:

a. Maintain the GPA required by their program.

b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.

c. Comply with their Degree Completion Plan as approved at time of entry.

d. Request extensions in graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to executing such changes.

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

090202. PROGRAM ACADEMIC REQUIREMENTS. Academic requirements must be maintained in accordance with the respective Program Authorization (PA).

090203. ACADEMIC DISENROLLMENT

a. Active duty collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for the length of time as specified on the service agreement. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within 12 months of graduation. A BDCP or HSCP collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the collegiate to complete a degree at his/her own expense prior to entry into recruit training to complete 24 months of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by NAVCRUITCOM per BUPERSINST 1900.8 as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

SECTION 3

PHYSICAL FITNESS

090301. PHYSICAL FITNESS

a. Navy active duty collegiates are required to comply with the Navy's Physical Fitness Assessment Program per OPNAVINST 6110.1, to include participation in the semi-annual PFA.

b. IRR collegiates are not required to participate in the Physical Fitness Assessment (PFA) Program. Should an IRR collegiate wish to voluntarily participate, they will complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) **prior to each physical evolution**. The OPO will retain these forms in the collegiate's folder.

c. Collegiates on active duty will:

(1) Complete a PARFQ and Physical Health Assessment SF 600 per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete DD Form 2766 annually during the member's birth month.

d. Active duty collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or ODS as indicated below, will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. Officer candidates are required to pass, at a minimum, the 3rd Class swim test at OCS and ODS. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. Collegiates selected for OCS/ODS programs are encouraged to practice swimming prior to shipping to OCS/ODS.

090302. OCS PHYSICAL READINESS. Active duty collegiates scheduled for OCS are required to complete the PFA with a score of Good-Low or better in each PFA area (i.e. curl-ups, push-ups and run) no earlier than 30 days and no later than 14 days prior to shipping to OCS regardless of when last PFA was administered. Scores must be uploaded into Web OTools and PRIMS within this time frame. Collegiates who do not meet these requirements will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31).

SECTION 4

ADVANCEMENT (PROMOTION)

090401. NUPOC ADVANCEMENT. NUPOC/NR/NPI collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

090402. BDCP ADVANCEMENT. BDCP collegiates may be advanced up to two paygrades while in the BDCP collegiate program, to a maximum of E5.

a. BDCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals.

b. BDCP collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the collegiate program may be advanced one rate/ paygrade. They may only be advanced once for academic achievement. To initiate this advancement, Collegiate must provide transcripts and a letter from the college indicating Dean's List achievement (if not noted on transcripts) to his recruiter or NAVCRUITDIST, who will forward to collegiate management. The effective date of this advancement will be the first day of the month following completion of the quarter/semester.

c. Upon graduation, BDCP collegiates will be advanced to E5. The effective date of this advancement will be date of graduation. Collegiate must provide transcripts verifying graduation to recruiter or NAVCRUITDIST.

090403. CEC ADVANCEMENT. CEC collegiates may be advanced via three different methods while in the CEC collegiate program, to a maximum paygrade of E5.

a. CEC collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any collegiate program. The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. CEC collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. The effective date of this advancement will be on the one-year anniversary date of enlistment.

c. Upon graduation, CEC collegiates will be advanced to E5. The effective date of this advancement will be date of graduation. Collegiate must provide transcripts verifying graduation to recruiter or NAVCRUITDIST.

090404. HSCP ADVANCEMENT. HSCP collegiates may be advanced up to one paygrade while in the HSCP collegiate program, to a maximum of E7. Active duty enlisted applicants paygrade will be determined by NAVCRUITCOM (N314). Either of the following can result in advancement:

a. HSCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one rate/paygrade for accession referral regardless the number of accessed referrals obtained. The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals.

b. HSCP collegiates making the Dean’s List for one semester, or two consecutive quarters, after enlisting in the collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, provide transcripts and a letter from the college indicating Dean’s List achievement (if not noted on transcripts) his recruiter or NAVCRUITDIST, who will forward to collegiate management. The effective date of advancement will be the first day of the month following completion of 90 semester hours or 135 quarter-hours for Bachelor Degree programs or after one semester or two quarters for Master Degree programs.

c. HSCP interns may be advanced mid-way through the successful completion of their program based on the Internship Director's and Specialty Leader's recommendation to NAVCRUITCOM (N315).

SECTION 5

COLLEGIATE LEAVE AND LIBERTY

(THIS SECTION APPLIES TO ACTIVE DUTY PAID COLLEGIATES ONLY)

090501. LEAVE AND LIBERTY

a. MILPERSMAN 1050 provides the Navy's policy and procedures on leave and liberty. This section does not apply to Chaplain Students (1945) or IRR students.

b. The NAVCRUITDIST OPL/OP will provide each collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Exhibit 040901). This letter will be presented to the appropriate authority by the collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH/BAS rates are determined by the servicing PSD per current instructions.

c. When collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OPO or assigned recruiter will provide the collegiate the address and phone number of the nearest NAVCRUITDIST the collegiate's destination.

d. Navy active duty collegiates are eligible for U. S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status and must have an approved Leave Request/Authorization Form (NAVCOMPT 3065). Prior to being granted leave solely for travel purposes, collegiate must understand DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility.

e. If an active duty collegiate desires to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce.

Therefore, prior to granting leave outside the United States, the NAVCRUITDIST CO will ensure that all recommendations of the U.S. State Department have been followed and all Navy Knowledge Online anti-terrorism classes must be completed. A list of current travel warnings can be found at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

(2) In addition, collegiates are required to review the consular information sheet paying particular attention to safety and security available at: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

(3) All active duty collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform NAVCRUITCOM (N313) prior to granting the leave request. For authorized travel as part of an academic program, see paragraph (f) below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local Consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not on the approved Degree Completion Plan, the NAVCRUITDIST will submit a new Degree Completion Plan to N315, Collegiate Management, for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue collegiate a Travel Abroad Letter, attaching a copy in OTools and "next action" Collegiate Management (N315) at NAVCRUITCOM. The collegiate will carry this letter with them while abroad.

(4) In addition, collegiates participating in foreign exchange programs will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

APPENDIX A

OTOOLS

100101. INTRODUCTION. This section provides general information and directions for using OTools.

100102. RESPONSIBILITIES. It is imperative that OPOs, ORs, and OPs utilize OTools correctly in order to provide accurate date. Inaccurate date can cause delays in processing and significantly compromises statistical data collection.

100103. ENTERING DATA. The following basic guidelines must be followed:

a. Utilize all provided dropdown menus. Although the system may be slow, this is crucial to data integrity.

b. Complete all blocks. Do not leave any blocks blank.

c. Spell all entries correctly.

d. School codes should be a six- digit numerical code. Do not leave blank, type the name of the school, or use 999999. Look up the correct code.

e. Degree major should be a four-digit numerical code. Do not type in the degree. Look up the correct code.

f. Race code should be a numerical code.

g. Social Security Numbers should have no dashes.

h. Check all dates for accuracy.

i. Designator block should only have one designator.

j. DO NOT USE COMMAS.

100104. SENDING KIT DOCUMENTS. Ensure that you “Next Action” the correct person when sending kit information. Always utilize the dropdown menu rather than typing in an ID number from memory. Sending to the wrong person could cause the information to get "lost" in cyberspace and could result in significant delays in processing the applicant or the applicant not making it to board.

Web OTools

Standard Operating Procedures

Table of Contents

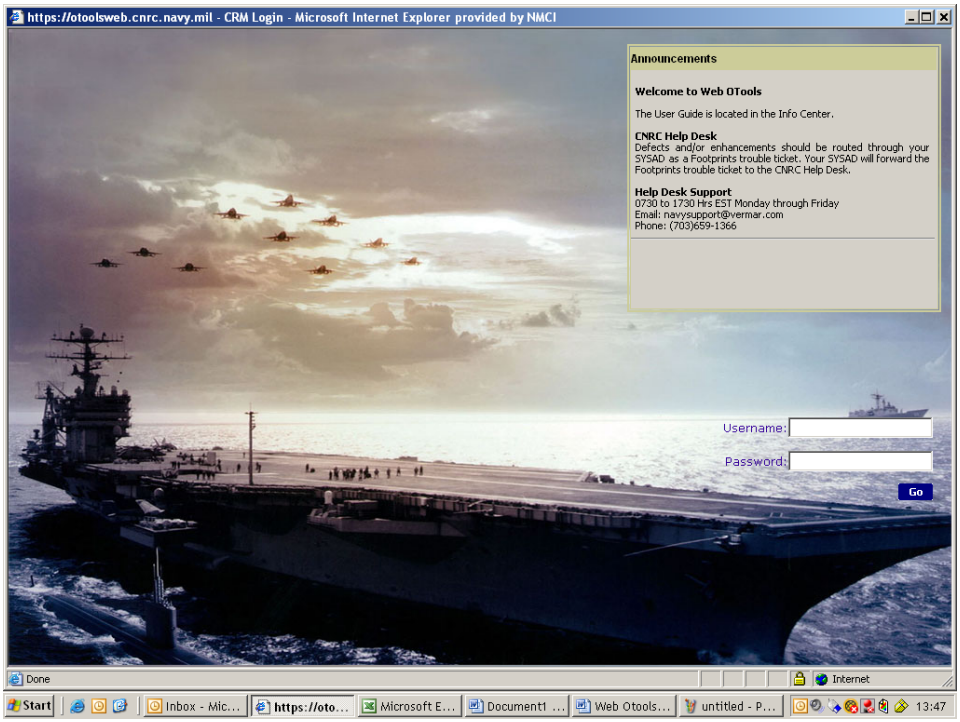
Logging in 3
Contact 1 4
Contact 2 8
- **Fields** 8
  - **Processing** 8
  - **Leads** 12
  - **Blueprinting** 14
  - **Education** 18
  - **Military** 20
  - **SAT/ACT** 22
  - **Collegiate** 23
- **Summary** 25
- **GM & View** 25
- **Notes** 25
- **Contacts** 25
- **Details** 25
  - **Add a Detail** 26
- **Referrals** 27
- **Pending** 27
- **History** 30
- **Attachment** 30
  - **Attaching a Document** 30

Task Bar 32
- **Main** 32
- **Calendar** 32
- **Activity List** 32
- **Info Center** 32
- **Document Center** 32
- **Queries** 32
- **Reports** 34
- **Data Loading** 34

Recently Viewed Tab 35
Logging Out 34
Working in Web OTools 35
- **Create New Contact Record** 35
  - **Required Fields** 36
- **Edit Applicant Information** 36
- **Searching for Applicants** 37
- **Communication between Web OTools Users** 37
- **Submit a Kit to CNRC** 37
- **NAVET Status Check/Submitting Kit** 38
- **Leads** 38
- **Deleting kit prior to becoming an applicant** 49
- **Deleting kit once it has become an applicant** 40

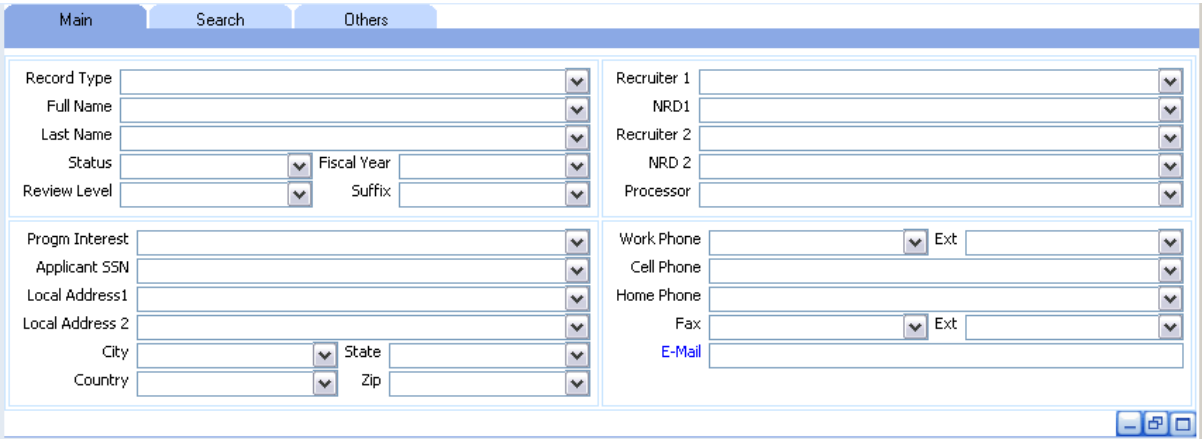
Help Deck Support 40

Logging in



Enter https://otoolsweb.cnrc.navy.mil **into your web browser.**
Acknowledge the warning screen
Enter your **Username** and **Password**
Click **GO**

Contact 1 Information



Record Type: Enter the record type by using the drop down menu. The following fields are to be completed by the NRD unless otherwise specified.

Active Duty Applicant	Use for applicants who would count on the active duty accession plan, i.e. 11600, 13900, 31007
Active Recall	Use for Reserve Officer who is applying for an active duty recall
Campus Data Notebook	College/university information with points of contact from various departments at the college/university
Chaplain Collegiate-19450	Once an applicant has been selected for 19450, the record type will be changed to Chaplain collegiate by the Chaplain processor for tracking purposes. HQ use only
COI//Center of Influence	Names/numbers/email address of persons who are essential to the recruiting effort
Collegiate	Once an applicant has been selected for a collegiate program (except for Chaplain), the NRC processor will change the recorder type to collegiate for tracking purposes. HQ use only
Erroneous Applicant	Contact records with erroneous applicant in the record type will be deleted from Web OTools.
Fleet	Active duty Enlisted person applying for a Active Duty Commission. HQ use only
MAVNI (Non US Citizen)	Use for applicants who are applying for one of the medical programs (DC/MC/MSC/NC) under the MAVNI (Non-US Citizen) program
Permanent Resident Alien (PRA)	Use for applicants who are applying for one of the medical programs (DC/MC/MSC/NI) under the PRA program.
Null/No Information	Record Type has not been determined
Recruiting Personnel	Names/numbers of recruiting personnel both in the field and HQ

Requesting Removal	Contact records with requesting removal in the record type will be deleted from Web OTools
Reserve DCO	Use for applicant who would count against the reserve accession plan, i.e. 21050, 31650, 51050
Reserve NAVET	Prior Navy commissioned officer

Full Name: Names must be typed in the following order using upper and lower case:
First Middle Last Example: John Henry Smith or John NMN Smith

** If no middle name, then put NMN where the middle name would go.
** If the person is a Jr, III, or IV, then put it just prior to the last name.
Example: John Henry IV Smith

Last Name: This field will automatically be filled. DO NOT TYPE information in this field.

Status: Use drop down menu to enter status. Entered by NRD and HQ personnel as indicated below:

New Lead	Leads assigned from N@LTS
Recruiter New Lead	Lead assigned from OPO to Recruiter - NRD OPO
Lead	Recruiter has attempted contact - No response - NRD OR
Closed Lead	No more action on lead - NRD OR
Contact	Lead has responded - NRD OR
Prospect	Wants to join the Navy-working on kit - NRD OR
Applicant	Kit submitted to CNRC - NRD Processor
Attainment	Awaiting on Enlistment or Commission - HQ N315
Final Action Complete	Applicant has Final Action completed - HQ N315
RECPRO-X	Recommend withdraw of kit - HQ PM
RECPRO-X Cancel	Kit is cancelled - HQ PM or N315
Field Reject	Rejected at the field (NRD) level - NRD OPO/Processor
NRD Archive	Archived at the field (NRD) level - NRD OPO/Processor
Null	No status information – NRD/HQ
GEXX	Referral to EPO – NRD OPO

Review Level: Use drop down menu to enter review level. This field must have something in the field; otherwise, anyone can edit the information in the contact record. When the review level is at NRC N3, the field will not be able to edit.

NRD	Kit at NRD

CNRC N3	Kit at CNRC Processing
CNRC Archive	Record has been finalized/no further action
PERS 9	Kit located at Pers-9
CNRC Bin	Holding for Erroneous Applicant until it is deleted
Null	No Review Level Information

Fiscal Year: Use drop down menu to enter year that the applicant will be counted against the accession plan– dropdown has years from 2004 to 2020.

Prefix: Use drop down menu to enter suffix:

DR.	
MR.	
MS.	
MRS.	
Rank	For Fleet and NAVETS Only - Type in applicant's Rank/Rate

Program Interest: This field is populated by leads - do not place anything here.

ACBDCP//ACT BDCP
ACCCDA//ACT Chaplain Corps-DA
ACCCST//ACT Chaplain Corps-STU
ACCEDA//ACT CEC - DA
ACDCDA//ACT Dental Corps-DA
ACDCRE//ACT Dental Corps - Recall
ACDFAP//ACT Dental Corps-FAP
ACGODA//ACT Gen Officer-DA
ACHPSP//ACT HPSP
ACHSCP//ACT HSCP
ACJGDA//ACT JAG Corps-DA
ACJGST//ACT JAG Corps-STU
ACMCDA//ACT Medical Corps-DA
ACMFAP//ACT Medical Corps-FAP
ACMRCE//ACT Medical Corps - Recall
ACMSDA//ACT MSC-DA
ACMSRE//ACT MSC - Recall
ACNCDA//ACT Nurse Corps-DA
ACNCRE//ACE Nurse Corps - Recall
ACNCST//ACT Nurse Candidate Program-STU
ACNEDA//ACT NAV Reactors Eng-DA
ACNIDA//ACT NUC Power Inst-DA
ACNPOC//ACT NUCPOC-STU
GENF//Refer to Nuclear Enlist
GEXX//Refer to EPO

MAVNI// Dental Corps
MAVNI//Medical Corps
MAVNI//Medical Service Corps
MAVNI//Nurse Corps
NO4Y//Refer to ROTC
NONU//Refer to Nurse ROTC
PRA// Permanent Resident Alien
RCCCDC//RES Chaplain DCO
RCCCVT//RES Chaplain NAVET
RCDCDC//RES Dental DCO
RCDCVT// RES Dental NAVET
RCGODC//RES General Officer DCO
RCGOVT//RES General Officer NAVET
RCMCDC//RES Medical Corps DCO
RCMCVT//RES Medical Corps NAVET
RCMSDC//RES Medical Service DCO
RCMSVT//RES Medical Service NAVET
RCNCDC//RES Nurse Corps DCO
RCNCVT//RES Nurse Corps NAVET

Applicant's SSN: Use the last four numbers only. Place the full SSN in the Detail Tab labeled "Private Personal Information". The PPI detail will be explained in the Detail tab.

Mailing Address/City/State/Country/Zip: (MUST MATCH MAILING ADDRESS LISTED ON THE APPLICATION FOR COMMISSION, NAVCRUIT 1131/2, # 11.) Type in the address using upper and lower case.

Recruiter 1: Use drop down menu for recruiter username.

NRD 1: Use drop down menu for NRD.

Recruiter 2: Use drop down menu for recruiter username. This is used for "Touch and Go" recruiters.

NRD 2: Use drop down menu for NRD. This is used for Touch and Go recruiters.

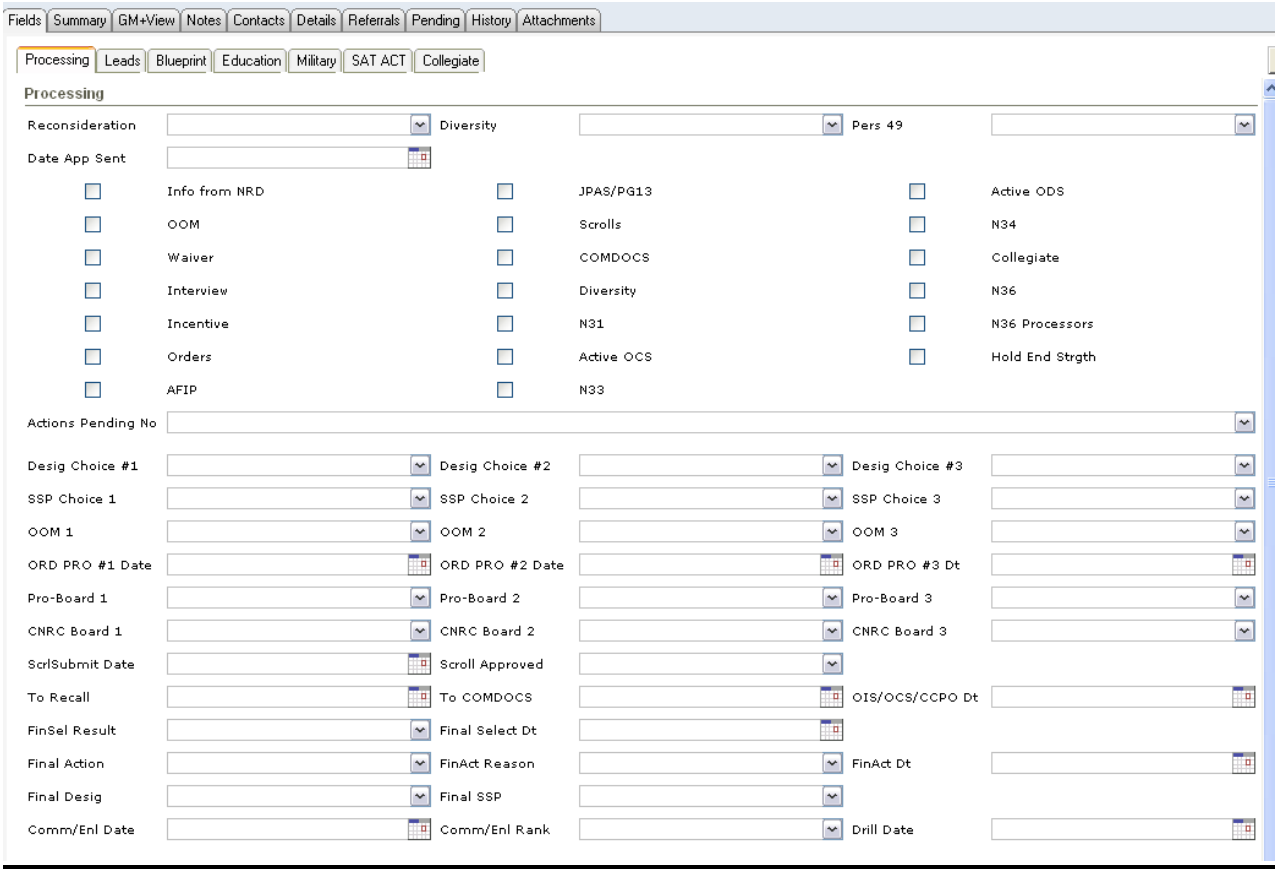
Processor: Use drop down menu to indicate the NRD processor's ID who completed the officer application.

Work Phone/Cell Phone/Home Phone/Fax: Web OTools applies United States formatting to the telephone number. The telephone number must be exactly 10 digits long.

Example**:** (456)456-4561

Email Address: Type in the email address of the applicant. Clicking on the word Email will automatically open your Outlook with the applicant's email there.

Contact 2 Information



FIELDS TAB

Processing Tab

Reconsideration – The Reconsideration block will be changed by N315 upon receipt of the package at NRC.

Yes
No

PERS 49- **I**nformation entered by PERS-49 only.

Approved	Pers-49 has approved for affiliation

Disapproved	Pers-49 has disapproved for affiliation
On Hold – pending action	Pers-49 has the application on hold pending further action. Will decide approve or disapprove once the action is complete

Date App Sent – Enter date the NRD forwarded the applicant from NRD to NRC. Entered by NRD Processor.

Check Boxes – This section is for NRC use ONLY. If a box is checked, an action is pending at that location. Example: Scrolls, and orders are checked. This means that the kit is waiting for approval on a signed scrolls list and waiting on a set of orders from the detailers. (All active applications at NRC N3 will have Active ODS, Active OCS or Collegiate checked until application is archived). This allows the NRD a quick look at the status of any pending actions on an applicant.

Actions Pending Notes – This section is for use by NRC ONLY. The N315 processors use this section to expand on any actions pending…ie, NRD needs COMDOCS 3-17-09.

Desig Choice 1- Use drop down menu for applicant's first designator choice. Entered by the NRD Processor.

SSP Choice 1- List of Sub-specialty codes for both Medical and Chaplain programs and NAVETS, are located in the Info Center. Use the drop down menu to identify the SSP in SSP Choice 1 field. Example: For Health Care Administrator, you would use "1800". Entered by the NRD Processor.

OOM 1- Use drop down menu to enter PQ status. Entered by HQ N315.

PQ	Applicant is Physically Qualified for Desig 1
TNPQ	Applicant is Temporary Not Physically Qualified for Desig 1
PQ with Waiver	Applicant is Physically Qualified with a Waiver for Desig 1
NPQ	Applicant is Not Physically Qualified for Desig 1
Defer	Used for NUPOC kits. They are sent to D.C. to be qualified.

ORD PRO 1 Date: Date the applicant was sent to the Professional Review Board. This date is entered by the HQ Program Manager.

Pro-Board 1- Results from the Professional Review Board. Information is entered by the Program Manager. Program Managers place a copy of the results in the applicant's record in attachment tab.

N//No	Not professionally recommended
Y//Yes	Professionally recommended
A//Alternate	Will be placed on an alternate list
X//Not BER	Does not meet the minimum requirements for designator
S//Tabled - Info Needed	On hold for additional information
T//Tabled - No Info Needed	On hold for consideration at a later date

CNRC Board 1- Program Manager will enter this information when a final decision is made.

S//Select	Applicant is a recommended selection for designator 1
N//Non-Select	Applicant is not recommended for selection for designator 1

****For Designators 2 and 3 –** Enter as with Designator 1. Entered by the NRD Processor.

Scroll Submit Date- Enter the date the scroll was submitted to CNP. Entered by the HQ PM.

Scroll Approved- Once the scrolls is approved by SECDEF, the approved service (Active or Reserve) and Grade will be entered in this field…i.e. Active-ENS, Reserve-LT. Entered by the HQ PM.

To RECALL- N315 enters the date the kit is sent to RECALL (PERS).

To COMDOCS- N315 enters the date the COMDOC request paperwork has been sent to PERS-802/911.

ODS/OCS/CCPO- N315 enters the Class Start Date based on the PM's annotation under the Notes Tab**.**

FinSel Result- N315 enters the FinSel Result, based on the Division Officer's decision and annotation under the Notes Tab**.**

S//Select	Applicant is selected for Final Designator listed below
N//Non-Select	Applicant is NOT selected for the Navy

Final Select Date- Date of final selection or non-selection (Date the Select/Non-Select letter is signed). This field will not be populated until the final select/non-select letter has been signed by the appropriate Division Officer. This is entered in by NRC, N315 processor.

***For the Reserves

- NAVET - the final select date will be the date that the applicant's final select letter is signed. (If the applicant fails to complete first drill at NOSC, they will then be considered an attrite.)

- DCO - Final action date will be completed upon receipt of correct oath of commission, service agreement, and ready reserve agreement. This is the attainment date.

Final Action – Entered by NRD and HQ personnel as listed below.

A	Withdraw by Applicant-Reason – Entered by NRD Processor
B	Non-Select – acknowledgement of non-select by field – Entered by NRD Processor
D	Decline- Reason – Entered by N315
J	Not Enlisted/Appointment- Reason – Entered by HQ PM/Processor
L	Enlisted-Active Collegiate - Entered by N315
M	Enlisted-Awaiting OCS – Entered by N315
N	Discharged prior to reporting- Reason – Entered by HQ PM/Processor
P	Attrite – Entered by HQ PM
Q	Did not report- Reason – Entered by HQ PM/Processor
S	Enrolled – Entered by N315
T	Officer appointed – Entered by N315
Z	Reserve Affiliation - All Reserve attainments – both NAVETS and DCOs – Entered by HQ PM

FinAct Reason- A selection will be made using the drop down menu. This is entered by N315.

A	Civilian employment
B	Graduate studies
C	Selected by another service

D	Pending marriage
E	Medical
F	Deceased
G	Age
H	Length of kit process
I	Continuing Education
J	Personal
K	Other

FinAct Date- Date of Final Action. Entered by N315.

Final Desig – Entered by N315 - this should match the designator choice that is a select.

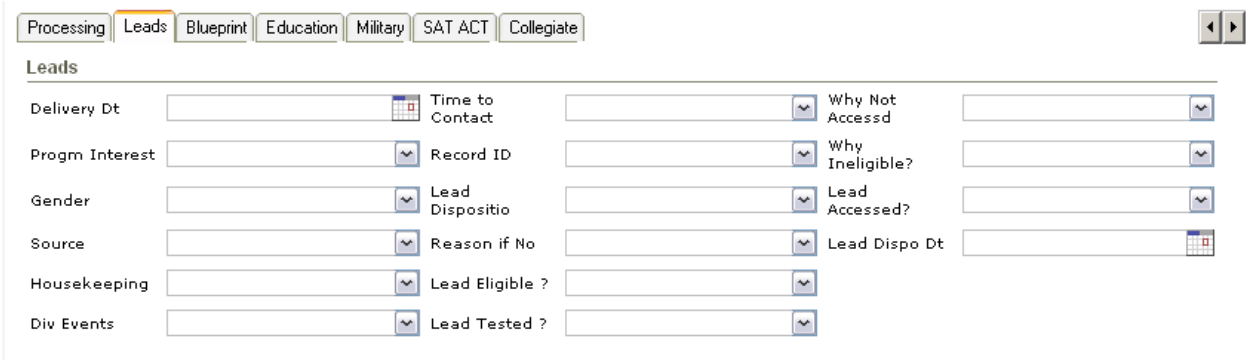
Final SSP- Entered by N315 - this should match the designator choice that is a select.

Comm/Enl Date- Entered by N315 upon review & approval of enlistment, commissioning or superseding documents - date entered it the applicant's actual commission/enlistment date.

Comm/Enl Rank- Entered by N315; based on the information provided by the HQ PM under the Notes Tab - rank the applicant either commissioned or enlisted.

Attained Date – Entered by Program Manager - date the applicant was attained (for Reserves Only).

Leads Tab



Delivery Date – Date received from NALTS.

Program Interest – Same as Contact 1 “Program Interest”.

Gender – Use drop down to enter Gender. Entered by NRD OR

M	Male
F	Female

Source – Name of the source where the lead is received…i.e., NALTS, CARIT LANT, CARIT, PAC. Entered by NRD OR

Housekeeping - Use to request deletion of a record. Entered by both NRD and HQ; as applicable.

DEL	Delete this contact lead

Time to Contact - Enter either AM or PM. Entered by NRD OR

Record ID – Received from NALTS. Entered by NRD OR

Lead Disposition – Use drop down menu to enter Lead Disposition. Entered by NRD OR

Invalid or N/A
Not Interested
NBQ-Field Reject
Kit submitted
Select
Non-Select

Reason if No – Use drop down menu to enter Reason. Entered by NRD OR

A	Left message/did not return call
B	bad phone number
C	bad email address
D	Do not process/invalid

Lead eligible? Use drop down menu. Entered by NRD OR

N	No
Y	Yes

Lead Tested? – Use drop down menu. Entered by NRD OR

N	No
Y	Yes

Why not accessed – Use drop down menu to enter reason not accessed. Entered by NRD OR

A	Choose Other Service
B	Civilian Employment
C	Continuing Education
D	Not Interested
E	Continuing Follow Up
F	Previously Join USN

Why Ineligible? – Use drop down menu to enter ineligibility reason. Entered by NRD OR

A	Age
B	Physical
C	Education
D	Language
E	Citizenship
F	Failed Test / Board
G	Legal / Moral/field reject
H	NBQ per PA

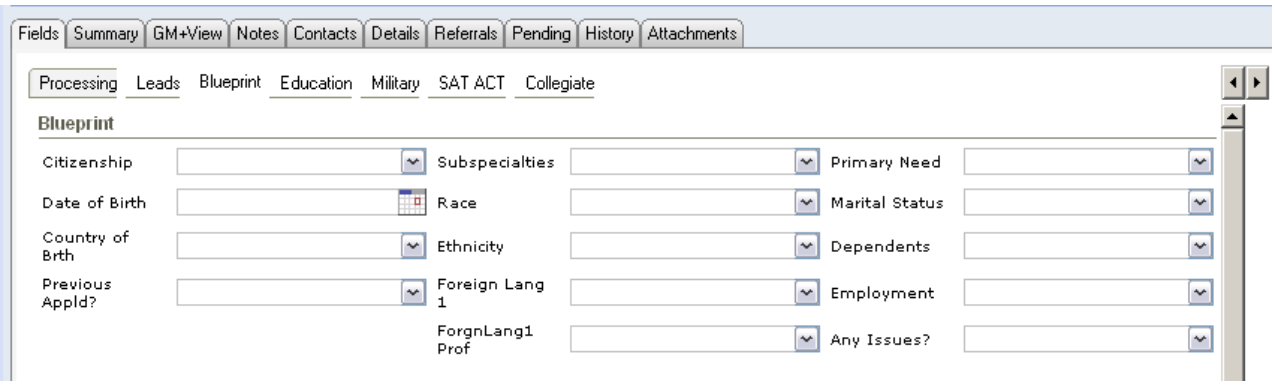
Lead Accessed? – Use drop down menu. Entered by NRD OR

N	No
Y	Yes

Lead Disposition Date – Enter date of lead disposition. Entered by NRD OR

Blueprint Tab

All entries under the Blueprint Tab shall be completed by the NRD Officer Recruiter.



Citizenship – Use drop down menu to enter citizenship type.

A	US National – Non U.S. Citizen
C	U.S. Citizen
N	Non Citizen - Non-National
Z	Unknown

Date of Birth – Enter date the applicant was born.

Country of Birth – Enter country where the applicant was born

Previous Applied? – Use drop down to enter the reconsideration information.

N	No
Y	Yes

Subspecialties - Use drop down menu for the number identifier listed in Info Center under sub-specialties.

Race – Use drop down menu to enter Race.

1	AS-BLK-Natv HI/OPI-WHT
2	AS-BLK-WHT
3	AS-Natv HI/OPI
4	AS-Natv HI/OPI-WHT
5	AS-WHT
6	BLK-Natv HI/OPI
7	BLK-Natv HI/OPI-WHT
8	BLK-WHT
9	Natv HI/OPI-WHT
A	American/AK Natv

B	Asian (AS)
C	Black (BLK) or African (AF) AM
D	Natv HI or Islndr (OPI)
E	White (WHT)
F	Declined to Respond
H	AM IN/Natv (AK)-AS
J	AM IN/Natv
K	AM IN/Natv AK/Natv HI/OPI
L	AM AK-A Natv HI/OPI-WHT
M	AM AK-A-BLK-WHT
N	AM AK-AS-Natv HI/OPI
P	AM HI/OPI-WHT
Q	AM IN/NatS-WHT
R	AM IN/Natv AK-BLK
S	AM IN/Natv /OPI
T	AM HI/OPI-WHT
U	AM AK-BLK-WHT
V	AM IN/NatI/OPI
W	AM IN/Natv HI/OPI-WHT
X	AM IN/Natv AK-WHT
Y	AS-BLK
Z	AS-BLK-Natv HI/OPI

Ethnicity- Use drop down menu to enter Ethnicity.

1	Other Hispanic descent
2	US/Canadian Indian tribe
3	Other Asian descent
4	Puerto Rican
5	Filipino
6	Mexican
7	Eskimo
8	Aleut
9	Cuban
D	Indian
E	Melanesian
G	Chinese
J	Japanese
K	Korean
L	Polynesian
Q	Other Pacific Islands descent
S	Latin American with Hispanic descent
V	Vietnamese
W	Micronesian
X	Other – Not Specified
Y	None

Z	Did not respond

Foreign Language1 –Type in foreign language spoken… i.e. Spanish, French.

Foreign Lang1 Prof – Use drop-down menu.

SB	Speak Broken
SF	Speak Fluently
SFR	Speak Fluently and Read
SFRW	Speak Fluently-Read and Write

Primary Need – Use drop down menu.

Benefits	Medical-Dental-etc
Employment	Needs a job
Financial Aid	Needs money for college
Patriotism	Serve his or her country
Security	Needs stable employer
Status	Needs prestigious position

Marital Status - Use drop down menu.

A	Annulled- marriage declared null
D	Divorced- marriage legally dissolved
I	Interlocutory-final divorce pending
L	Legally Separated
M	Married- legal and common-law
S	Never Married
W	Widowed- spouse declared deceased

Dependents – Use drop down menu.

0	No Dependents
1	Spouse with or w/o minor children
2	Minor children no spouse
3	Other Dependents, not specified

Employment – Use drop down menu**.**

A	Unemployed
B	Full-time Employee

C	Part-time Employee

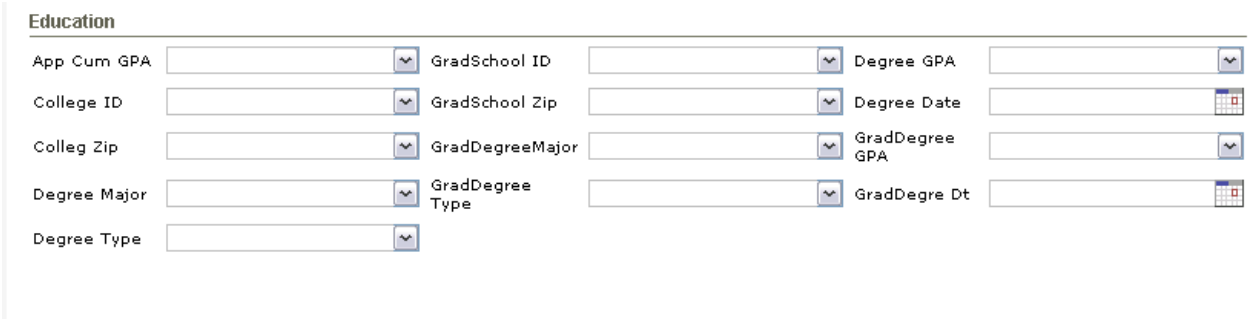
Any Issues?

No
Y//Yes-See MEDDOCS
Yes-Medical
Yes-Other
Yes-Police
Yes-Tattoo

** Select multiple entries by holding down the CTRL key while left-clicking on the entry.

Education Tab

All entries under the Education Tab shall be completed by the NRD Officer Processing Staff.



App Cum GPA- Enter Applicant's Cumulative GPA (all GPAs are to be based on a 4.0 scale).

College ID- Enter Number Identifier for College ID- List located in Info Center.

College Zip – Enter College Zip Code.

Degree Major – look in Info Center for degrees that fall into these categories, and use the drop down menu to enter the correct degree major.

0100	Agriculture and Natural Resources
0200	Architecture and Environmental Design
0300	Area Studies
0400	Biological Sciences

0500	Business and Management
0600	Communications
0700	Computer and Information Sciences
0800	Education
0900	Engineering
1000	Fine and Applied Arts
1100	Foreign Languages
1200	Health Professions
1300	Home Economics
1400	Law
1500	Letters
1600	Library Science
1700	Mathematics
1800	Military Sciences
1900	Physical Sciences
2000	Psychology
2100	Public Affairs and Services
2200	Social Sciences
2300	Theology
4900	Interdisciplinary Studies
9999	Other

Degree Type – Use the drop down menu to choose and enter the undergraduate degree type.

D	Associate Degree
G	Pro Nursing Diploma
K	Baccalaureate
X	Other

Grad School ID- Enter Number Identifier for College ID - List located in Info Center.

Grad School Zip – Enter School Zip Code.

Grad Degree Major – Same as above for Degree Major.

Grad Degree Type – Use the drop down menu to enter this information.

N	Master's
P	PHD
U	Doctorate
X	Other

Degree GPA - Enter Applicant's Degree GPA.

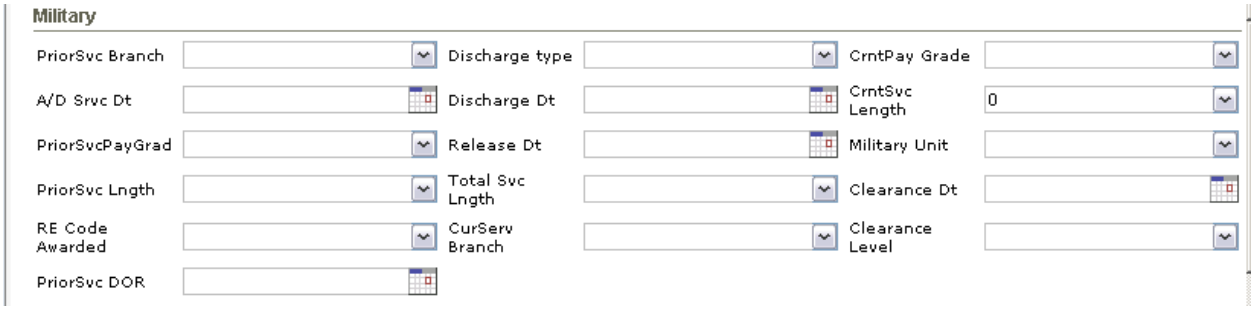
Degree Date – Enter the date the degree was/will be received.

Grad Degree GPA - Enter Applicant's Graduate Degree GPA.

Grad Degree Date – Enter the date the Graduate Degree was received.

Military Tab

All entries under the Military Tab shall be completed by the NRD Officer Processing Staff.



Prior Svc Branch – Use the drop down menu to enter the correct prior service branch.

2	Multiple Services
A	Army Active
B	Army Reserve
C	Army Retired
D	Navy Active
E	Navy Reserve
F	Navy Retired
G	Air Force Active
H	Air Force Reserve
J	Air Force Retired
K	Marine Corps Active
L	Marine Corps Reserve
M	Marine Corps Retired
X	Military Officer Candidate Type Training
Y	Coast Guard
Z	No Prior Service

A/D Service Date- Enter the date of Active Duty Service.

Prior Svc Pay Grade- Use the drop down menu to choose the correct prior service pay grade.

Prior Svc Length – **E**nter the number of full years completed.

RE Code Awarded – Look in Info Center for more information on RE Codes; and enter the correct code using the drop down menu.

RE-1
RE-1A
RE-2
RE-3A
RE-3B
RE-3C
RE-3D
RE-3E
RE-3F
RE-3G
RE-3H
RE-3K
RE-3M
RE-3N
RE-3S
RE-3T
RE-3U
RE-4
OTHER

Prior Svc DOR- Enter appropriate date of rank.

Discharge Type – Use the drop down menu to enter the type of discharge.

H	HONORABLE
G	GENERA L
OTH	UNDER O-T-H
BCD	BAD CONDUCT
D	DISHONORABLE

Discharge Date – Enter the date of discharge.

Release Date – Enter the date of release.

Total Svc Length – Enter the number of full years completed.

Cur Svc Branch - Enter by utilizing the drop down menu - same as the above for prior service.

Cur Svc Pay Grade- Enter by utilizing the drop down menu.

Cur Svc Length - Number of full years completed

Military Unit – Enter military unit applicant is currently attached.

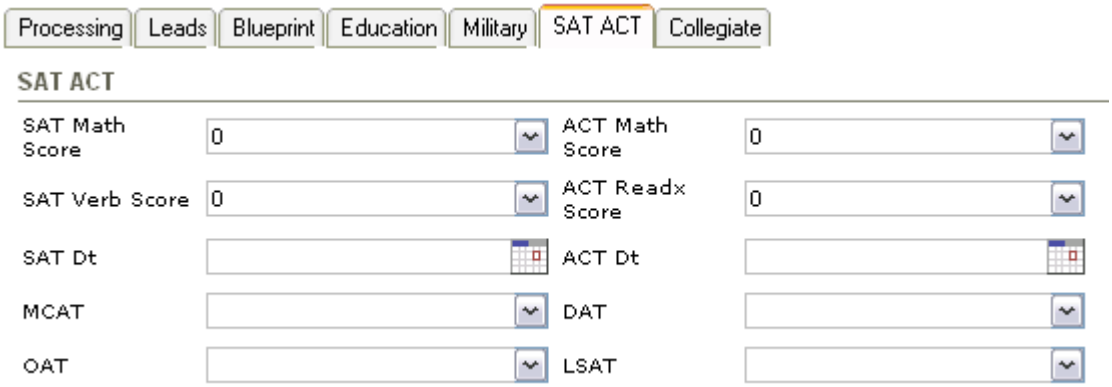
Clearance Date – Enter the date the clearance was obtained.

Clearance Level – Use the drop down to enter the level of clearance received.

NACLC
SSBI
NAC
ENTNAC
NACI
ANACI
None

SAT/ACT Tab
(Contains MCAT,OAT,DAT and LSAT)

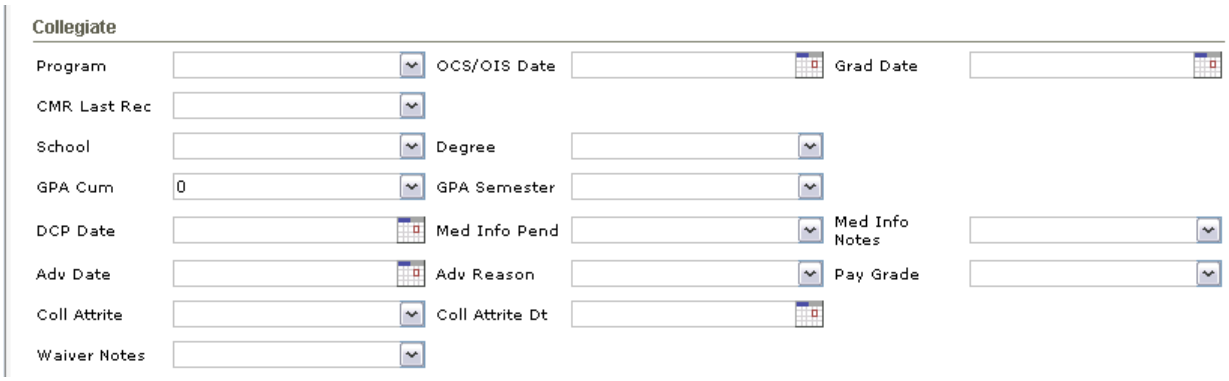
All entries under the SAT/ACT Tab shall be completed by the NRD Officer Processing Staff.



Scores: - Enter any required scores into the appropriate fields.

Collegiate Tab

All entries under the Collegiate Tab will be completed by the N315 processor – the field makes no entries under the Collegiate Tab.



Program – Entered by the N315 processor using the drop down menu.

BDCP
HSCP
CEC
NUPOC
CCPO

OCS/ODS Date – Start date of OCS/ODS. This is entered by the Program Manager.

Grad Date – Entered by N315.

CMR Last Rec – N315 enters the date of the last received Collegiate Management Report.

Fall 2009
Spring 2009

School – N315 enters the name of school.

Degree – N315 enters the Degree type.

GPA Cum – N315 enters Cumulative GPA.

GPA Semester- N315 enters GPA for the just completed semester.

DCP Date – N315 enters Date of Degree Completion Plan.
Med Info Pend – N315 makes entry as to whether there is medical information pending using the drop down menu.

Y	Yes
N	No

Med Info Notes – N315 enters notes regarding Medical issues.

Adv Date – N315 enters date of advancement.

Adv Reason – N315 enters reason for advancement using drop down menu.

1 Year CEC
Referral
Dean's List

Pay Grade - N315 enters the current pay grade using the drop down menu.

Coll Attrite – N315 enters attrite information using drop down menu.

Academic
Discipline

Unsuitability
Physical
Hardship
Other

Coll Attrite Date – N315 enters date of attrite.

Waiver Notes – N315 enters any notes regarding waiver.

Summary Tab

The Summary tab has two important fields. The first, creation, will tell you the date the contact record was created and by whom. The second field, last update, will tell you the date and who updated the contact record last.

GM & View Tab

The **GM & View** tab Is a shortcut to go Officer Recruiter website or to N3 website located on the Quarterdeck.

Contact Tab

The **Contact** tab allows the recruiter to add an additional contact to the contact record. By clicking on the NEW button, a box pops open to add the additional information.

Notes Tab

The **Notes** tab stores freeform information about the contact. The Notes tab will be used by CNRC only and will be viewable only by NRC HQ staff, Region OPO and NRD OPO.

Details Tab

Detail tab is use to add information that might be added many times, i.e. PRT scores for spring and then fall. Detail tab allows for added information without deleting the previous information.

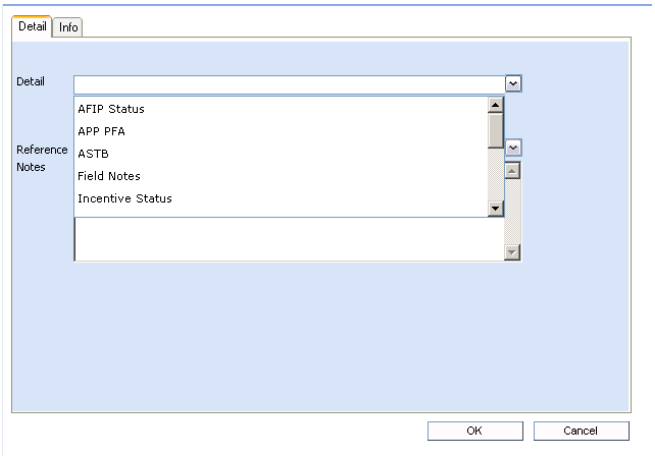
AFIP Status	NRC use
APP PFA	Field use
ASTB	Field/NRC use

Field Notes	Field use
Incentive Status	NRC use
JPAS	NRC use
OPO Notes	Field use
Private Personal Information	Field use-**Full, 9-digit SSN** for the applicant and recruiter
Recall Review	NRC use
Reserves	Field use – location of billet information
VIP Trip	NRC use
Waiver Status	NRC use

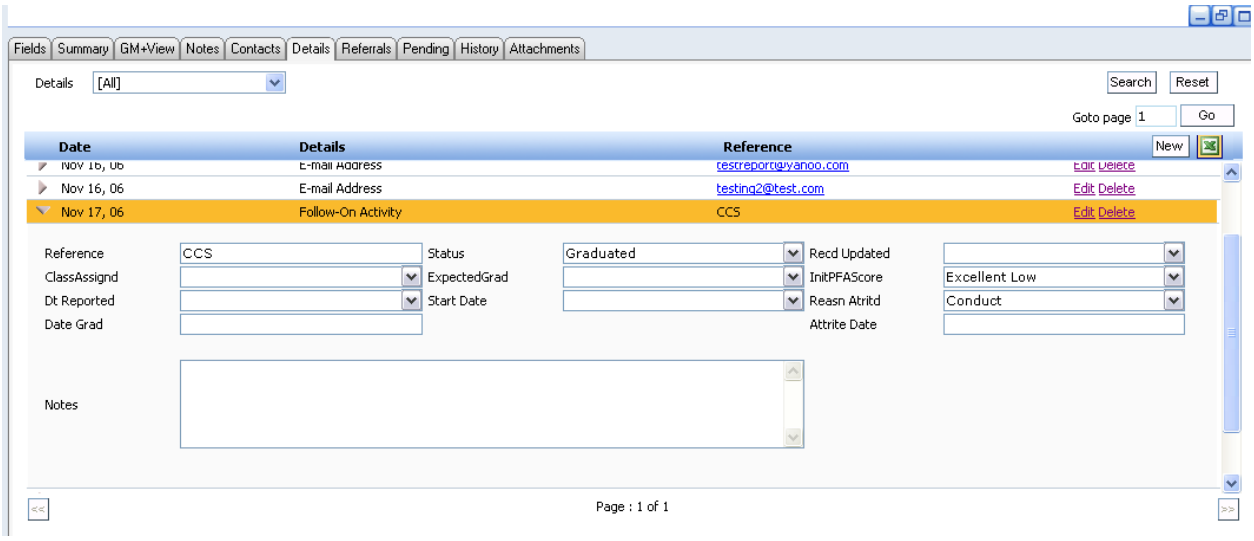
Add a Detail

Click on Add Detail Icon:

The detail box appears. Click on the detail tab to get drop down and to choose the detail you are adding data to. A detail can be added by the field even when the record is at the NRC level.



To check information in a detail:



Under the Detail Tab you can click on the detail you would like to see. Just click the little arrow on the left side and it will expand the box to see the fields

Referrals Tab

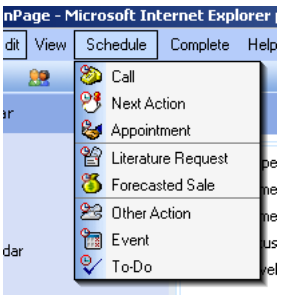
The Referral tab is used to track lead referrals between a contact record and another. This tab is used by the field.

Pending Tab

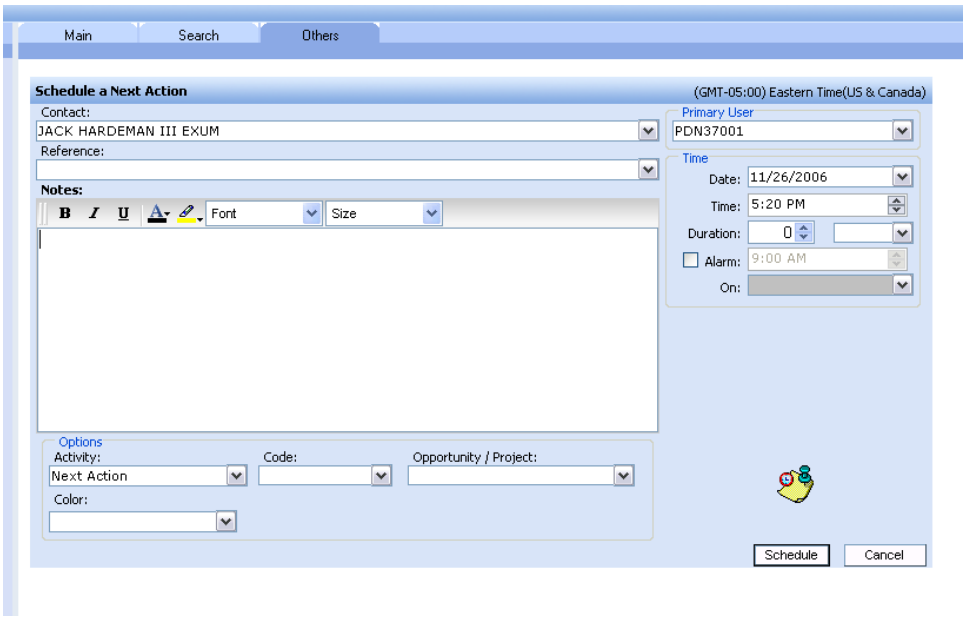
The **Pending** tab shows all pending activities scheduled for the contact record by Web OTools user. This tab is used, and can be viewed by both the field and NRC.

To schedule a pending action on an applicant:

Select **Schedule>>Next Action.**



The **Schedule a Next Action** screen appears.



Primary User: Use drop down menu to find the user who will be completing this pending action.

Reference: Enter the appropriate action being requested or information that is being forwarded, i.e. Additional Info-DD370; N3M PQ Letter, etc. Specific Reference Lines shall be labeled as follows:

Abbreviation	Abbreviation Definition:
ADINFO-APSR	(Additional Information and Name of Information being sent) Example: Updated transcripts, DD370, etc.)
ADV-13907	(Advancement Paperwork and Designator)
*COMDOCS-29000	*(Commissioning Documents and Designator)
**CORRECTED ___	(Name of document will follow the word "CORRECTED")
DCP DTD _____	(Degree Completion Plan and Date of Plan)
*ENLDOCS-31000	*(DD Form 4 and Designator)
FALL (FY) CMR	(Semester & FY/Collegiate Management Report)
NEW KIT-13900/13700	(New Kit and Designator(s)
N3M LTR	(N3M Medical Letter)
RECON-13900	(Reconsideration Request and Desired Designator)
SEL/NSLTR	(Select/Non-Select Letter)
SPRING (FY) CMR	(Semester & FY/Collegiate Management Report)

*NOTE 1: Include the program service agreements with the ENLDOCS/COMDOCS in 1 file.

**NOTE 2: When forwarding corrected documents, you must scan and attach the entire section (per the checklist) – not just the page/form and request deletion of the incorrect section.

File Name – Click **Browse** and find the document from your computer to place as an attachment. Your file name MUST be named as follows:
Type of document-Last Name and First Initial-Last Four of SSN-Date Attached in Web OTools
Example: Example: MEDDOC-DoeJ-1234-18Dec06

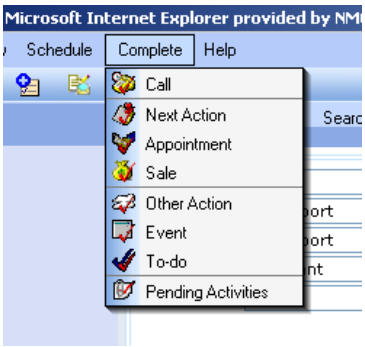
Notes: Enter information to expand on reference, i.e. select letter ready to sign, Need another copy of birth certificate as the one sent was too dark. Ensure you place your name and OTools user I.D. at the end so the person receiving the pending action knows who is requesting the information.

Code: Enter NRD number (i.e. 112 for NRD Jacksonville)

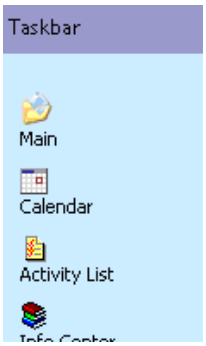
Once you have entered in the above information, Click **Schedule**.
Do not worry about the other fields at this time.

You can do Next Action several times to schedule pending actions to different users.

Once Pending Action is complete:
You can complete Next Actions from the contact's Pending tab or the user's Activity List.



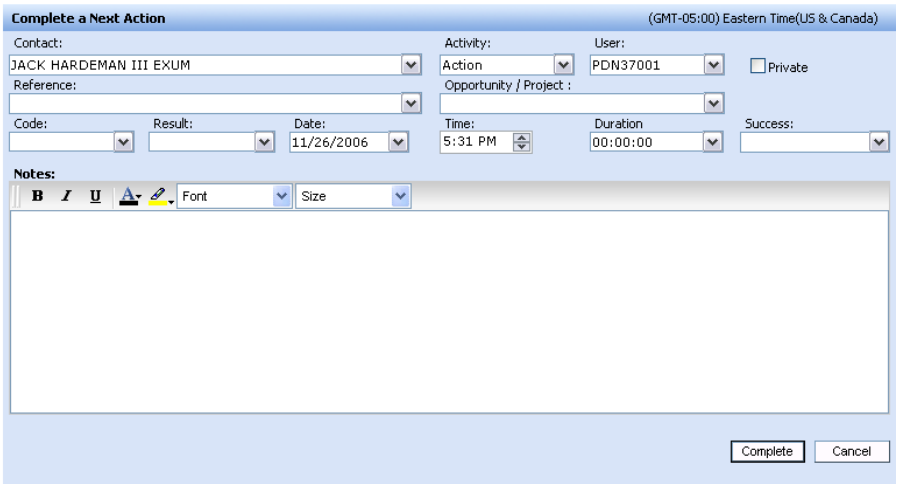
or



You can complete more than one scheduled or unscheduled activity for a contact using the **Complete Menu** screen.

Select **Complete>>Pending Activities.**

Select **Next Action>>OK.**
This will pull up pending actions for the applicant.



To complete a scheduled activity: In Notes field, place your comments there. Example: Attached signed Select letter, Sent requested information, Applicant will commission on Friday. Use results box to show that the action has been cancelled, completed or rescheduled.

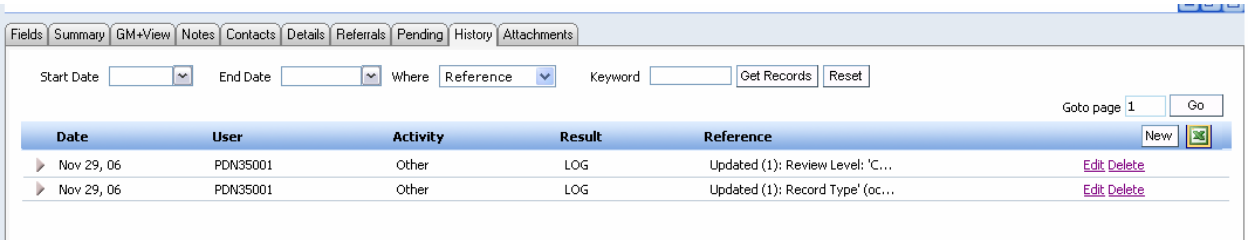
Click **Complete**. This will save in the history tab.

If you are in a record that you only have view rights, in order to do a pending action, you must schedule it as a call. The steps are the same but you will schedule the **action

as a call instead of pending action. This will allow it to attach to the record and to the user that you are sending this pending action to.

History Tab

The **History** tab keeps a history of completed pending activities and changes made to primary fields. This log of history can not be changed or deleted. It is critical that the "Reference" section be completed when scheduling a pending action, so it will populate the "Reference" field.



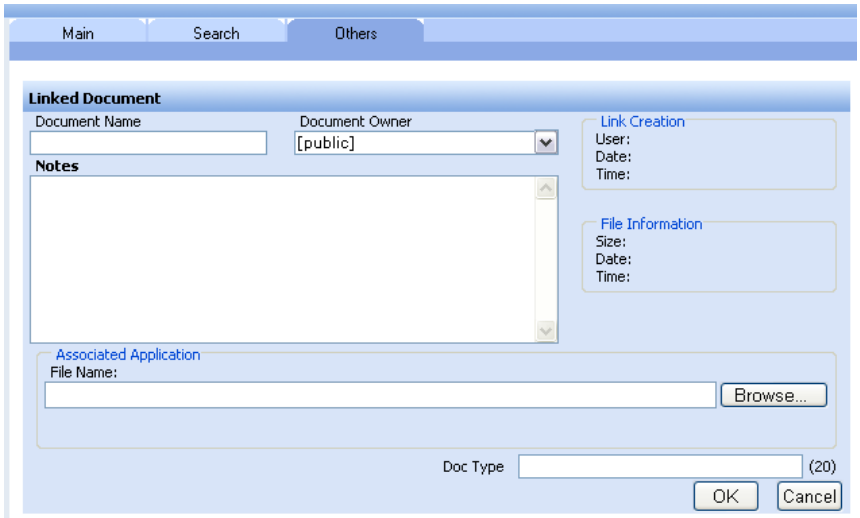
Only the user making this entry should use the edit option. The next user needs to schedule a next action instead of edit or the information will be corrupted under the History Tab.

Attachment Tab

This tab shows all attachments for this applicant. Only CNRC can delete an attachment.

Attaching a Document

Click on the Attachment icon: The following box appears. Fill the following fields:



Document Name – Document name must match File Name. Your document name should be named as follows:

Type of document-Designator-Last Name and First Initial-Last Four of SSN-Date Attached in Web OTools
Example: MEDDOC-DoeJ-1234-18Dec06

Name the **"Document"** as follows:

Abbreviation	(abbreviation represents)
ACADEMIC	(Academic Information)
ADINFO-APSR	(Additional Information and Name of Information being sent)
ADV	(Advancement Paperwork)
AFFILLTR	(Affiliation Letter)
APPL	(Basic Application)
CMRDT	(Collegiate Management Report & Semester/Qtr & Yr)
COMDOCS	*(Oath and Program Service Agreement; to include the HPLRP Agreement, if applicable)
CORRECTED _____	(Corrected document, include document name following the word "CORRECTED")
DCPDT	(Degree Completion Plan & Date)
ENLDOCS	*(DD Form 4 and Program Service Agreement)
JPAS CORRECTED ___	(Corrected JPAS Information and Date)
MISC	(Miscellaneous Documents)
N3M LTR	(N3M Medical letter)
ORDRESP	(Active Duty Orders & Responsibility Letter)
PRIOR SVC	(Prior Service)
PROFESSION	(Professional Information)
NUCDOCS	(Nuclear Program Documents)
RECON	(Reconsideration Request)
SEL/NSLTR	(Select/Non-Select Letter)
WELCOME	(Welcome Letter)

*NOTE: The designator **shall** be placed in the front of the reference line when sending enlistment/commissioning documents and service agreements to N315.

Example: 19754-COMDOCS-JonesJ-1234-02Apr09 (or) 13900-ENLDOCS-JonesJ-1234-02Apr09

Document Owner – Use the drop-down menu to ensure the document goes to the correct individual – DO NOT TYPE THE USER CODE.

- **Public -** this allows the document to be viewed by all Web OTools users. If any document contains a Full SSN, it should NOT be made public.
-
- **CNRC -** Only NRC can view the document. Any documents that contain a Full SSN on it, must be NRC.

**This is a security feature. It is necessary to make sure the applicant's SSN is protected!

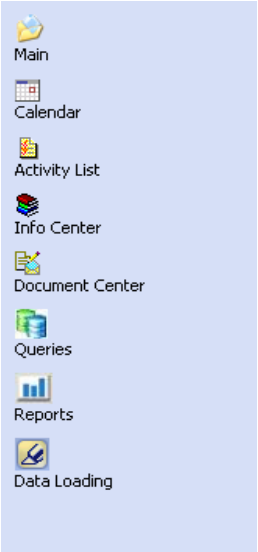
Notes – Any additional information that needs further explanation can be placed here. You must include your name and OTOOLS user ID code.

File Name – Click **Browse** and find the document from your computer to place as an attachment. Your file name MUST be named as follows:
Type of document-Last Name and First Initial-Last Four of SSN-Date Attached in Web OTools
Example: Example: MEDDOC-DoeJ-1234-18Dec06

Click **OK**

**Attachments in Web OTools shall be PDF.

Task bar



Main - Brings you to the Main page

Calendar –Pending actions will show by date and time

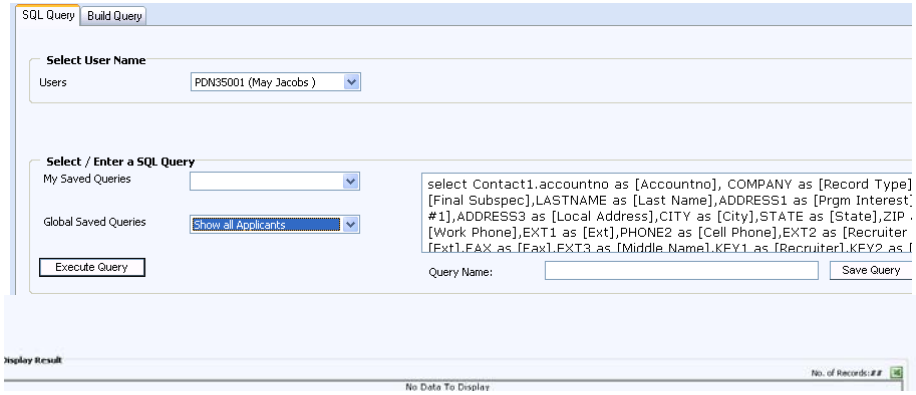
Activity List - Will take you to your pending actions. Click on Name to go to the contact record.

Info Center - Contains information such as Board dates, Sub-Specialty lists, School Codes, etc.

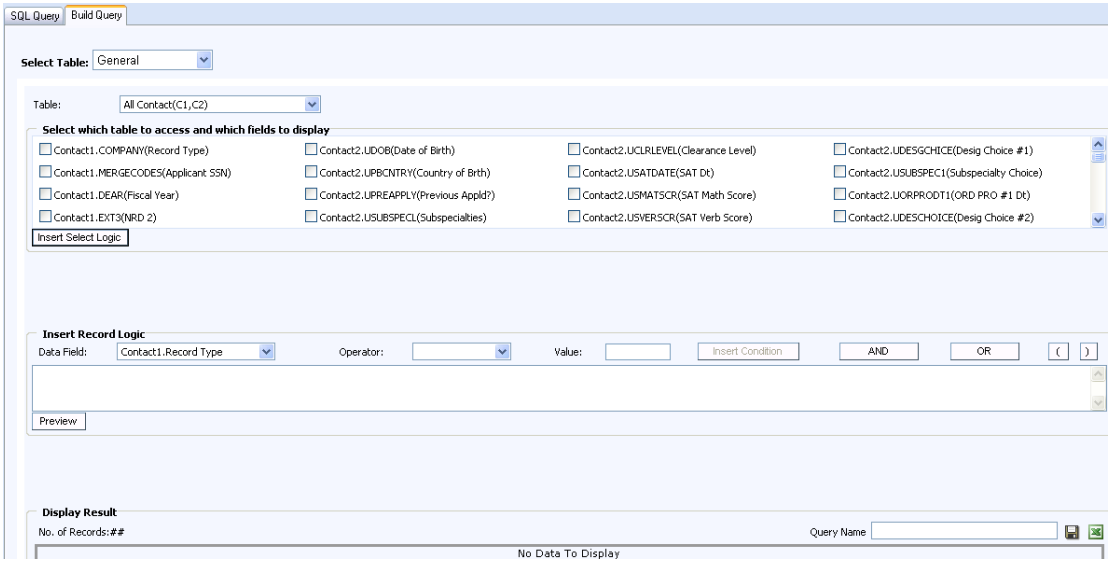
Document Center - This document center will be used at a later date to merge forms with Web OTools contact information

Queries – Queries can be executed and exported into excel.

Can choose from Global Saved Queries where you choose one query from the drop down and click **Execute Query.** Or you can choose from My Saved Queries



Click tab **Build Query** to build your own query.



Select Table: the drop down allow you access different tables.

Choose **General>>All Contact (C1,C2)**
This will give you all the fields that we add data on applicant. Just click on the fields you want displayed.

Once you have selected the fields to be displayed, go to **Insert Record Logic.**

Data Field: Choose the logic.

Value: Example would be NRD number

And: If you use more than one logic, you can narrow the field by saying you want both logics in order for the record to display. Example: I want records from NRD 102 that are applicants. So only the records that fit both logics will display.

Or: If you want a record to display that meets either logic, then use OR. Example: I want records from NRD 102 and NRD 104. This would give me all records from both NRDs. Had I used AND, I would not see any records since an applicant can not be from both NRDs.

Once you have your query, you can name it. You can also save to a disk or send it to your desktop in an excel spreadsheet. You exported to an Excel spreadsheet by

clicking on the green button with the MS Excel symbol near the upper right corner.

Reports - These are CNRC reports

Data Loading – CNRC these tables for loading OCS classes.

Recently Viewed Tab

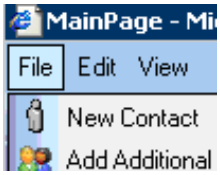
	Recently Viewed: **This list shows that last ten records that you have viewed. This allows quick access to them. Once you get to ten names, it will automatically drop off the oldest record.**

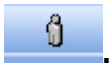
Logging Out

Click icon: Clicking on icon will log you out of Web OTools. If Web OTools sits idol for more than 20 minutes, it will log you out automatically.

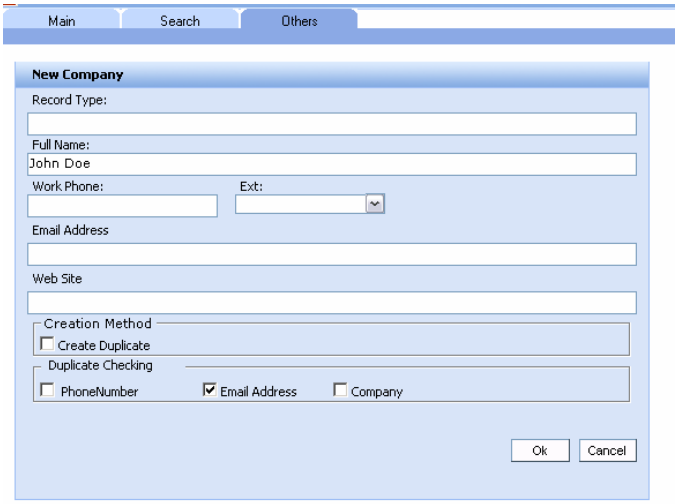
Working in Web OTools

Creating New Contact Records



Select **File>>New Contact or use New Contact icon**  **.**

This screen will open.



Add <u>only</u> the following information:

Full Name: Type name in the following format using upper and lower case:
First Middle Last Example: John Henry Smith

** If no middle name, then put NMN where the middle name would go.
** If the person is a Jr, III, or IV, then put it just prior to the last name.
Example: John Henry IV Smith

Email Address: If you have an email address for the applicant. Place it in this box as this will be the avenue to search for duplicates.

Click **OK**

The Full Name and Email will automatically fill the field on the MAIN tab.

Start with Record Type and start filling in the fields.

All fields applicable to the applicant are required to be completed. Entries will be matched against the applicant's application paperwork (i.e.: Application for Commission, SF86, etc.).

<u>Required Fields</u>

ALL FIELDS APPLICABLE TO THE APPLICANT'S INFORMATION ARE REQUIRED TO BE COMPLETED PRIOR TO SUBMISSION OF THE KIT TO NRC.

In addition to the above, the following fields are required by NRC to have been completed prior to archiving a kit:

ORD PRO Date 1, 2, 3	Processing tab
PRO Board 1, 2, 3	Processing tab
CNRC Board 1, 2, 3	Processing tab
FinSel Results	Processing tab
FinSel Date	Processing tab
Final Action	Processing tab
FinAct Reason	Processing tab
FinAct Date	Processing tab
Final Desig	Processing tab
Comm/Enl Date	Processing tab
Comm/Enl Rank	Processing tab
OIS/OCS/CCPO Date	Processing tab
School (collegiate)	Collegiate tab
Degree GPA (collegiate)	Collegiate tab

Editing Applicant Information:

You can update an applicant's information whenever the information changes or new information is available. Position the mouse cursor inside the field you want to edit and then click to activate a cursor. You can also click on the arrow to choose from the drop down.

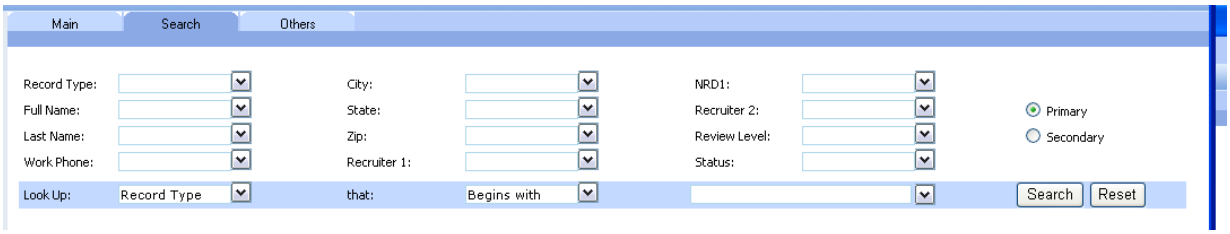
The data that you place in an applicant's field is going directly onto the server. There is no "go back" arrow. You will have to edit/update the information it you make a mistake in the record.

Searching for Applicants

Go to the Search Tab (middle tab at the top).

Enter **your NRD number** in NRD1 field located top right. Example: Enter 102 in the NRD1 field for NRD New England.

You can narrow your search by filling in more fields. Example would be to also have Active Accessions in Record type. This will give NRD New England all their Active Accessions.



Once you have made your selection, click **Search.**

Your applicants will be listed below the blue line. Click on the name and the applicant's contact information will come onto the screen.

Click on the Search tab when you want to go back to the list of names.

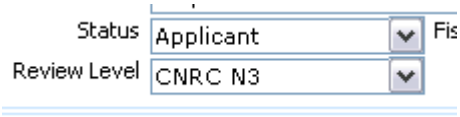
Hit **Reset** when you want to change your search criteria.

Communication between WOT Users

Pending actions will replace emails and will keep a running history of the applicant's kit. How to do a pending action is listed under the pending tab

Submit a Kit to NRC

Once you have filled out the required fields that pertain to your applicant and attached all the documents that need to be forward, you will need to:
1 - Do a pending action to your processor with the words "New Kit" in reference.
2 - Change the **status** from Prospect to Applicant in contact 1.
3 - Change the **review level** from NRD to NRC N3 in contact 1.



******Once you have changed the review level to NRC, you will not be able to change the information in the kit. You will be able to attach more documents if needed. One document that will attach at a later date is Commission/Enlistment documents. As the system will also act as a residual file, you would want to make sure all documents that you would keep in an applicant's residual file is attached in Web OTools.

****Send a pending action** regarding the submission of the applicant. You shall use the drop-down menu to choose the appropriate NRC's processor username in the primary user field when creating a new pending action.

NAVET Status Check/Submitting Kit

Requesting a Status Check from PERS-4911 will require a pending action.

1. Create a new pending action with the primary user as **PR490001 (status check).**

2. In reference, type in the word status check and then the last four of SSN.
   Example: **Status Check-1234**

Pers-4911 will require the following fields to be completed in order to do a status check. At the same time, all attachments should be added.

Full Name	Contact 1
Rec1	Contact 1
NRD1	Contact 1
App SSN	PPI Detail

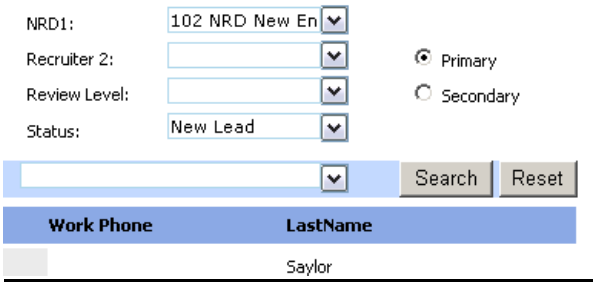
Once PERS 4911 has completed their Status Check and the kit is ready to go to CNRC, the field will do a pending action to **PM310007,** change the status to **Applicant,** and last, change the review level to **CNRC N3.** PM310007 is the Program Manager/Processor for all NAVET kits.

LEADS

Leads will be placed into Web OTools from various places: Cyberspace, Diversity and NRAMP. Leads are sent to the OPOs to distribute to the recruiters in their NRD. Following are the steps to find leads and distribute:

For OPOs:

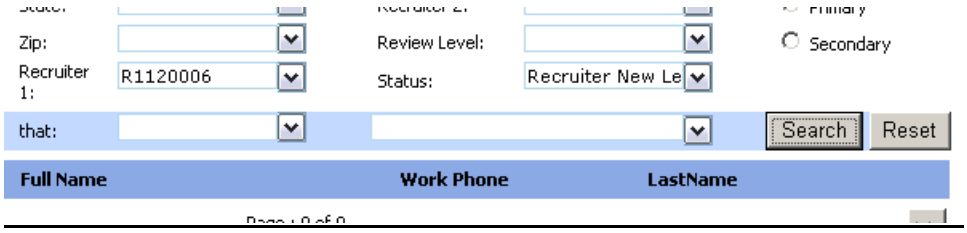
Select **Search tab.**
Once you are in the Search Tab, select “your NRD” in the NRD1 Field and select “New Lead” in the status field. Click **Search.**



Once your list appears, click on applicant name to open the contact record. Once you have looked at the contact information, assign the contact record using the Recruiter 1 dropdown. Click on Search Tab to go to the next contact record.

For Recruiters:

Select **Search tab.**
Once you are in the Search Tab, select “your user ID” in the Recruiter1 Field and select “Recruiter New Lead” in the status field. Click **Search.**



Once your list appears, click on applicant name to open the contact record. Click on Search Tab to go to the next contact record.

After contact with the applicant, change the status to lead, contact, prospect or closed lead depending on the response that you receive.

Deleting Kit Prior to becoming an Applicant

This kit has not been sent to NRC. This is used when the status is Leads, Contacts and Prospects. This will delete the kit permanently.

Leave **Record Type** and **Review Level** alone
Change **Housekeeping** (located in Leads tab) **>> Delete**

Deleting Kit once it becomes an Applicant

**This kit has been sent to NRC, only NRC will do these procedures
**This will delete the kit permanently.

Change **Record Type>> Erroneous Applicant**
Change **Review Level >> CNRC Bin**
Change **Housekeeping** (located in Leads tab**) >> Delete**

Help Desk Support

For system support: VMI
07:30 to 17:30 EST
Email: navysupport@vermar.com

Phone: 703-659-1366

For Application support: NRC
07:00 to 18:00
901-874-9355

****NOTE:** To obtain a user account, a Footprints ticket is required. Complete and forward to N6. In addition, when an OTools user transfers, the NRD shall submit a Footprints ticket to have the account released.

APPENDIX B

ACRONYMS

ACRONYM	DESCRIPTION
AC	Active Component
ADCO	Advertising Coordinator
ADL	Active Duty List
ADP	Automated Data Processing
AFHPSP	Armed Forces Health Professions Scholarship Program
AOR	Area of Responsibility
AQD	Additional Qualifications Designations
ASTB/APEX	Aviation Selection Test Battery
AYS	Academic Year Statement
BDCP	Baccalaureate Degree Completion Program
BERS	Basic Eligibility Requirements
BUPERS	Bureau of Naval Personnel
CCPD	Centralized Credentialing and Privileging Department
CDN	Campus Data Notebook
CDT	Command District Trainer
CEC	Civilian Engineer Corps
CFL	Command Fitness Leader
CLO	Campus Liaison Officer
CNP	Chief of Naval Personnel
CO	Commanding Officer
COI	Center of Influence
CWO	Chief Warrant Officer
DA	Direct Accession
DAT	Dental Aptitude Test
DAT	Drug and Alcohol Test
DC	Dental Corps
DCO	Direct Commission Officer
DCP	Degree Completion Program
DEERS	Defense Eligibility Enrollment Reporting System
DFAS	Defense Finance Account Service
DoD	Department of Defense
DoN	Department of the Navy
DTS	Defense Travel System
DVA	Department of Veterans Affairs
EAOS	End of Active Obligated Service
EOV	Educator Orientation Visit
ESS	Education Services Specialist
FAP	Financial Assistance Program

FOIA	Freedom of Information Act
FTS	Full Time Support
GPHR	Global Professional in Human Resource
HIV	Human Immunodeficiency Virus
HPSP	Health Profession Scholarship Program
HSCP	Health Services Collegiate Program
IDC	Independent Duty Corpsman
IDT	Inactive Duty Training
INS	Immigration and Naturalization Service
IRR	Individual Ready Reserve
IRR	Individual Ready Reserve
JAG	Judge Advocate General
JOAPPLY	Junior Officer Apply
JPAS	Joint Personnel Adjudication System
LDO	Limited Duty Officer
LEADS	Local Effective Accession Delivery System
LOA	Letter of Acceptance
LPTS	LEADS Production Team Supervisor
LSAT	Law School Admission Test
MC	Medical Corps
MCAT	Medical College Admission Test
MEDDOCS	Medical Documents
MEPCOM	Military Entrance Processing Command
MEPS	Military Entrance Processing Station
MOP	Marketing Operations Plan
MPO	Medical Programs Officers
MPT&E	Manpower, Personnel, Training and Education
MSC	Medical Service Corps
MTF	Military Treatment Facility
NAACP	National Association for the Advancement of Colored People
NADDS	Navy Active Duty Delay for Specialist
NALTS	National Leads Tracking System
NASIS	Navy Accession Security Information System
NAVCRUITCOM	Commander, Navy Recruiting command
NAVET	Navy Veteran
NC	Nurse Corps
NCP	Nurse Candidate Program
NETC	Naval Education Training Center
NOBC	Navy Officer Billet Classifications
NOSC	Navy Operation Support Center
NPC	Navy Personnel Command
NPS	Non-prior Service
NRC	Navy Recruiting Command
NROTC	Navy Reserve Officer Training Course
NSBE	National Society of Black Engineers
NTO	Nuclear Trained Officers

NUPOC	Nuclear Propulsion Officer Candidate
OAT	Optometry Admissions Test
OCS	Officer Candidate School
ODS	Officer Development School
OHARP	Officer Hometown Area Recruiting Program
OMR	Officer Market Report
OP	Officer Processor
OPL	Officer Processing Lead
OPM	Office of Personnel Management
OPO	Officer Programs Officer
OR	Officer Recruiter
OPATE	Officer Production Analysis Training and Evaluation
OPR	Officer Production Report
ORPMS	Officer Recruiting Production Management System
OSD	Office of the Secretary of Defense
PA	Program Authorization
PA/FOIA	Privacy Act/Freedom of Information Act
PAO	Public Affair Office
PDC	Personally Developed Contacts
PDRL	Physical Evaluation Board
PFA	Physical Fitness Assessment
PHR	Professional in Human Resource
PII	Personal Identification Information
PM	Program Manager
POA&M	Plan of Action and Milestone
PPAR	Post-Prospecting Activity Report
PQS	Personnel Qualification Standards
PS	Prior Service
PSA	Public Service Advertising
PSD	Personnel Support Detachment
PSLO	Professional School Liaison Officer
PSS	Professional Selling Skills
QC	Quality Control
RAD	Recruiting Aid Device
RASL	Reserve Active Status List
RC	Reserve Component
RFAS	Reserve Functional Area and Sex Criteria
ROTC	Reserve Officer Training Course
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SEMINAR	Senior Minority Assistance to Recruiting
SOPMAN	Standard Operating Procedures Manual
SPHR	Senior Professional in Human Resource
SSN	Social Security Number
SSP	Subspecialty

SYSAD	Systems Administrator
TCO	Test Control Officer
TDRL	Temporary Disability Retirement List
UCMJ	Uniform code of Military Justice
UCSIS	U. S. Citizenship and Immigration Services
UMT&S	Universal Military Training and Services
USMEPCOM	United States Military Entrance Processing Command
USN	United States Navy
USNR	United Sates Navy Reserve
USPHS	U. S. Public Health Service
XO	Executive Officer

APPENDIX C

WEBSITE REFERENCES

NAVCRUITCOM HQ https://rq.cnrc.navy.mil/

HQ Directives (Non NMCI)
http://www.cnrc.navy.mil/Publications/directives.htm

N3 Website https://rq.cnrc.navy.mil/N3/

NALTS https://www.nalts.com/

Medical Flyers/RADS http://navymscbar.com/

Anthropometrics
https://www.netc.navy.mil/nascweb/anthro_/index.htm

Dental Schools http://www.dentist.net/dentalschools.asp

OCS/ODS Command https://www.netc.navy.mil/nstc/otcn/

Web OTools
https://otoolsweb.cnrc.navy.mil/navycrmgoldnet/warning.htm

AMCAS http://www.aamc.org/students/amcas/

Web Training Video:
http://www.salesteam.com/webotools/default.asp?title=
Default &movie=default.mov

NMPT&E:
http://www.med.navy.mil/sites/navmedmpte/Pages/Professional
Development.aspx

N9 Marketing http://extensis.cnrc.navy.mil/

AACOMAS http://www.aacom.org/Pages/default.aspx

Navy Medicine http://navymedicine.med.navy.mil/

Navy Events http://www.navyevents.com

(This Page Intentionally Left Blank)