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NAVY RECRUITING MANUAL-ENLISTED
COMNAVCRUITCOMINST 1130.8H

VOLUME II – ELIGIBILITY REQUIREMENTS

COMMANDER, NAVY RECRUITING COMMAND

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Commander, Navy Recruiting Command

NAVY RECRUITING MANUAL-ENLISTED

VOLUME II – ELIGIBILITY REQUIREMENTS

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RECORD OF CHANGES					
CHANGE		DATE RECEIVED	DATE INSERTED	INITIALS	DESCRIPTION
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LIST OF EFFECTIVE PAGES

PAGE #	CHANGE	PAGE #	CHANGE	PAGE #	CHANGE
i	0	2-3-2	0	2-7-10	5
ii	0			2-7-11	4
iii	6	2-4-1	5	2-7-12	5
iv	6	2-4-2	5	2-7-13	5
		2-4-3	5	2-7-14	5
TOC 1	5	2-4-4	5	2-7-15	5
TOC 2	5	2-4-5	5	2-7-16	5
TOC 3	6	2-4-6	5	2-7-17	5
TOC 4	6	2-4-7	5	2-7-18	5
TOC 5	6	2-4-8	5	2-7-19	5
TOC 6	5	2-4-9	5	2-7-20	5
		2-4-10	5	2-7-21	5
1-1-1	0	2-4-11	5	2-7-22	5
1-1-2	2	2-4-12	5	2-7-23	4
1-1-3	1	2-4-13	5	2-7-24	4
1-1-4	6	2-4-14	5		
1-1-5	6	2-4-15	5	2-8-1	0
1-1-6	0	2-4-16	6	2-8-2	0
		2-4-17	5	2-8-3	6
2-1-1	0	2-4-18	5	2-8-4	6
2-1-2	5			2-8-5	6
2-1-3	6	2-5-1	6	2-8-6	6
2-1-4	6	2-5-2	6	2-8-7	6
2-1-5	6	2-5-3	6	2-8-8	6
2-1-6	6	2-5-4	6	2-8-9	6
2-1-7	6	2-5-5	6	2-8-10	6
2-1-8	6	2-5-6	6	2-8-11	6
2-1-9	6			2-8-12	6
2-1-10	6	2-6-1	6	2-8-13	6
2-1-11	6	2-6-2	0	2-8-14	6
2-1-12	6	2-6-3	2	2-8-15	6
		2-6-4	0	2-8-16	6
2-2-1	5	2-6-5	0		
2-2-2	5	2-6-6	0	2-9-1	1
2-2-3	5			2-9-2	0
2-2-4	5	2-7-1	2	2-9-3	5
2-2-5	5	2-7-2	2	2-9-4	5
2-2-6	5	2-7-3	2	2-9-5	5
2-2-7	5	2-7-6	2	2-9-6	5
2-2-8	5	2-7-4	2	2-9-7	5
2-2-9	5	2-7-5	2	2-9-8	6
2-2-10	3	2-7-7	2	2-9-9	5
		2-7-8	2	2-9-10	6
2-3-1	5	2-7-9	2	2-9-11	6

LIST OF EFFECTIVE PAGES					
PAGE #	**CHANGE**	**PAGE #**	**CHANGE**	**PAGE #**	**CHANGE**
2-9-12	6				
2-9-13	6				
2-9-14	0				
2-10-1	0				
2-10-2	0				
3-1-1	0				
3-1-2	6				
3-1-3	6				
3-1-4	6				
3-1-5	6				
3-1-6	6				
3-1-7	6				
3-1-8	6				
3-1-9	6				
3-1-10	6				
3-1-11	6				
3-1-12	6				
3-1-13	6				
3-1-14	6				
3-1-15	6				
3-1-16	6				
3-1-17	6				
3-1-18	5				

TABLE OF CONTENTS

ARTICLE		PAGE

CHAPTER 1

BASIC GUIDELINES

SECTION 1 – GENERAL

010101	RECRUITER GUIDELINES	1
010102	CHARACTER	1
010103	BASIC REQUIREMENTS	2
010104	MANDATORY REJECTIONS/WAIVERS NOT AUTHORIZED	3
010105	TREATMENT OF REJECTED APPLICANTS	4

CHAPTER 2

BASIC ELIGIBILITY REQUIREMENTS

SECTION 1 – AGE REQUIREMENT

020101	CRITERIA	1
020102	VERIFICATION	2
020103	PARENTAL CONSENT	2
020104	WAIVERS	4

SECTION 2 – CITIZENSHIP REQUIREMENT

020201	CRITERIA	1
020202	VERIFICATION	1
020203	PLACE OF BIRTH VERIFICATION	5
020204	USMEPCOM CITIZENSHIP AND PLACE OF BIRTH VALIDATION	6
020205	ENGLISH LANGUAGE SKILLS	6
020206	REQUIRED BRIEFING FOR NON-U.S. CITIZENS	7
020207	DUAL CITIZENSHIP	8
020208	WAIVERS	8

SECTION 3 – SOCIAL SECURITY NUMBER REQUIREMENT

020301	CRITERIA	1
020302	VERIFICATION	1
020303	WAIVERS	2

TABLE OF CONTENTS

ARTICLE		PAGE
SECTION 4 – EDUCATION REQUIREMENT		
020401	CRITERIA	1
020402	TIER I (HIGH SCHOOL DIPLOMA GRADUATE (HSDG)) DEFINITIONS	1
020403	TIER II (HIGH SCHOOL GRADUATE (NSG) DEFINITIONS	7
020404	TIER III (NON-HIGH SCHOOL GRADUATE (NHSG), EDUCATION CODE 1	9
020405	STAY IN SCHOOL POLICY	9
020406	HIGHEST GRADE COMPLETED	10
020407	WEBSTEAM HIGH SCHOOL DIRECTORY	10
020408	TIER-LEVEL EVALUATION	11
020409	ON-SITE VISITS OF SCHOOLS AND PROGRAMS	12
020410	VERIFICATION AND VALIDATION OF EDUCATION	13
020411	OFFICIAL TRANSCRIPT	15
020412	FAILURE TO GRADUATE	15
020413	FOREIGN EDUCATION	16
020414	CREDENTIAL LAUNDERING	17
SECTION 5 – DEPENDENCY REQUIREMENT		
020501	CRITERIA	1
020502	DEFINITION OF A DEPENDENT	3
020503	VERIFICATION	4
SECTION 6 – MENTAL APTITUDE REQUIREMENT		
020601	CRITERIA	1
020602	AFQT SCORE	1
020603	USE OF ASVAB AFQT TEST SCORES	1
020604	RETEST POLICY AND PROCEDURE	2
020605	RETESTING OF DEP PERSONNEL	3
020606	DOCUMENTATION OF TEST SCORES	4
020607	ASVAB FAMILIARIZATION/COACHING	4
020608	LOSS OR COMPROMISE OF ASVAB MATERIALS	5
SECTION 7 – PHYSICAL REQUIREMENT		
020701	PHYSICAL ELIGIBILITY FOR ENLISTMENT	1
020702	GENERAL INFORMATION	1
020703	MEDICAL TESTS	7
020704	ELIGIBILITY DETERMINATIONS	11

TABLE OF CONTENTS

ARTICLE		PAGE
020705	MEDICAL WAIVERS	15
020706	DELAYED ENTRY MEDICAL PROGRAM	17
020707	TEMPORARY DISABILITY RETIRED LIST (TDRL)	19
020708	DUAL COMPENSATION	21
020709	NAVY HEALTH AND PHYSICAL READINESS PROGRAM	21
020710	CHANGES TO MEDICAL/PHYSICAL CONDITION WHILE IN DEP	22

SECTION 8 – CONDUCT REQUIREMENT

020801	PURPOSE	1
020802	CRITERIA	1
020803	DEFINITIONS	1
020804	VERIFICATION	5
020805	DOCUMENTATION OF CONDUCT QUALIFICATION	5
020806	CIVIL RESTRAINT	6
020807	PENDING LAWSUITS AND COURT CASES	8
020808	SELF ADMITTED CRIMES – NO POLICE RECORD	8
020809	CIVIL INVOLVEMENT WHILE IN DEP	9
020810	SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE	9
020811	MANDATORY DETERMINATIONS	9
020812	WAIVERS	9

SECTION 9 – DRUG AND ALCOHOL SCREENING REQUIREMENT

020901	POLICY	1
020902	DEFINITIONS	2
020903	ENLISTMENT ELIGIBILITY	4

SECTION 10 – ENLISTMENT NAME REQUIREMENT

021001	ENLISTMENT NAME	1

CHAPTER 3

WAIVERS

SECTION 1 – GENERAL

030101	GENERAL POLICY	1
030102	ELIGIBILITY FOR WAIVERS	1
030103	WAIVER AUTHORITY LEVELS	3

TABLE OF CONTENTS

ARTICLE		PAGE
030104	SPECIAL CONSIDERATIONS FOR CONDUCT AND MEDICAL WAIVERS	4
030105	SUBMISSION OF WAIVERS	9
030106	COMNAVCRUITCOM VETERAN WAIVER PROCEDURES	9
030107	DELAYED ENTRY FULL KIT WAIVER (DEF) PROGRAM	9
030108	COMNAVCRUITCOM WAIVER PROCEDURES	10
030109	DOCUMENTATION OF WAIVER APPROVAL	15
030110	WAIVER CODES	15
030111	WAIVER AND NON-WAIVER KIT QUALITY CONTROL	16
030112	EXCEPTION TO POLICY REQUEST PROCEDURES	16

LIST OF EXHIBITS

EXHIBIT		PAGE
	CHAPTER 2	
	BASIC ELIGIBILITY REQUIREMENTS	
SECTION 1 – AGE REQUIREMENT		
020101	ADDRESSES AND TELEPHONE NUMBERS FOR BUREAUS OF VITAL STATISTICS	5
SECTION 2 – CITIZENSHIP REQUIREMENT		
020201	DOCUMENTS APPROVED FOR VERIFICATION OF CITIZENSHIP AND PLACE OF BIRTH	9
SECTION 7 – PHYSICAL REQUIREMENT		
020701	WEIGHT/HEIGHT SCREENING TABLE FOR APPLICANTS REQUIRING RECRUIT TRAINING	23
020702	WEIGHT/HEIGHT SCREENING TABLE FOR APPLICANTS NOT REQUIRING RECRUIT TRAINING	24
SECTION 8 – CONDUCT REQUIREMENT		
020801	ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH CIVIL/CONDUCT OFFENSES	10
020802	UNIFORM GUIDE LIST FOR TYPICAL OFFENSES	12
020803	MANDATORY DETERMINATIONS MATRIX	16
SECTION 9 – DRUG AND ALCOHOL SCREENING REQUIREMENT		
020901	CONTROLLED SUBSTANCES	7
020902	ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH DRUG/ALCOHOL ABUSE AND DRUG RELATED OFFENSES	8
020903	RATING/PROGRAM ELIGIBILITY DETERMINATIONS FOR APPLICANTS WITH ALCOHOL AND DRUG ABUSE	10

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CHAPTER 1

BASIC GUIDELINES

SECTION 1

GENERAL

010101. RECRUITER GUIDELINES

a. Eligibility Requirements. The recruiter must review the basic enlistment eligibility requirements (BEERs) discussed throughout this volume before scheduling any applicant for enlistment or affiliation processing.

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

c. Interview. The preliminary interview is designed to reveal the applicant's desire to contract 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) Any non-prior service applicant who appears to be eligible should be given an Enlistment Screening Test (EST) to determine whether formal processing should continue. The EST is not required for applicants with valid and qualifying ASVAB scores.

(3) During the interview, the recruiter should strive to answer the applicant's questions and provide appropriate information, including an explanation of the Navy's "Stay in School" policy, if applicable.

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

010102. CHARACTER. Applicants must be able to demonstrate, at the time of enlistment, 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.

010103. BASIC REQUIREMENTS

a. Applicants must meet the following specific eligibility requirements to be considered qualified for contracting for service in the U.S.Navy:

(1) Be 18-34 years of age (17 with parental permission) for service in the Active Component (AC), or 18-39 years of age for service in the Reserve Component (RC). Enlistment into the Full Time Support, New Accession Training and National Call to Service programs is open to 17-39 year olds. In no case will a non-prior service applicant who has reached his/her 35th birthday be allowed to access into the AC. See Chapter 2, Section 1 for additional guidance.

(2) Be a U.S. citizen, permanent resident alien, or U.S. non-citizen national. See Chapter 2, Section 2 for additional guidance.

(3) Possess a Social Security Card. See Chapter 2, Section 3 for additional guidance.

(4) Be a High School Diploma Graduate (HSDG/Tier I) or meet Tier II or Tier III criteria. Be proficient in reading, speaking, writing, and understanding the English language. See Chapter 2, Section 4 for additional guidance.

(5) Have no more than one dependent (waivers may be granted for financially responsible applicants with more dependents). If single, applicant **must not** have custody of a dependent if processing for enlistment in the AC. See Chapter 2, Section 5 for additional guidance.

(6) Score at least 35 on the Armed Forces Qualification Test (AFQT). Applicants with AFQT scores less than 50 must be HSDG/TIER I. See Chapter 2, Section 6 for additional guidance.

(7) Pass a physical examination. See Chapter 2, Section 7 for additional guidance.

(8) Not be under civil restraint, a substance abuser, nor have a pattern of minor convictions or any misconduct or major misconduct convictions (waivers may be granted depending on number and severity). Applicants with lawsuits pending by or against them must not be enlisted without prior approval by COMNAVCRUITCOM (00J). See Chapter 2, Section 8 and Section 9 for additional guidance.

b. Additional qualifications for each enlistment program are contained in Volume IV.

c. Waiver processing criteria is discussed in Chapter 3 of this volume.

010104. MANDATORY REJECTIONS/WAIVERS NOT AUTHORIZED

a. Automatic Rejections. Application for enlistment or affiliation shall 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. Suspended jail time in the case of minor offenses (Chart A or B offenses) is the only condition that may be eligible for an Exception to Policy from COMNAVCRUITCOM (N35).

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

(5) Holds religious beliefs that conflict with the principle that voluntary enlistees/reenlistees 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 (see Chapter 2, Section 7 for possible RC eligibility).

(9) Exhibits transsexual or other gender identity disorders.

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

(11) Is unmarried with physical custody of minor children (see Chapter 2, Section 5 for exceptions for members processing for service in the RC).

(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 (by a person not a parent), 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: COMNAVCRUITCOM (00J) will determine enlistment 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 supremacist causes, attempt to create illegal discrimination, 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 are 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.

(16) Is identified as a potential subject in an active criminal investigation.

(17) Has ever tested positive for drugs on a Military Entrance Processing Station (MEPS) drug and alcohol test (DAT).

b. Homosexuality

(1) Policy. An applicant shall 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 shall 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 COMNAVCRUITCOM (00J) for further guidance.

c. Domestic Violence Rejections. Any applicant who has been convicted of a crime of domestic violence shall be ineligible for enlistment or affiliation. See Chapter 2, Section 8 for additional guidance regarding domestic violence. COMNAVCRUITCOM (00J) will render an eligibility determination for any person charged with domestic violence crimes.

010105. TREATMENT OF REJECTED APPLICANTS

a. Rejected applicants must be made to feel that the Navy regrets that they cannot be accepted and that their interest in the Navy is sincerely appreciated. Recruiting personnel must take the following actions:

If:	Then:
Rejecting an applicant may be cause for disrupting good local community relations.	Send all pertinent information bearing on the situation to the NAVCRUITDIST for consideration and disposition.
Rejecting an applicant is likely to stimulate interest of national or state officials.	Send all pertinent information bearing on the situation to COMNAVCRUITCOM (N32) for further action.

b. In complying with DoDINST 1115.5, Navy recruiting activities must establish mutually satisfactory arrangements with local offices of the State Employment Services by urging those applicants not qualified for enlistment or affiliation to visit the local State Employment Service Office to obtain assistance in pursuing civilian careers.

c. Inform applicants who are not qualified for enlistment or affiliation:

(1) If applicants are rejected for enlistment or affiliation because of medically disqualifying conditions, the examining physician is responsible for informing the applicant of the disqualifying condition, either in person or in writing. Only physicians may convey medical information concerning a disqualifying diagnosis to the applicant.

(2) If applicants are rejected for enlistment or affiliation for non-medical reasons, the recruiter is responsible for informing the applicant of their disqualification.

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CHAPTER 2

BASIC ELIGIBILITY REQUIREMENTS

SECTION 1

AGE REQUIREMENT

020101. CRITERIA

a. All applicants must meet the age standards shown in the table below. The Navy has no obligation to enlist applicants who apply, or to retain members of the DEP or Navy Reserve awaiting IADT orders, if they have not commenced active duty before becoming ineligible due to age. Applicants will not be enlisted if their projected starting date of active duty will cause them to exceed age criteria.

AGE STANDARDS

COMPONENT	MINIMUM AGE	MAXIMUM AGE
AC (non-prior service)	18 (17 with parental consent (Note 1))	34 (must report to recruit training prior to 35th birthday (Note 2))
AC (prior service)	No minimum age	Must be able to complete 20 years of active duty service prior to age 60. (Note 4)
RC (non prior service)	18 (Notes 1 and 5)	39 Must be gained and/or report to recruit training prior to 40th birthday. (Note 3)
RC (prior service)	No minimum age	Must be able to complete 20 years of qualifying service prior to age 60. (Note 6)

Note 1: Parental or guardian consent is required if the applicant is unmarried and 17 years old. Married, 17 year old applicants normally do not require parental or guardian consent. Applicants under 17 are not acceptable for enlistment. Use DD Form 1966, Section VII, for parental or guardian consent.

Note 2: An individual cannot have reached their 35th birthday at the time of accession onto active duty (Active Component).

Note 3: Applicants who have reached their 35th birthday may enlist in the NAT, NCS and FTS programs.

Note 4: The maximum “computed” age for enlistment or reenlistment in the Navy is less than 40 years old. To determine computed age, subtract the applicant’s prior years of active duty military service from their calendar age.

Note 5: 17-year old applicants (with parental consent) and high school seniors may enlist in the following Reserve Component programs: NAT, NCS and FTS. All other Reserve programs require the applicant to be age 18 and not attending high school.

Note 6: The maximum "computed" age for enlistment or reenlistment in the Navy Reserve is less than 40 years old. To determine computed age, subtract the applicant's prior years of qualifying military service for retirement purposes (active duty) from their calendar age.

020102. VERIFICATION. The table below lists the documents that are acceptable for verification of age. Original age verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant's service record and residual file. The NAVCRUITDIST CO shall establish a copy certification policy in writing.

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) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

DOCUMENTS FOR VERIFICATION OF AGE ELIGIBILITY

Original birth certificate, a certified copy of the original report of birth, a certificate of birth registration, a certificate in the form of a transcript or abstract from the birth record (See note below).
DD Form 372 (for DEP only and when primary birth verification documents don't exist)
DD Form 214/215 (unaltered)
DS Form 1350, FS Form 240, FS Form 545, or un-expired I-551
U.S. passport (unaltered and originally issued for at least five years), naturalization papers, certificates of citizenship or documents from government bureaus or departments affixed with a raised seal, which reflect the applicant's full name and date of birth

Note: To be acceptable, certificates must be verified under the method of certification practiced by the government agency concerned and must contain the name of the child, date and place of birth, and date the certificate was filed in the registrar's office (should be within one year of the date of birth). The certificate may include, but is not limited to, seals that are raised, embossed, impressed, or multi-colored. For a birth certificate, which does not show the date the original report of birth was filed, or a delayed birth certificate, or one that was filed more than one year after the date of birth, follow the procedures for completing the DD Form 372 found in Volume III.

020103. PARENTAL CONSENT

a. Prior to a physical examination for enlistment, 17-year old unmarried applicants must obtain written consent from their parents or guardians. Under no circumstances

shall an unmarried 17-year old applicant take a physical examination or enlist into the Navy without the proper parental or guardian consent (except emancipated minors). The term "consent of parent(s) or guardian(s)," as used herein, means written consent executed before a notary public, recruiting officer, or recruiter, in the applicable section of the DD Form 1966. The consent shall be given by:

(1) Both parents, if living.

(2) The surviving parent if one parent is deceased, or

(3) The parent granted legal custody in a separation or divorce. Separation or divorce papers are required if both parents don't sign, in order to establish legal custody, and (COMNAVCRUITCOM (00J) must review separation or divorce documents prior to scheduling enlistment processing, or

(4) The custodial parent if one parent abandoned the family or is missing, or

(5) The legally appointed guardian if both parents are deceased or if parents were legally separated/divorced and the custody of the applicant was awarded to a person other than one of the parents.

(6) Ward of the State. Applicants under custody of a state (i.e. Surrogate, Family Courts) need consent from a court official of that court or the director of the assigned agency. SOCIAL WORKERS DO NOT MEET THIS PREREQUISITE.

(7) If an applicant is 17 years of age and has been legally emancipated from his/her parents through court order, parental consent is not required. COMNAVCRUITCOM (00J) must review court order documents prior to scheduling enlistment processing.

(8) COMNAVCRUITCOM (00J) must approve all single parent consent cases.

(9) If one parent has deserted or disappeared, the custodial parent must complete NAVCRUIT 1133/97. Consent of the deserting parent is not required once NAVCRUIT 1133/97 is properly executed. Note that this form must be used only in genuine cases of desertion or disappearance. The custodial parent and the applicant must exhaust all reasonable efforts to locate the other parent before executing NAVCRUIT 1133/97.

(10) Persons giving parental/guardian consent must be positively identified as the bona fide parent(s) or guardian(s) of the 17-year old applicant by verifying either birth certificates, court documents or other official government/civil authority documents that establish parenthood or guardianship.

b. COMNAVCRUITCOM (00J) must approve one of the following statements, to be used verbatim, as applicable:

(1) Abandonment of Parent

I, (*PARENT'S NAME*), am (*APPLICANT'S NAME*)'s (*FATHER, MOTHER OR OTHER INDICATION OF RELATIONSHIP*). (*APPLICANT'S NAME*)'s (*FATHER/MOTHER*) abandoned our family approximately (*NUMBER*) years ago, and (*HIS/HER*) whereabouts are unknown. I take full responsibility for my (*SON/DAUGHTER*)'s enlistment.

(2) Child Born Out of Wedlock – Sole Custodial Parent

I, (*PARENT'S NAME*), am (*APPLICANT'S NAME*) (*MOTHER/FATHER*). (*APPLICANT'S NAME*)'s (*FATHER/MOTHER*) and I were never married, and our (*SON/DAUGHTER*) was born out of wedlock. I am the sole custodial parent and take full responsibility for (*HIS/HER*) enlistment.

(3) Parent Unavailable for Signature Due to Extenuating Circumstances

I (*PARENT'S NAME*), am (*APPLICANT'S NAME*)'s (*FATHER, MOTHER, OR OTHER INDICATION OF RELATIONSHIP*). (*APPLICANT'S NAME*)'s (*FATHER/MOTHER*) is absolutely unavailable for signature because (REASON), has so been since (*DATE*), and is expected to be until (*DATE*). I take full responsibility for (*APPLICANT'S NAME*)'s enlistment.

(4) Death of Parent

Death Certificate (number), City of _____, County of _____, State of _____, shows that father – (full name), father of (applicant's name) died at (city) (state), on (day/month/year). Date: (day/month/year). Doctor: (full name and title).

(5) Divorce of Parents

In the Circuit Court of _____, county, state of _____, during the (Month) term, (year), (Mother – Full Name) was granted a divorce from (Father – Full Name) and was given explicit authority to consent to "enlistment in the Armed Forces" of the minor child (Applicant's Name). Case Number _____ Date: (day/month/year), Judge: (full name).

(6) Guardianship

In the City Court of _____, state of _____, during the (Month) term, (Year), (Guardian Name) was appointed the legal Guardian of the minor child, (Applicant's Name) on (Date). Case Number _____ Date: (Day/Month/Year), Judge: (Full Name).

(7) Adoption of Applicant

In the Circuit Court of (City)_____, (County), (State) of_____, during the (Month) term, (Year), (Father - Full Name) and (Mother - Full Name) adopted the minor child, (Applicant's Name) on (Date of Adoption). Case Number _____ Date: (Day/Month/Year), Judge: (Full Name).

(8) Verification of Mother's Name (Use this entry when a mother is giving consent when she has remarried; thus giving her a different last name than the applicant).

I, (Mother - Last, First, Middle, Maiden Name), state that I am the natural mother of (Applicant's Full Name) born on (Date of Birth). I was remarried on (Date of Marriage) in (City, State) to (Stepfather's Full Name).

_____
(Signature of Parent)

WARNING: Some applicants who know they cannot secure the consent of their parents or guardians to enlist will claim that they have no living parents or legally appointed guardians. However, careful checking by the recruiter will, in most cases, prove these claims to be false.

c. Declaration of Desertion. NAVCRUIT 1133/97 shall be used when a 17-year old applicant is enlisting with single parent consent due to the desertion or disappearance of one parent and their whereabouts are unknown.

d. Illiteracy. If the signing parent(s) is/are illiterate or incapable physically, the mark representing the signature must be notarized by a military person authorized under Title 10 USC 1044a or a civilian notary public.

e. Emancipated Minors. 17 year old applicants declared to be "emancipated minors" by the state courts may be accepted for enlistment without parental consent. COMNAVCRUITCOM (00J) must be contacted for an eligibility determination prior to scheduling any enlistment processing. Married, 17-year old applicants do not require parental or guardian consent.

020104. WAIVERS. Waivers of the minimum or maximum age requirements for enlistment contained in this section are not authorized.

EXHIBIT 020101. ADDRESSES AND TELEPHONE NUMBERS FOR BUREAUS OF VITAL STATISTICS

State	Addresses	Phone
Alabama	Center for Health Statistics Alabama Department of Public Health P. O. Box 5625 Montgomery, AL 36103-5625	334-206-5426
Alaska	Department of Health and Social Services P. O. Box 110675 Juneau, AK 99811-0675	907-465-3392
Arizona	Department of Health Services P. O. Box 3887 Phoenix, AZ 85030	602-255-3260
Arkansas	Division of Vital Records and State Registrar Department of Health, Slot 44 4815 West Markham Street Little Rock, AR 72205-3867	501-661-2174
California	Office of State Registrar Department of Health Services 304 S Street P. O. Box 730241 Sacramento, CA 94244-0241	916-445-1719
Colorado	Division of Health Statistics and Vital Records Colorado Department of Health 4300 South Cherry Creek Drive Denver, CO 80246	303-692-2234
Connecticut	State Of Connecticut Department of Public Health Vital Records Section MS 11 VRS P. O. Box 340308 Hartford, CT 06134	860-509-7897
Delaware	Bureau of Vital Statistics Division of Public Health P. O. Box 637 Dover, DE 19903	302-739-4721

State	Addresses	Phone
District of Columbia	Vital Records Section Research and Statistics Division 425 I Street. NW., Room 3007 Washington, DC 20001	202-727-5319
Florida	State of Florida Office of Vital Statistics Department of Health and Rehabilitative Services P. O. Box 210 Jacksonville, FL 32231	904-359-6936
Georgia	Vital Records and Health Statistics Department of Human Resources 47 Trinity Avenue, SW., Room 217-H Atlanta, GA 30334	404-656-4750
Hawaii	Office of Health Status Monitoring Hawaii Department of Health P. O. Box 3378 Honolulu, HI 96801	808-586-4600
Idaho	Cooperative Center for Health Statistics Department of Health and Welfare P. O. Box 83720 Boise, ID 83720-0036	208-334-5976
Illinois	Division of Vital Records Illinois Department of Public Health 605 West Jefferson Street Springfield, IL 62702	217-785-3190
Indiana	Division of Vital Records Indiana State Board of Health 2 North Meridian Street Indianapolis, IN 46204	317-233-2700
Iowa	Vital Records Bureau Iowa State Department of Public Health Lucas State Office Building 321 East 12th Street Des Moines, IA 50319-0075	515-281-4956

State	Addresses	Phone
Kansas	Office of Vital Statistics State Department of Health and Environment 900 SW Jackson Street, Room 152 Topeka, KS 66612-2221	913-296-3283
Kentucky	Office of Vital Statistics Department of Health Services 275 East Main Street Frankfort, KY 40621	502-564-4212
Louisiana	State Registrar of Vital Records Department of Health and Hospitals Office of Public Health 325 Loyola Avenue, Room 102 New Orleans, LA 70112	504-568-8353
Maine	Director Office of Data Research and Vital Statistics Department of Human Services State House, Mail Section #11 Augusta, ME 04333-0011	207-624-5445
Maryland	Division of Vital Records Department of Health and Mental Hygiene 4201 Patterson Avenue Baltimore, MD 21215	410-764-3036
Massachusetts	Registrar, Registry of Vital Records and Statistics, BHSRE Massachusetts Department of Public Health 1010 Massachusetts Avenue Boston, MA 02118	617-534-4758
Michigan	Office of the State Registrar Center for Health Statistics 3423 North Logan Street P. O. Box 30195 Lansing, MI 48909	517-335-8656
Minnesota	Vital Records State Department of Health 717 Delaware Street, SE. Minneapolis, MN 55414	612-623-5121

State	Addresses	Phone
Mississippi	Public Health Statistics State Board of Health P. O. Box 1700 Jackson, MS 39215	601-960-7960
Missouri	Division of Vital Records Missouri Department of Health P. O. Box 570 Jefferson City, MO 65102	573-751-6381
Montana	Montana Vital Records P. O. Box 4210 Helena, MT 59604	406-444-2685
Nebraska	Bureau of Vital Statistics State Department of Health P. O. Box 95065 Lincoln, NE 68509	402-471-2873
Nevada	Office of Vital Statistics 505 East King Street Carson City, NV 89710	702-687-4480
New Hampshire	Bureau of Vital Records and Statistics Health and Human Services Building 6 Hazen Drive Concord, NH 03301-6527	603-271-4650
New Jersey	Vital Statistics and Registration Division of Administration State Department of Health CN 370 Trenton, NJ 08625-0370	609-292-4087
New Mexico	Office of Vital Records and Health Statistics New Mexico Department of Health 1190 Street Francis Drive Santa Fe, NM 87505	505-827-0121
New York (State)	New York State Department of Health Empire State Plaza Corning Tower, Room 1223 Albany, NY 12237	518-474-8373

State	Addresses	Phone
New York City	New York State Department City of New York Department of Health 125 Worth Street New York, NY 10013	212-442-9666
North Carolina	State Center for Health and Environmental Statistics DEHNR P. O. Box 29538 Raleigh, NC 27626-0538	919-733-4728
North Dakota	Division of Vital Records North Dakota State Department of Health State Capitol, Judicial Wing 600 East Boulevard Bismarck, ND 58505	701-328-1855
Ohio	Office of Vital Statistics Ohio Department of Health P. O. Box 15098 Columbus, OH 43215-0098	614-466-2531
Oklahoma	State Division of Vital Statistics State Department of Health P. O. Box 53551 Oklahoma City, OK 73152	405-271-4040
Oregon	Center for Health Statistics Oregon Health Division P. O. Box 14050 Portland, OR 97293-0050	503-731-4416
Pennsylvania	Division of Vital Records P. O. Box 1528, Central Building 101 South Mercer Street New Castle, PA 16103	412-656-3100
Rhode Island	Division of Vital Records Rhode Island Department of Health Room 101 Canon Building, 3 Capitol Hill Providence, RI 02908-5097	401-277-2812
South Carolina	Office of Vital Records and Public Health Services 2600 Bull Street Columbia, SC 29201	803-734-4830

State	Addresses	Phone
South Dakota	Center for Health Policy and Statistics State Department of Health 600 East Capitol Pierre, SD 57501-3185	605-773-4961
Tennessee	Office of Vital Records Tennessee Department of Health 421 5th Avenue North 1st Floor Central Services Bldg. Nashville, TN 37247-0450	615-741-1763
Texas	Bureau of Vital Statistics Texas Department of Health 1100 West 49th Street Austin, TX 78756-3191	512-458-7111
Utah	Bureau of Vital Records Utah Department of Health 288 North, 1460 West Salt Lake City, UT 84114-2855	801-538-6186
Vermont	General Services Center Reference Research Section Drawer 33 Montpelier, VT 05633-7601	802-828-3286
Virginia	Division of Vital Records P. O. Box 1000 Richmond, VA 23208-1000	804-225-5000
Washington	Center for Health Statistics Washington State Department of Health P. O. Box 9709 Olympia, WA 98507-9709	360-753-5936
West Virginia	State Registrar of Vital Statistics Bureau of Public Health Capitol Complex Building 3, Room 513 Charleston, WV 25305	304-558-2931
Wisconsin	Vital Statistics Section Division of Health 1 West Wilson Street, Room 158 Madison, WI 53702	608-266-1373

State	Addresses	Phone
Wyoming	Vital Records Services Hathaway Building Cheyenne, WY 82002	307-777-7591
American Samoa	Registrar of Vital Records Vital Records Section LBJ Tropical Medical Center Pago, American Samoa 96799	684-633-1406
Guam	Territorial Registrar Office of Vital Statistics Government of Guam P. O. Box 2816 Agana, Guam 96910	671-734-7280
Puerto Rico	Puerto Rico Vital Statistics Record Office (Registro Demografico) 171 Quisqueya Street Hato Rey, Puerto Rico 00910	787-767-9120

Overseas Births. Birth verification for Navy applicants born overseas of American parents can be readily obtained by ordering a replacement Consular Report of Birth Abroad (FS-240) or Certificate of Birth Abroad (DS-1350) from the U.S. Department of State, Passport Services, Vital Records Section. The applicant must include a self-addressed return envelope along with $30 for the first copy and $20 for each additional copy. Applicant must provide as much detail regarding his or her birth (date, place, parent's names, etc) to aide in the retrieval of birth records. Average processing time is two to four weeks.

Mail to: U.S. Department of State
Passport Services
Vital Records Section
1111 19th Street, NW, Suite 510
Washington, DC 20522-1705
Phone: COMM: 202-955-0307

SECTION 2

CITIZENSHIP REQUIREMENT

020201. CRITERIA. Only U.S. citizens, U.S. non-citizen nationals, Canadian-born North American Indians, and aliens lawfully admitted for permanent residence, are eligible for enlistment in the U.S. Navy or Navy Reserve. Exceptions exist for citizens from the Marshall Islands, the Federated States of Micronesia, and Palau.

020202. VERIFICATION. Applicants must demonstrate citizenship eligibility for enlistment by providing recruiters official citizenship documents. Original citizenship verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant's service record and residual file. The NAVCRUITDIST CO shall establish a copy certification policy in writing. Refer to Exhibit 020201 for list of verification documents used for citizenship and place of birth verification.

Note: BEERS 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) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

WARNING: Fraudulent citizenship forms or documents must always be considered to be a distinct possibility. NAVCRUITDIST COs shall contact COMNAVCRUITCOM (N35) or the nearest USCIS office if any question of authenticity exists. Responsibility for verifying the authenticity of the alien's documentation, either by requesting a COMNAVCRUITCOM determination or by noting the salient details of the various forms, remains vested in the NAVCRUITDIST CO.

a. **U.S. Citizen.** For enlistment purposes, citizens of the United States include citizens of Guam, Puerto Rico, the U.S. Virgin Islands, and the Northern Marianas Islands.

(1) Valid Birth Certificate Issued by a Civil Authority. For persons born in the geographical United States, Guam, Puerto Rico, the U.S. Virgin Islands, or the Northern Marianas Islands a valid birth certificate issued by a civil authority establishes U.S. citizenship.

(a) Birth certificates must meet all of the following criteria to be considered valid:

- Full Name – First, Last, and Middle Name(s). Birth records must have complete first and last names. Birth records without a middle name or where the middle name is represented by an initial are acceptable.

• Birth Date. All birth certificates must include the date of birth.

• Birth Place. State, County and/or City. Some birth records do not list the birthplace city or town. These records are adequate so long as they list the county, province or State of birth.

• Birth Record Validation. A birth record must bear appropriate validation markings for use as primary verification evidence. The government agency or hospital may accomplish authentication or certification with original or machine-produced signatures or raised, impressed, embossed, or multicolored seals or stamps, or a combination of these. Any one combination of these official validation methods is acceptable.

Note 1: Hospital birth certificates signed by a hospital administrator or physician and short form birth verification cards issued by vital statistics offices, with or without raised, impressed, embossed, or multicolored seals or stamps are acceptable for enlistment.

Note 2: A birth certificate where the middle name is omitted, represented by the abbreviation "NMN" or other notation to signify that no middle name exists, or is represented by initials, is acceptable for enlistment.

Note 3: Birth certificate issued with "Baby Boy" or "Baby Girl" instead of a given name is not valid for enlistment purposes.

WARNING: Puerto Rico Birth Certificate Law 191 of 2009 invalidated all birth certificates issued prior to 1 July 2010 to combat fraud and protect the identity and credit of all people born in Puerto Rico. Therefore, all persons born in Puerto Rico processing for enlistment, affiliation or accession must possess a valid birth certificate issued on or after 1 July 2010 by the Puerto Rico Vital Statistics Record Office.

(2) FS 240 (Report of Birth Abroad of a US Citizen) or DS 1350 (Certification of Report of Birth Abroad). For persons born of U.S. parent(s) outside the geographical United States a valid FS 240 or DS 1350 issued by the Department of State establishes U.S. citizenship.

Note: The U.S. Department of State responds to thousands of requests from foreign-born military applicants, or recruiters, for evidence of birth/citizenship status that are acceptable for enlistment purposes.

(3) FS 545 (Certification of Birth Abroad). For persons born of U.S. parent(s) outside the geographical United States a valid FS 545 issued by a U.S. foreign service post establishes U.S. citizenship.

(4) U.S. Passport. A current (unexpired) U.S. Passport issued by the Secretary of State establishes U.S. citizenship. Applicants born abroad of U.S. parents require additional birth verification documents to verify status as a U.S. citizen at birth.

(5) DD Form 372 (Request for Verification of Birth). When verified by offices of vital statistics may be used for DEP enlistment only. The only exception is in cases where primary birth verification documentation doesn't exist and secondary evidence must be relied upon. See DD Form 372 procedures in Volume III of this instruction.

b. **Naturalized Citizen**

(1) USCIS N-550/N-551/N-570 (Naturalization Certificate) or USCIS N-560/N-561 (Certificate of Citizenship). A valid Naturalization Certificate or Certificate of Citizenship issued by the United States Citizenship and Immigration Service (USCIS) establishes enlistment eligibility as a naturalized citizen of the United States.

(2) U.S. Passport. A current (unexpired) U.S. Passport issued by the Secretary of State can be used to establish eligibility as a naturalized citizen.

c. **U.S. Non-Citizen National.** Non-citizen nationals of the United States are the inhabitants of Northern Mariana Islands, America Samoa, and Swains Island, which are outlying possessions of the United States. They are persons who, though not citizens of the United States, owe permanent allegiance to the United States. Although lacking certain privileges of U.S. citizenship such as voting and holding office in the U. S., they are in other respects entitled to enjoy U.S. diplomatic protection abroad and free entry into the United States under the same conditions as U.S. citizens.

(1) Valid Birth Certificate Issued by a Civil Authority. For persons born in the Commonwealth of the Northern Mariana Islands, American Samoa, or Swains Island a valid birth certificate (with raised seal) issued by the government of Northern Mariana Islands, American Samoa or Swains Island.

(2) U.S. Passport. A current (unexpired) passport issued by the U.S. Department of State. The U.S. Department of State issues U.S. passports to natives of the Northern Mariana Islands, American Samoa and Swains Island. These passports identify the bearer as a U.S. non-citizen national.

d. **Canadian Born Native American Indian.** A Canadian-born North American Indian with a minimum of 50% quantum of Indian blood.

(1) Long Form Canadian Birth Certificate with Tribal Letter or Card

(a) Tribal letter or card must be issued by a valid band, tribe or nation and must indicate a minimum of 50% quantum North American Indian blood.

(2) Unexpired USCIS Form I-551.

Note: Canadian born North American Indians are not required to have a current address or home of record in the United States and will be coded as an Immigrant Alien on the DD Form 1966.

e. **Non U.S. Citizen (Permanent Resident Alien)**

(1) USCIS I-551 (Permanent Residence Card). An unexpired USCIS I-551 issued on or after the person's 13th birthday.

WARNING: Permanent resident aliens must be accessed onto active duty or reported as a Reserve Component gain prior to the expiration date on their USCIS I-551. Shipping or gaining a permanent resident alien without a valid unexpired USCIS I-551 card **in their possession** is prohibited.

(a) A person with valid USCIS I-551 issued prior to their 13th birthday may process for DEP enlistment provided a valid USCIS G-845 (Document Verification Request) is obtained from USCIS. A new USCIS I-551 must be obtained prior to shipping.

(b) Conditional resident aliens are identified by possessing USCIS I-551 cards that expire two years from the date of issuance. Persons in a "conditional" permanent resident alien status based upon their marriage to a United States citizen are eligible to DEP and ship provided their marital status does not change prior to accession. Conditional resident aliens that become legally separated, divorced, or unable to locate their spouse are not enlistment eligible because they are subject to the potential loss of legal residency status that could lead to deportation. In such cases, they may become enlistment eligible upon USCIS issuance of a standard USCIS I-551 card with an expiration date ten years from the date of issuance.

(2) USCIS G-845. For persons who have lost their Permanent Residence Card (USCIS I-551) and require a replacement card, a valid USCIS G-845 obtained from USCIS may process for DEP enlistment only. A new USCIS I-551 must be obtained prior to shipping.

Note: The USCIS G-845 form is used to verify an alien's immigration status. The USCIS office annotates the form and forwards it directly to a recruiter or other military office. Not all blocks verified by USCIS in Section B of this form are considered valid for enlistment. **Blocks 1, 2 or 10 must be checked to be eligible and acceptable for processing.** If any other block is checked, the applicant is not eligible for enlistment processing. This form can be used by recruiting officials to verify the country of citizenship for alien applicants who do not possess a foreign passport. Attach a request to the USCIS G-845 when submitted to the local USCIS office requesting they verify the Country of Citizenship for entry into the U.S. Armed Forces.

(3) USCIS I-797. The USCIS I-797 (Notice of Action) document may be used in lieu of an the USCIS G-845, for DEP purposes only, when the USCIS I-797 document indicates that the expiration date on the applicant's permanent or conditional I-551 card has been extended.

WARNING: It may take several months, a year, or longer for USCIS to issue a USCIS I-551 to a person requiring a replacement Permanent Residence Card. For this reason DEP enlistment is not advised. Persons processed with a USCIS G-845 or USCIS I 797 must be placed in DEP for a minimum of six months. They can later roll up and ship once they receive their replacement USCIS I-551. Persons requiring a replacement USCIS I-551 are not eligible to stay in DEP beyond the 365 day DEP limit.

WARNING: An employer-sponsored immigrant visa can provide an alien with lawful admission to the United States. The U.S. Armed Forces cannot sponsor these aliens. Recruiters may not offer to sponsor any alien seeking admission as a lawful permanent resident alien by citing the Navy as the prospective employer.

f. **Non-Immigrant Alien.** Citizens from the Marshall Islands, Federated States of Micronesia, and Republic of Palau. The United States government established a Compact of Free Association with the government of the Marshall Islands, Federated States of Micronesia, and Republic of Palau, which in part, gives their citizens the right to freely enter into the United States for work and to establish residency. *All other aliens admitted temporarily into the United States for specific purposes or periods of time as non-immigrant aliens are ineligible for enlistment.*

(1) Valid Birth Certificate Issued by a Civil Authority For persons born in the Marshall Islands, Federated States of Micronesia, or Republic of Palau a valid birth certificate (with raised seal) issued by the government of the Marshall Islands, Federated States of Micronesia, or Republic of Palau.

(2) Passport. A current (unexpired) passport issued by the government of the Marshall Islands, Federated States of Micronesia, or Republic of Palau establishes non-immigrant alien eligibility.

Note: Citizens of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau are eligible to enlist. Their government compacts of free association with the United States allow them to enter the United States, work, and remain indefinitely as non-immigrants.

020203. PLACE OF BIRTH VERIFICATION. The applicant's place of birth (POB) must be verified by the use of any of the following documents:

- Birth Certificate
- Passport (cannot be used for applicants born abroad of U. S. parents because the passport does not prove if the applicant is a Naturalized citizen or a U. S. citizen at birth)
- DD Form 372 (Request for Verification of Birth)
- FS 240 (Report of Birth Abroad of a US Citizen)
- DS 1350 (Certification of Report of Birth Abroad)
- FS 545 (Certification of Birth Abroad)

020204. USMEPCOM CITIZENSHIP AND PLACE OF BIRTH VALIDATION

a. USMEPCOM personnel shall verify the citizenship status of all applicants processed at MEPS by electronically transmitting their identifying information, as documented on USMEPCOM Form 680-3A-E, to USCIS for verification. Applicants not successfully matched by the USCIS verification process will be placed in a 'N' status and have their processing stopped. MEPS will clear the 'N' status once recruiting personnel provide the document indicated in the table following this article. Documents must be originals unless otherwise indicated. Possible reasons for an applicant to be placed in an 'N' status include:

- Name mismatch with USCIS
- POB-Country mismatch with USCIS
- DOB mismatch with USCIS
- Name and POB-Country mismatch with USCIS
- POB-Country and DOB mismatch with USCIS
- Name, POB-Country and DOB mismatch with USCIS
- U.S. citizenship mismatch with USCIS

b. Recording of Citizenship Mismatches on USMEPCOM PCN 680-ADP. The USMEPCOM PCN 680-ADP documents applicant citizenship mismatches in the personal section, ARN block, and will indicate one of three possible codes:

- 'P' – Pending Result
- 'R' – Result Received
- 'M' – Mismatch Received

Note: This block will be blank for U.S. citizen applicants.

c. Applicants with either a 'P' or 'M' entered in the ARN block are prohibited from shipping to RTC or TPU until USCIS results are received, mismatch issues are resolved, if any, and the ARN block is annotated with an 'R'. This does not apply to U.S. citizen applicants where the ARN block should be left blank.

020205. ENGLISH LANGUAGE SKILLS

a. Requirement. Applicants must have the ability to read, speak, and understand the English language. Achieving a passing ASVAB score is not sufficient to validate the applicant's ability to read, speak and understand the English language. Since fluency in English correlates highly with successful Navy job performance, applicants who have difficulty expressing themselves or otherwise understanding English should not be accepted for enlistment. Although MEPCOM regulations include provisions to terminate processing of applicants who are identified as non-English speaking, the RinC and Navy Enlisted Classifier must confirm the English capability of each applicant being processed for enlistment. During the course of the recruiting interview and application process, the RinC must assess the applicant's ability to read, write, and speak the

English language sufficiently to complete recruit training. During the course of the classification interview, the Enlisted Classifier must also assess the applicant's capacity to communicate and comprehend the routine and crisis language situations encountered in the U.S. Navy. No standard language interview format is prescribed.

b. Processing Information. Applicants for enlistment who are lawfully admitted aliens and/or use English as a second language require an affirmative statement by the RinC and certification by the Classifier that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training. This affirmative statement and certification shall be annotated in Section VI, DD Form 1966. For example:

"I affirm that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training."

Signature (RinC) _____

"I certify that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training."

Signature (Classifier) _____

Note: Applicants determined to have difficulty with English fluency are to be referred to the NAVCRUITDIST CO or XO for further evaluation. Once it has been determined that the applicant does not meet English language fluency expectations, he/she should be informed that their enlistment processing will be terminated due to potential English language deficiencies and that they may request a reevaluation after a period of 90 days.

020206. REQUIRED BRIEFING FOR NON-U.S. CITIZENS

a. Prior to enlistment into the DEP or Navy Reserve awaiting IADT, all alien applicants will be advised as follows:

(1) Due to their current alien status and non U.S. Citizenship, security clearance requirements preclude their classification/assignment to any enlistment option, Class 'A' school/military training, or duties where a security clearance is required.

(2) They are not entitled to any special privileges or considerations, including discharge for their own convenience, due to their status. They are expected to complete their full military service obligation, unless sooner discharged, under the same policies and procedures applicable to U.S. citizens.

(3) Honorable service in the Armed Forces of the United States may expedite applications for citizenship. See USCIS regulations.

020207. DUAL CITIZENSHIP. Applicants claiming dual citizenship (U.S. citizenship and citizenship in any other country) are eligible for enlistment, but shall not be classified into any rating/program requiring a security clearance. These applicants may be considered for entry into ratings/programs requiring a security clearance upon official renouncement of their non-US citizenship. Classifiers shall contact the appropriate rating/program manager prior to classifying any applicant who has officially renounced his/her non-US citizenship into a rating/program requiring a security clearance.

020208. WAIVERS. Waivers of citizenship requirements for enlistment contained in this section are not authorized.

EXHIBIT 020201. DOCUMENTS APPROVED FOR VERIFICATION OF CITIZENSHIP AND PLACE OF BIRTH

	US BORN	NATURALIZED CITIZENS	FSM/RMI/PALAU	JAY TREATY OF 1796 NATIVES	NON US CITIZENS
CITIZENSHIP	Birth Certificate US Passport DD 372 (Request for Verification of Birth) FS 240 (Report of Birth Abroad of a US Citizen) DD 1350 (Certification of Birth) FS 545 (Certification of Birth Abroad)	USCIS N-550/551/570 (Naturalization Certificate) USCIS N-560/561 (Certificate of Citizenship) U.S. Passport	Birth Certificate Passport USCIS N-550/551/570 (Naturalization Certificate) USCIS N-560/561 (Certificate of Citizenship)	Birth Certificate Tribal Letter/Card	USCIS I-551 (Permanent Residence Card)
PLACE OF BIRTH	Birth Certificate US Passport DD 372 (Request for Verification of Birth) FS 240 (Report of Birth Abroad of a US Citizen) DD 1350 (Certification of Birth) FS 545 (Certification of Birth Abroad)	Birth Certificate Passport USCIS I-551 (Permanent Residence Card)	Birth Certificate Passport USCIS I-551 (Permanent Residence Card)	Birth Certificate Passport USCIS I-551 (Permanent Residence Card)	Birth Certificate Passport USCIS I-551 (Permanent Residence Card)

Note 1: The following forms must be originals or "Certified True Copies":

Birth Certificate
DD 372 (only for cases where primary birth verification documents don't exist)
FS 240
DD 1350
FS 545
Tribal Letter/Card
All other documents must be originals.

Note 2: Return all original documentary evidence to the applicant after proper entries have been made on the DD Form 1966.

Note 3: Puerto Rico birth certificates issued prior to 1 July 2010 are invalid for use in accordance with Puerto Rico Birth Certificate Law 191 of 2009 and are not acceptable for enlistment affiliation purposes. To be valid, birth certificates issued by the Puerto Rico Vital Statistics Record Office must have been issued on or after 1 July 2010.

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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 or affiliation.

020302. VERIFICATION

a. SSN verification shall be accomplished by 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 service record and 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) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

b. Recruiters and Classifiers are responsible for validating the applicant's SSN. USMEPCOM personnel will verify the SSN of all applicants processed at MEPS by electronically transmitting their identifying information as documented on USMEPCOM Form 680-3A-E to the SSA. Applicants not successfully matched by the SSA will be placed in a 'N' status and their processing will be stopped. MEPS will clear the 'N' status only after recruiting personnel provide the **original** of one of the three documents indicated above.

c. Numeral Identification (NUMI/NUMIDENT) printouts issued by SSA may be used for AC DEP enlistment processing and applicants processing for Reserve FTS, NCS and NAT programs . NUMI/NUMIDENT printouts are not authorized for RC affiliation. In all cases were a NUMI/NUMIDENT was used for DEP enlistment, a valid SSN card is required to be shown to recruiting personnel, copied, and filed in the member's enlistment kit and residual file prior to accession.

WARNING: Shipping Future Sailors without a copy of the SSN card in their enlistment kit and residual file is prohibited.

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 or affiliation processing. There are no exceptions.

e. Refer to Section 10 for additional guidance pertaining to SSN Cards and enlistment name requirement.

020303. WAIVERS. Waivers of SSA requirements for enlistment contained in this section are not authorized.

SECTION 4

EDUCATION REQUIREMENT

020401. CRITERIA. This Section establishes education requirement policy, guidance, and procedures.

a. NAVCRUITDIST COs are responsible for determining the education status and classification of applicants in accordance with this instruction. NAVCRUITDIST CO's shall ensure the proper Department of Defense (DoD) Tier Status/Education Code is assigned to each applicant based on applicant interviews, education documents provided, the education methodology used to facilitate the learning experience and education code definitions listed in Articles 020402, 020403 and 020404.

b. DoD education enlistment criteria, known as the Three-Tier System, is used to select applicants with the greatest likelihood of completing their initial military service obligation.

020402. TIER I (HIGH SCHOOL DIPLOMA GRADUATE (HSDG)) DEFINITIONS. The following education codes are used to identify Tier I/HSDG applicants: 8, B, D, F, G, H, K, L, M, N, R, S, U, and W. An ASVAB AFQT score of 50 or higher is required for home school diploma graduates (education code "H") to attain Tier I status.

a. **High School Diploma Graduate, Education Code "L".** A diploma issued to an individual who completed a 12-year "traditional" graded (credit based) day program of classroom instruction; the diploma must be issued from the high school where the individual completed the requirements for graduation.

(1) Minimum Requirements

(a) Classroom Instruction. The applicant must have successfully completed four academic years of classroom instruction. An academic year is considered a minimum of 120 hours of classroom instruction per academic course to earn a full credit. To earn a half-credit, the applicant must have completed a minimum of 60 hours of classroom instruction.

(b) Credit Based. Applicants must meet the minimum required credit requirements in all subjects for high school graduation as determined by the local school system. At a minimum, at least 75 percent of the credits earned towards high school graduation requirements, per academic year, must have been derived from a classroom based (student-teacher environment), instructor-led learning experience. An exception would be allowed in cases where 25% of credit earned through non-traditional instruction occurred in a single year excluding the senior year.

(c) Graduation Credential. The graduation credential must have been issued by the high school in which the applicant was enrolled and attending at the time he/she completed his/her graduation requirements.

(d) Diplomas or final official high school transcripts may be used to verify above requirements for schools listed as 1L in the WEBSTEAM High School Directory. High school transcripts must be obtained and used to verify above requirements for schools listed as “C” or “1C” in the WEBSTEAM High School Directory.

b. **High School Senior, Education Code “S”.** An individual attending high school, who completed the junior year and is a high school senior.

(1) Minimum Requirements. High school students who have completed their junior year and earned at least 70 percent of the required graduation credits are granted senior status upon the graduation of the current senior class.

(a) Senior status must be verified prior to DEP enlistment by use of the High School Senior/Graduate Status Verification document. This document must be signed and dated by an authorized school official. If the High School Senior/Graduate Status Verification document is unobtainable due to school closures of more than five days, the applicant may be enlisted into the DEP with NAVCRUITDIST CO approval. However, the letter shall be obtained immediately upon the school’s re-opening.

(b) High school juniors that will be mid-year graduates can enlist into the DEP as “11S” provided they are 17-years of age, have completed at least 70 percent of the required credits for graduation, and have a properly executed and verified *High School Senior/Graduate Status Verification* document.

Warning: Any Future Sailor contracted as an “11S” that is unable to ship by their scheduled ship date due to a change in their education status must be DEP discharged and must wait until they complete their secondary education before reprocessing for enlistment.

(2) Administrative Requirements

(a) Diplomas or an official, signed, and dated transcript must be obtained within 14 days after graduation for any applicant who enters DEP as a high school senior. Copies shall be made and placed in the member’s service record and residual file.

(b) In cases where a school will not issue a final transcript for a graduated senior because of an outstanding student debt or any other reason, the affected graduate may not process for DEP enlistment until he/she favorably resolves the issue with the school and a final transcript is obtained.

Note: High school seniors entering DEP during the months of May, June and July are authorized to be placed in DEP for a maximum of 455 days (15 months) at the time of initial classification.

c **Adult/Alternative Diploma Graduate, Education Code "B".** A secondary school diploma awarded on the basis of attending and completing an alternative, continuation, adult or school/program. A diploma issued from a school/program whose course content and curriculum are similar to, but whose method of instruction is different from the traditional high school program. The diploma received must be issued on the basis of completing a classroom structured, (teacher-student environment) teacher-directed, credit-based program.

(1) Minimum Requirements

(a) Classroom Instruction. The applicant must have successfully competed four academic years of classroom instruction. An academic year is considered a minimum of 96 hours of classroom instruction per academic course to earn a full credit. To earn a half-credit, the applicant must have completed a minimum of 48 hours of classroom instruction.

(b) Credit Based. Applicants must meet the minimum required credit requirements in all subjects for high school graduation as determined by either the local school system or state education board. At a minimum, the applicant must have earned at least 1 credit towards high school graduation requirements, in each of the four academic years, from a classroom based (student-teacher environment), instructor led learning experience consisting of a minimum of 96 hours of instruction.

(c) Graduation Credential. The graduation credential must have been issued by high school in which the applicant was enrolled and attending at the time he/she completed his/her graduation requirements.

(d) Diplomas or final official high school transcripts may be used to verify above requirements for schools listed as 1B in the WEBSTEAM High School Directory. High school transcripts must be obtained and used to verify above requirements for schools listed as "C" or "1C" in the WEBSTEAM High School Directory.

d. **High School Graduates that Fail State Mandated Exit Exam(s), Education Code "F".** An individual who completed all the necessary credits for graduation but did not pass the state mandated exit exam(s). Individual must be at least six months beyond his/her high school completion date and must have a letter from an authorized school official verifying that he/she met all the high school graduation requirements but failed the exit exam(s) and did not receive a high school diploma.

(1) Minimum Requirements. Applicants must meet minimum classroom instruction and credit based requirements for high school diploma graduate, education code L, applicants.

Warning: DoD policy prohibits applicants coded as "F" to be shipped prior to six months after the date their senior class graduated. No exceptions authorized.

Note: Education Code "F" is not authorized for applicants with foreign education credentials.

e. **Completed One Semester of College, Education Code "8".** A non-high school diploma graduate (i.e., Tier 2 credential holder) who attended and completed 15 semester hours of college credit or 22 quarter hours of college credit or 675 clock hours of classroom instruction from an accredited post-secondary institution. Credit earned through testing, adult education, assessment, military training or high school equivalency preparation is not applicable.

(1) Requirements. Credits earned must be from an accredited institution listed in the current or applicable American Council on Education (ACE) Accredited Institutions of Postsecondary Education (AIPE) Directory. Any credits earned from schools that are candidates for accreditation shall not be used towards this requirement. Signed and dated official transcripts from the issuing institution are required. If the transcript does not include credits from all other schools attended, then official transcripts from the other schools are required.

Notes:

- College level credits (100 series and above courses) earned through on-line internet courses while enrolled and attending classroom instruction from the same AIPE institution are acceptable.

- Combining semester credits with quarter credits, or combining clock-hour credits with either semester or quarter credits, are allowed. Use the following formula:

  - 45 clock-hours = 1 semester credit (1 trimester credit equals 1 semester credit).

  - 1.5 quarter credits = 1 semester credit.

- Clock-hours from two or more accredited postsecondary vocational/technical schools may be combined for a total of 675 clock-hour credits.

- Credits and/or clock hours used to gain Tier I status cannot be used for advanced paygrade eligibility. Applicants eligible for Tier I status based on credits and/or clock hours can not choose to enlist as Tier II/III and use credits/clock hours for advanced paygrade eligibility.

f. **Job Corps Programs, Education Code "8".** A Job Corps graduate with a GED or high school diploma **and** a Job Corps certificate of completion from a vocational/technical program consisting of at least 675 clock-hour credits of

vocational/technical education. The official document used by the Job Corps to report skill/trade training clock-hour credits is the Training Achievement Record (TAR).

(1) Requirements. Only On/Off-site Work Based Learning (WBL) clock-hour training credits documented on the TAR are acceptable towards the 675 clock-hour credit requirements. Employability/Career/ Social Skills Training, Orientation, GED Preparation, or non-skill/trade training clock-hours **do not** count towards the required 675 clock hours of skill/trade training. The Job Corps Certification Form must be included when verifying the educational standing of Job Corps applicants.
Note: Applicants who completed 675 or more clock-hour credits but dropped out of the vocational/technical program before earning a certificate of completion, or fail to earn a GED, are ineligible for Tier I status.

g. **Currently Enrolled other than High School Diploma, Education Code "M".** An individual currently attending class in a Tier I program other than a traditional high school.

(1) Requirements. To be eligible for DEP, applicants must be currently enrolled and attending classes leading towards Tier I status for a minimum of 30 days prior to DEP-in. Enrollment and attendance must be verified prior to DEP enlistment by use of the Enrollment and Attendance Verification document.

(2) The code of "M" shall be changed to either an "8," "B" or "H" as indicated below:

(a) Students who successfully complete the following will be coded as "8" on the DD Form 1966:

- Earned at least 15 semester/22 quarter college level credits at a college or university
- Completed 675 clock-hour credits of postsecondary education
- Earned a Tier II credential and received a Job Corps certificate of completion from a vocational/technical program consisting of at least 675 clock-hour credits of vocational/technical education

(b) Students who successfully complete a Tier I alternative, continuation or adult school/program shall be coded as "B" on the DD Form 1966.

(c) Students who successfully complete a parent or guardian led home school program per state requirements and obtain an ASVAB AFQT score of 50 or higher shall be coded as "H" on the DD Form 1966.

Note: Applicants enlisted with education code of "M" are not authorized to be classified in the 455-day (15 month) DEP program during May, June and July, as high school seniors are entitled.

h. **Postsecondary Degree.** Applicants who have earned an Associate Degree or higher from an accredited U.S. college will be coded as follows on the DD Form 1966:

Associate Degree	**"D"**
Baccalaureate Degree	**"K"**
Masters Degree	**"N"**

(1) Requirements. Degrees earned must be from an accredited degree granting institution listed in the current or applicable American Council on Education (ACE) Accredited Institutions of Postsecondary Education (AIPE) Directory. Degrees earned through on-line internet courses from an accredited AIPE institution are acceptable. Degrees from schools that are candidates for accreditation shall not be used towards this requirement.

Note: Applicants classified with Education Codes D, K, or N, or are enrolled in and attending an accredited 4-year U.S. college or university, shall be referred to the Officer Programs Officer (OPO) by utilizing NAVCRUIT 1133/98. The applicant shall be interviewed expeditiously (face-to-face or telephonically) by an Officer Recruiter (OR). In the absence of an officer recruiter, the XO or CO can complete the interview. Applicants with an officer program application submitted for consideration are prohibited from processing for DEP enlistment while their officer program application is pending. Future Sailors referred to the OPO must have the NAVCRUIT 1133/98 and the "Competitiveness of Officer Programs" NAVPERS 1070/613 retained in their residual file should they desire to enlist in DEP without applying for officer programs or later become competitive for officer programs while in DEP. Under no circumstances shall a Future Sailor with an NROTC or officer programs package pending be shipped to RTC or allowed to stay in DEP for more than 365-days. No exceptions. Future Sailors reaching the 365-day limit must be DEP discharged and are barred from further enlistment processing until a decision is rendered on their officer package. Future Sailors selected for officer programs must be DEP discharged immediately upon accepting the officer program and Classifiers must enter the cancel code of "OFF" in PRIDE.

i. **Home School Diploma With AFQT Score Of 50 Or Higher, Education Code "H".** A home school diploma from the parent, guardian or home school association with certification and transcripts issued in compliance with applicable state laws. The curriculum must involve parental instruction and supervision and closely pattern the normal credit hours per subject used in the traditional high school. At a minimum the last academic year (9 months) must be completed in a home school environment. For applicable laws governing home schools, refer to http://www.hslda.org/laws/default.asp.

Note: DoD authorizes home school graduates with AFQT scores of 50 or higher to be enlisted with Tier I status. Applicants with AFQT scores below 50 are considered Tier II.

(1) Requirements

(a) Home schooled applicants must provide a diploma or certificate, if available, and transcripts indicating the individual completed four years of high school curriculum. Home school transcripts must contain the following information:

- Student's name
- Home address
- Date of birth
- SSN (It is acceptable to obtain only the last four digits)
- Date of home school enrollment
- Date of graduation, or projected graduation date if still enrolled
- Courses transferred from other educational institutions (if applicable)
- Courses attempted/completed with start and completion dates of each course during each home school grade
- Signature of parent/guardian, date, and home telephone number

(b) A letter from the applicant's parent/guardian describing the education process will suffice if it includes the same information as described in the above.

(c) Must attain an AFQT Score of 50 or higher. Must also complete an Assessment of Individual Motivation (AIM) prior to accession with AIM score documented in PRIDE.

(d) Home school seniors (will-grads), with a 50 AFQT or above shall be coded as 11M on enlistment documents. Home school seniors may be placed in DEP for up to the 365-day DEP limit.

j. **Prior Service.** Prior service veterans who served a **complete** enlistment of four years or more in any Component of the Armed Forces of the United States are eligible to enlist as high school diploma graduates and will be coded as "12L" unless they possess a higher level education credential.

(1) Requirements. DD Form 214 or other appropriate military service verification documentation.

020403. TIER II. (HIGH SCHOOL GRADUATE (HSG)). The following education codes are used to identify Tier II/HSG applicants: 5, 7, C, E, H, J or X.

Note: All Tier II applicants **must** have ASVAB AFQT scores of 50 or higher, spend a minimum of 90 calendar days in DEP and complete DEP PQS prior to shipping to RTC.

a. **Tier II Will-Grads, Education Code "001".** Applicants enrolled and attending Tier II programs are eligible for DEP enlistment as Tier II "will grads" provided they will receive their Tier II credential in no more than 180 days from the date of DEP.

Note: Tier II will-grads must have their education code changed to the appropriate education code within 14 days of completing their Tier II program.

b. **Home School Diploma With AFQT Scores Below 50, Education Code "H".** A home school diploma from the parent, guardian or home school association with certification and transcripts issued in compliance with applicable state laws. The

curriculum must involve parental instruction and supervision and closely pattern the normal credit hours per subject used in the traditional high school. At a minimum the last academic year (9 months) must be completed in a home school environment. For applicable laws governing home schools, refer to http://www.hslda.org/laws/default.asp.

(1) Requirements. Same requirements as for Tier I home schooled applicants with the exception of attaining AFQT scores of 50 or higher. AIM test is not required for Tier II home schooled applicants. Tier II home school graduates are not enlistment eligible.

c. **National Guard Youth Challenge Program (NGYCP), Education Code "X".** An individual who has completed a 22 week National Guard Youth Challenge Program and passed the GED.

(1) Requirements. GED certificate with NGYCP certificate of completion.

d. **Seaborne Challenge Corps, Education Code "X".** This is a DoD/DoN sponsored program presently operating only in Galveston, TX and is a cooperative program with the Texas National Guard.

(1) Requirements. GED certificate with Seaborne Challenge Corps certificate of completion.

e. **Test-Based Equivalency Diploma, Education Code "E".** A diploma or certificate of General Education Development (GED), or other test-based credential. high school equivalency diploma. A state or locally issued secondary school diploma obtained solely on the basis of testing and not graded day coursework.

(1) Requirements. GED or other test-based credential.

f. **High School Certificate of Attendance or Completion, Education Code "J".** An attendance-based high school diploma or certificate or credential based on Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.

(1) Requirements. Credential with high school transcripts.

g. **Correspondence School, Distance Learning, Home Study, or Independent Study, Education Code "7".** A secondary school diploma or certificate awarded upon completion of an accredited correspondence, home study, internet or distance learning program.

(1) Requirements. Secondary school diploma or certificate issued by an accredited program.

h. **Occupational Program Certificate Education Code "C"**. An individual who completed at least 11 years of graded day school and received a certificate for completion of a 6 month non-correspondence vocational-technical program.

(1) Requirements. Occupational program credential or certificate issued by a non-correspondence vocational-technical program with high school transcripts.

i. **Other Non-Traditional High School Credential, Education Code "5".** A secondary school credential issued for completing an alternative school/program that differs in course content and curriculum from a traditional high school diploma program. Public schools/programs that are accelerated and issue a diploma based on a combination of testing, independent study, Adult Basic Education (ABE) and/or competencies are classified as Tier II, regardless of whether the credential was issued by a public secondary or post-secondary institution. Applicants from private (non-public) alternative programs who meet this criteria will also be able to enlist under this category, however their credential will require a formal individual tier evaluation prior to enlistment.

(1) Requirements. Secondary school credential from an institution classified as Tier II in the WEBSTEAM High School Directory.

Note: High school programs where students are not in a teacher directed classroom environment for a minimum of 96 hours of instruction to attain 1 credit towards graduation requirements per academic year are considered accelerated learning programs and shall be coded as "5" on DD Form 1966.

020404. TIER III. (NON-HIGH SCHOOL GRADUATE (NSHG)), Education Code "1". Applicants who are not currently attending high school or alternative education programs and hold no secondary or post-secondary education credential are considered Tier III applicants. Tier III applicants are not enlistment eligible due to historically high first-term attrition rates.

020405. STAY IN SCHOOL POLICY

a. Individuals enrolled in school at the beginning of the current school year **shall not** be scheduled to ship until 14 days after their senior class' graduation or commencement ceremony.

b. Mid-year graduates **shall not** be scheduled to ship until 14 days after their expected graduation date or before official final transcripts are available.

c. Graduates, including mid-year graduates, may ship prior to their end-of-year commencement ceremony provided they have a final transcript and, if still a minor, obtained written consent from their parent or legal guardian.

d. Any individual DEPped while attending school, but who later drops out of school for any reason (non-grad), **shall not** be rolled–up to ship prior to their originally scheduled graduation date.

e. Coaching or advising students to drop out of school for any reason is strictly prohibited.

020406. HIGHEST GRADE COMPLETED. Highest grade completed shall be determined by the number of academic/grade years completed (did not drop out during the school year), regardless of whether or not the requirements were met for advancement to the next higher grade. Highest grade completed shall be determined by either a review of education documents and/or verbal statement received from the applicant. The minimum years of education to be recorded on enlistment documents is eight years (i.e., an applicant with six years of completed education and a GED shall be coded as “08E” in item 12, of DD Form 1966).

020407. WEBSTEAM HIGH SCHOOL DIRECTORY

a. The NAVCRUITDIST CO shall ensure the WEBSTEAM High School Directory database is properly updated and maintained for all traditional high schools, public, non-public, and adult or alternative high school programs within the NAVCRUITDIST’s area of responsibility.

b. The NAVCRUITDIST CO has final Tier-level classification authority for all schools within the NAVCRUITDIST’s area of responsibility.

Note: Schools offering multiple tracks of learning will be classified and coded as “case-by-case” schools in the WEBSTEAM High School Directory. This includes schools that offer multiple Tier I tracks of learning to earn a credential, such as a standard high school diplomas (Edcode “L”) and adult/alternative diplomas (Edcode “B”). A listing of the various types of education credentials issued by the school together with the appropriate DoD education code shall be listed in the WEBSTEAM High School Directory.

c. If a school or program is not listed in the WEBSTEAM High School Directory, the NAVCRUIDIST CO responsible for the area where the school is located must ensure an on-site evaluation is conducted to facilitate a Tier-level classification and updating the WEBSTEAM High School Directory.

d. Education credentials from schools outside the NAVCRUITDIST’s territory must be verified by reviewing the WEBSTEAM High School Directory or by contacting the NAVCRUITDIST ESS where the school is located.

e. Alternative procedures to determine Tier-level placement when an on-site visit is not practical include, but is not limited to the following:

(1) Contacting the program's principal, director or counselor to verify the school's current name, type of education program(s) offered (traditional or non-traditional), the teaching methods utilized and classroom site-locations.

(2) Obtaining and reviewing literature or flyers that detail the history, type of program and method(s) of instruction.

(3) Contacting auxiliary points of contact in the same locale with like traditional or non-traditional education programs.

(4) Executing a website search for information on the program.

020408. TIER-LEVEL EVALUATION

a. The purpose of the Tier-level evaluation is to determine whether the individual's education meets basic enlistment eligibility requirements. Tier-level evaluations shall be completed on all applicants whose program or credentials are issued from schools listed as "case by case" (C or 1C) in the WEBSTEAM High School Directory. Schools offering multiple tracks of learning programs (standard, traditional, adult or alternative) or issue more than one Tier-level credential (Tier I, Tier II and/or Tier III) shall be listed as "case by case" in the WEBSTEAM High School Directory.

Note: It is not required to evaluate transcripts of applicants enrolled in or graduated from schools/programs listed as Tier 1L or 1B since only one learning track is utilized for issuing one specific type/Edcode credential to all graduating students. Transcripts are also not required for non-Tier I applicants, with the exception of applicants possessing occupational program certificates/credentials. Transcripts are required for schools/programs that are listed in the WEBSTEAM High School Directory as "C" or "1C" in the Tier level block.

Example 1: School/program is determined to be Tier I based on learning methodologies or tracks that fall under the "L" education code definition and requirements. In this case, the school shall be listed as Tier 1L in the WEBSTEAM High School Directory and either a high school diploma or transcript can be used to verify and document education verification requirement and use of the "L" education code.

Example 2: School/program is determined to be a Tier I institution based on learning methodologies/tracks that fall under both "L" and "B" education code definitions and requirements. In this case, the school shall be listed as Tier 1C in the WEBSTEAM High School Directory, indicating transcripts must be used for credential verification and verifying which education code is appropriate, either "L" or "B".

b. Applicants with credentials from schools listed as "1C or C" (case by case) in the WEBSTEAM High School Directory must have their official high school transcript(s) reviewed and analyzed to determine the methodology of instruction utilized to educate the student and to determine the proper Tier-level classification and education code to

be used based on the definitions provided in Articles 020402, 020403 and 020404. The Evaluation of Education Credentials form, NAVCRUIT 1133/51, shall be used to document tier-level evaluation results.

c. Tier-level evaluations shall be conducted only by the NAVCRUITDIST Education Services Specialist (ESS) and/or subject matter experts designated by the NAVCRUITDIST CO. The NAVCRUITDIST CO has final Tier-level classification authority for applicants being processed by his/her command personnel.

020409. ON-SITE VISITS OF SCHOOLS AND PROGRAMS

a. An on-site visit is required for each school listed on the WEBSTEAM High School Directory. NAVCRUITDIST COs shall ensure an on-site visit is conducted, documented and filed for each school residing within their district's boundaries. The On-Site Visit Form, NAVCRUIT 1133/80, shall be used to evaluate the Tier-level classification of the school and document the on-site visit. Only the last three on-site visits, as documented on separate NAVCRUIT 1133/80 forms, are required to be maintained in each school file maintained by the NAVCRUITDIST.

b. On-site visits of Tier I schools shall be conducted every six years, or as necessary, to determine if there has been a change in the school's Tier-level classification and updating of the WEBSTEAM High School Directory. Tier II, Tier III and case by case schools/programs do not require an on-site visit, after the initial on-site visit, unless there is the potential for upgrading their Tier-level classification.

c. The purpose of the on-site visit is to:

(1) Determine if more than one program is offered: Standard, traditional, GED, GED preparation, home study, individualized study, correspondence, adult education, alternative, Adult Basic Education (ABE), etc.

(2) Determine the teaching methodologies used to educate students and match such method(s) of instruction to the proper DoD Tier-level classification based on definitions provided in Articles 020402, 020403 and 020404. Schools and/or programs shall be classified as:

- TIER I (L, B or C)
- TIER II
- TIER III (schools/programs developed for the military to circumvent the requirements of the traditional high school diploma).
- Case-by-Case (C or 1C) - Schools that offer multiple Tier I and/or Tier II programs and/or issue one (the same) credential for both Tier I and/or Tier II programs.

Note: The NAVCRUITDIST CO is responsible for determining whether the credentials issued by these schools/programs meet DoD criteria established for HSDG/Tier I, HSG/Tier II or NHSDG/Tier III.

d. Tier-level evaluations are required for applicants attending or graduated from schools/programs with a C or 1C (case-by-case) classification.

e. On-site visits are also useful in determining the school's compliance with recruiter access to high schools under the federal No Child Left Behind Act of 2001, and the required updating of the Recruiter Access to High Schools (RAHS) database in WEBSTEAM. Each time an on-site school visit is conducted the Education Services Specialist (ESS) must update the High School Directory and RAHS database using WEBSTEAM:

f. The NAVCRUITDIST CO has the primary responsibility for ensuring on-site visits are conducted. On-site visits and completion of the NAVCRUIT 1133/80 must be accomplished by a NAVCRUITDIST ESS. In the absence of a NAVCRUITDIST ESS, the on-site visit and completion of the NAVCRUIT 1133/80 can be accomplished by either the CO, XO or EPO. The NAVCRUIT 1133/80 shall be maintained by the ESS. The NAVCRUITDIST CO's signature is required on the NAVCRUIT 1133/80 to approve Tier-level classification.

g. <u>On-Site Visit Protocol</u>. Mission success requires discretion in avoiding conflict with officials who operate, and the students who enroll in and attend, school programs determined to be Tier II, Tier III or case by case. When contacted by school officials or faced with informing an applicant that their programs or credentials do not meet, or no longer meet, Tier I education policy requirements, the following protocol is established:

(1) Conduct an on-site visit Tier-level evaluation.

(2) Express a high regard for their program objectives, method(s) of instruction, courses offered or completed, and credential(s) awarded or earned.

(3) Clarify the DoD Three-Tier education enlistment criteria.

(4) Recommend that Tier classification disagreements be formally challenged via the official chain of command. In such cases, the NAVCRUITDIST CO has final determination authority. COMNAVCRUITCOM (N3) may be contacted for education policy clarification or assistance in troublesome cases.

(5) If the school has any special designation (i.e., alternative, correctional, rehabilitation, charter school, or special needs), an on-site school evaluation must be conducted to determine the school's appropriate Tier level.

<u>020410</u>. <u>VERIFICATION AND VALIDATION OF EDUCATION REQUIREMENTS</u>. Applicants must demonstrate education eligibility for enlistment by providing recruiters

official education documents. The Evaluation of Education Credentials form, NAVCRUIT 1133/51, shall be used to document the proper Tier-level classification, appropriate education code for use on enlistment documents and in PRIDE, and advanced paygrade eligibility based upon the transcripts and education credentials obtained. Applicants who graduated from schools listed as “C” or “1C” in the WEBSTEAM High School Directory must have their **official high school transcripts** evaluated in accordance with Article 020408, sub-paragraphs b. An applicant shall not be scheduled to process until a NAVCRUIT 1133/51 has been completed.

a. Applicants **must** bring the appropriate official education verification documents to MEPS at the time of DEP-in, NAVCRUITDIST CO’s may authorize certified copies of the documents per their document certification policy. A “Will Grad” letter will be used at time of DEP-in if the applicant’s education code is “S” or “M”. Original education verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant’s service record and residual file. The NAVCRUITDIST CO shall establish a copy certification policy in writing.

b. BEERS documents must be photocopied and placed in 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) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY” written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

c. Fraudulent education credentials, transcripts or documents must always be considered to be a distinct possibility. NAVCRUITDIST COs shall contact the NAVCRUITREG ESS or the education office that issued the credentials, transcripts or documents if any question of authenticity exists. Responsibility for verifying the authenticity of the applicant’s education documentation, either by requesting a COMNAVCRUITCOM determination or by noting the salient details of the various forms, remains vested in the NAVCRUITDIST CO.

d. **Verification/Validation of School Records During Holidays and Emergencies.** Closings for holidays, spring or summer vacation periods, school strikes, and closures of five working days or more (because of weather, emergencies, or local disasters) are the only circumstances under which an applicant may be DEPped without proper school verification and delay of the education validation.

Note: Education credential verification documentation must be received within five working days of the institution reopening. Applicants shall not be shipped without official documentation that provides proof of education and years of education completed. Applicant years of education must be coded as “08” when transcripts are not provided for DEP enlistment, with the exception of High School Senior applicants.

020411. OFFICIAL TRANSCRIPT. When an applicant's Tier-level evaluation is required, an official or certified copy of the applicant's transcript shall be evaluated. Diplomas alone are insufficient to determine Tier status. Transcripts **must meet all** of the following criteria:

- List date of entry into the school and date of graduation or exit.
- Be signed and dated by an authorized school official.
- List courses taken, grades received, and credits earned.

a. Official transcripts are useful in:

(1) Detecting invalid or manufactured diplomas.

(2) Detecting programs developed for the military to circumvent the requirements of the traditional high school diploma.

(3) Evaluating classroom attendance.

(4) Verifying Carnegie credits or units, or verify units recognized by the appropriate State Department of Education, for all requisite and elective courses.

(5) Verifying attainment of passing scores on all parts of required State or local school district exit exams.

(6) Determining grade level.

b. When obtaining official transcripts, recruiting personnel are required to obtain them directly from the issuing institution. Transcripts hand-carried by applicants to verify education status are not acceptable**.**

c. Facsimile copies of official transcripts from another NAVCRUITDIST or directly from the issuing institution may be used. The facsimile must be marked as a certified copy and be legibly signed by the sending authority.

020412. FAILURE TO GRADUATE. Applicants enlisted as will-grads (Education Codes of S or M) but subsequently fail to graduate shall be processed as follows:

a. Future Sailors who fail to graduate and who do not qualify for enlistment as Tier III/non-grads must be DEP discharged. These individuals should be:

(1) Encouraged to return to school.

(2) Informed that they may re-apply for enlistment after completing their education program and obtaining the required education credentials.

(3) Informed that completion of their education program does not constitute a commitment to enlist on behalf of the Navy.

(4) Informed that should they obtain their education credentials and re-apply for enlistment, they must be otherwise qualified based on COMNAVCRUITCOM enlistment policies in effect at the time of re-application.
Note: Future Sailors enlisted as high school seniors (11S), who fail to graduate, but can complete graduation requirements by attending a school district accredited summer school may remain in DEP as long as they will not exceed the 365-day DEP limit. If unable to complete graduation requirements within the 365-day DEP limit, the individual must be DEP discharged.

c. Future Sailors with ASVAB AFQT scores of 50 or higher can be retained in DEP and ship as long as the NAVCRUITDIST/NAVCRUITREG meets quality requirements set forth in COMNAVCRUITCOMNOTE 1133 (Required HSDG Percentage).

Note: The applicant's time spent in DEP shall count toward the minimum DEP time required for Tier II and Tier III applicants.

d. Under no circumstances shall any fail to grad be allowed to ship before his/her scheduled graduation date (see Stay in School Policy, Article 020405).

020413. FOREIGN EDUCATION. Applicants who possess a diploma or transcript from a foreign high school that is equivalent to a Tier I high school program as listed in Article 020402 may be eligible for enlistment. Course-by-course equivalency accreditation will be verified by one of the following, prior to processing (The application and fees involved are the applicant's responsibility):

a. State board of education, state university, or recognized university or college listed in the degree granting section of the current edition of the Accredited Institutions of Postsecondary Education (AIPE) directory. Accreditation of American high school graduation equivalency must be documented in a letter, with official letterhead, issued by the institution. This letter must be submitted with NAVCRUIT 1133/51 to persons designated by the NAVCRUITDIST CO as certifiers of education credentials.

b. Foreign credential evaluation services offered by the American Association of Collegiate Registrar and Admissions Officers (AACRAO). The AACRAO site is: **www.aacrao.org/international/abroad.cfm** .

Address: International Education Services
American Association of Collegiate Registrar and Admissions Officers
One Dupont Circle NW, Suite 520
Washington, DC 20036-1135
Phone inquiries: (202) 296-3359

c. The National Association of Credential Evaluation Services (NACES) offers applicants education evaluation of foreign credentials. The NACES site: **www.naces.org** under heading "current members" lists agencies to contact for evaluations.

d. ESS evaluation. The NAVCRUITDIST ESS shall use the Association of College Registrars and Admissions Officers' PIER World Series publications to evaluate foreign education. The following procedures apply:

(1) Recruiters shall submit NAVCRUIT form 1133/51, together with the applicant's foreign education documents (i.e., diplomas, certificates, and degrees, with complete transcripts), to the NAVCRUITDIST ESS for case-by-case evaluation and determination of the equivalent U.S. education grade level. Foreign language education documents require a certified English translation. The applicant is responsible for obtaining this translation. Both versions of the document must be included in the pre-enlistment kit for review and verification. To allow sufficient time for evaluation, these documents must be submitted to the NAVCRUITDIST ESS at least three working days (72 hours) prior to beginning MEPS processing to ensure the certification is completed.

(2) The ESS must match the education credentials with the database developed, maintained, and provided by COMNAVCRUITCOM. After certifying the education equivalency, the NAVCRUITDIST ESS will send the NAVCRUIT form 1133/51 to the CO for validation. Comprehensive records of the certification and resultant education coding will be retained by the ESS for a period of three years.

020414. CREDENTIAL LAUNDERING. Credential laundering is defined as "recruiter advice or assistance provided to an applicant or prospect for the purpose of, or which has the effect of, converting or transforming a Tier II credential to a Tier I credential solely for the purpose of meeting education enlistment eligibility requirements."

a. Recruiters are prohibited from participating in or condoning credential-laundering activities. Such activity is punishable under the Uniform Code of Military Justice (UCMJ).

b. Any education document that raises doubt as to its validity will be referred to the NAVCRUITDIST CO.

c. Recruiters are prohibited from transporting applicants to, or assisting them in registering in, any education program or institution for the express purpose of qualifying them for enlistment. Recruiters may transport applicants to education institutions only to obtain high school letters, transcripts, diplomas, or other documents required for enlistment processing.

d. Under no circumstances shall a recruiter recommend a specific commercial (non-public) education program or programs designed specifically for the military to circumvent the time requirements of the traditional diploma.

e. Recruiter involvement with school officials for the purpose of developing an alternative high school degree completion program is strictly prohibited.

SECTION 5

DEPENDENCY REQUIREMENT

020501. CRITERIA. Applicants with dependents enlisting in entry level paygrades historically encounter family hardships due to financial situations soon after enlisting. It is the intent of this Section to eliminate from consideration those who cannot balance the demands of family and service, or who would experience a financial hardship at the onset of naval service. Determine eligibility per the appropriate table show below.

ACTIVE COMPONENT (AC)			
IF APPLICANT IS	**AND HAS:**	**THEN THE APPLICANT IS:**	**NUMBER OF DEPENDENTS AND WAIVER LEVEL**
1 **Unmarried or Divorced** (NPS and PS)	No dependents	Eligible	No waiver required
	Custody of dependents	Ineligible	No waiver authorized
	No custody of dependents	Eligible with appropriate level waiver	1 or 2= NAVCRUITDIST CO 3 = COMNAVCRUITCOM 4 or more = Ineligible
2 **Married** (NPS and PS)	Spouse only	Eligible	No waiver required
3 **Married** (NPS enlisting in paygrades E1 to E4 and PS enlisting in paygrades E1 to E4 with broken service)	Minor/non-minor dependents	Eligible with appropriate level waiver	2 = NAVCRUITDIST CO 3 or 4 = COMNAVCRUITCOM 5 or more = Ineligible
4 **Married** (NPS enlisting in paygrades E5 and above and PS enlisting in paygrades E5 and above with broken service)	Minor/non-minor dependents	Eligible with appropriate level waiver	2 or 3 = Eligible 4 = NAVCRUITDIST CO 5 = COMNAVCRUITCOM 6 or more = Ineligible
5 **Married** (PS enlisting under continuous service)	Minor/non-minor dependents	Eligible	No waiver required

RESERVE COMPONENT (RC)			
IF APPLICANT IS	**AND HAS:**	**THEN THE APPLICANT IS:**	**NUMBER OF DEPENDENTS AND WAIVER LEVEL**
1 **Unmarried or Divorced** (NPS and PS) **Note:** FTS programs must meet AC dependency requirements)	No dependents	Eligible	No waiver required
	Dependents	Eligible with appropriate level waiver	1 or 2= NAVCRUITDIST CO 3 or 4 = COMNAVCRUITCOM 5 or more = Ineligilbe
2 **Married** (NPS and PS)	Spouse only	Eligible	No waiver required
3 **Married** (NPS enlisting in paygrades E1 to E4 and PS enlisting in paygrades E1 to E4 with broken service)	Minor/non-minor dependents	Eligible with appropriate level waiver	2 = NAVCRUITDIST CO 3 or 4 = COMNAVCRUITCOM 5 or more = Ineligible
4 **Married** (NPS enlisting in paygrades E5 and above and PS enlisting in paygrades E5 and above with broken service)	Minor dependents	Eligible with appropriate level waiver	2 or 3 = Eligible 4 = NAVCRUITDIST CO 5 = COMNAVCRUITCOM 6 or more = Ineligible
5 **Married** (PS enlisting under continuous service)	Minor/non-minor dependents	Eligible	No waiver required

Note 1: Single parents who transfer custody of minor dependents are not eligible to process for Active Component or Full Time Support enlistment for a period of 90 days.

Note 2: See Article 020502 for the definition of a dependent and Chapter 3 for waiver procedures.

Note 3: An interview and an Enlistee Financial Statement (NAVCRUIT 1130/13) are mandatory requirements for applicants with dependents. Refer to Volume III for Enlistee Financial Statement guidance.

Note 4: All dependency waiver requests will be accompanied by the applicant's personal statement regarding plans for post-enlistment care of minor dependents. This may include, but not limited to, plans for geriatric care, special education, rehabilitation and other miscellaneous social related requirements, etc.

Note 5: For applicants who have filed for divorce proceedings, the potential exists that they will be granted custody of dependents or be required to provide support for the previous spouse and/or dependents. The uncertainty surrounding future custody and financial support requirements, waivers will not be considered until all proceedings are final. Applicants should be informed that without a written, formal settlement, e.g., final divorce decree or its equivalent, etc., a waiver will not be considered.

Note 6: NAVETs/OSVETs with RE-R1 or RE-1 re-enlistment codes **and** enlisting in CREO A or B ratings who enlist within 180 days from separation have no dependency restrictions provided they were not separated for the following reasons:

- failure to comply with OPNAVINST 1740.4 (family care plan)
- parenthood/dependency issues
- pregnancy

All other NAVETs/OSVETs have up to 90 days from separation to process without meeting the dependency requirements shown in the tables above.

Note 7: Single or divorced applicants and applicants married to military members are required to complete a Family Care Certificate and Family Care Plan Arrangements per OPNAVINST 1740.4 when: (1) they have physical custody of minor dependents or (2) are responsible for an adult who is incapable of providing for themselves in the absence of the applicant. COs shall evaluate the documents and determine acceptability for naval service.

Note 8: Spouses who are active duty military shall be documented on enlistment forms as a dependent, but don't count as a dependent for waiver purposes. For example: an applicant with a spouse currently serving on active duty and two minor children will have three dependents documented on enlistment documents, but only require a waiver for two dependents. Should this applicant's spouse leave active duty status prior to his or her accession, then the applicant's dependency waiver status changes to three dependents.

Note 9: A court or Child Support Order is required by all single AC applicants who have out of wedlock children prior to processing. The order must be from the State the child resides. The only exception to the rule is applicants who have children who reside in Florida. The applicant may DEP in but is not authorized to ship until the required documents are obtained.

020502. DEFINITION OF A DEPENDENT. The definition of a "dependent" below is provided for enlistment or affiliation purposes only. The definition does not apply to entitlement of pay and allowances, medical care, exchange and commissary privileges, or other benefits. Such determinations are made only after enlistment or affiliation and recruiting personnel shall not render opinions on future entitlements. A dependent for enlistment and affiliation purposes is defined as any of the following:

- A spouse by marriage, not to include a common law spouse. A spouse is not considered a dependent when the spouse is on active duty or serving as a SELRES in Reserve Component of any service. A spouse in the IRR is considered a dependent.

- Any natural child (legitimate or illegitimate) or child adopted by the applicant, provided:

  (a) the child is unmarried

  (b) is considered a dependent under the laws of the state having jurisdiction

  (c) the applicant claims the child as theirs

  (d) the applicant's name is listed on the birth certificate as a parent

  (e) a court order establishes paternity or if any person makes an allegation of paternity that has not been adjudicated by a court.

Note: A Child Support Order is required by all AC single applicants who have out of wedlock children prior to processing. The order must be from the State the child resides in.

- Unborn child(ren). Unmarried applicants who **self-admit** to being the father of an unborn child(ren) **or** for whom a positive legal/medical paternity determination has been made are considered to have a dependent(s) for enlistment and affiliation purposes.

- Stepchildren of the applicant.

- Stepchildren of the applicant's spouse.

- Children from the spouse's previous marriage that are under the age of 18.

- Any parent or other person who can be claimed as a dependent on the applicant's income tax return.

WARNING: Relinquishing custody does not terminate dependency. Recruiting personnel are prohibited from having any involvement in an applicant's decision to relinquish custody of a minor dependent, or in acting upon this decision. Navy recruiting

personnel must not advise, imply, or assist an applicant with regard to the surrender of custody of a minor dependent. If asked whether whey would become eligible by surrendering custody, the recruiter's correct response is that enlistment processing can not begin until 90 days has elapsed from the date of custody transfer and that it is not the intent or the desire of the U.S. Navy for any person to relinquish custody of a dependent for the purpose of enlistment . If applicants persist, they may be informed that if they surrender physical custody of their dependents for personal reasons, the only transfer recognized by the Navy is a valid court order that transfers physical custody and does not show intent to return the custody back to the applicant after a temporary period. Single parents that transfer physical custody of minor dependents must be advised that enlistment processing can not begin until 90 days has elapsed from the date of custody transfer and that they may not retain, nor have the minor dependents reside with them during the term of the first enlistment.

a. For enlistment and affiliation purposes, a divorce decree or adoption decree verifies a change of custody, not dependency. Active Component single applicants, (male and female), who have dependents must have relinquished physical custody of dependents by court order. Absent a court order, a child support order awarded by the state that the child resides in may be used to determine eligibility for enlistment. The court order or child support order (with appropriate official signature) is required prior to processing for enlistment. COMNAVCRUITCOM (00J) must make an eligibility determination in all cases other than state awarded child support orders. Reserve Component applicants with custody of dependents may be eligible for accession with appropriate level waiver (refer to the tables in Article 020501 for eligibility and waiver authorities). COMNAVCRUITCOM (00J) does not make custody determinations for the Reserve Component.

b. If an applicant's dependent child has been formally adopted by another person, and the final adoption decree has been issued and effective, then the child is not the applicant's dependent.

Note: There is no required waiting period for enlistment processing to begin after the adoption of an applicant's minor children. 90 days must have elapsed prior to the start of enlistment processing of applicants who have transferred custody of minor children.

020503. VERIFICATION. The table below lists the documents that are acceptable for verification of dependency. Original dependency verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant's service record and residual file. The NAVCRUITDIST CO shall establish a copy certification policy in writing.

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) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES

ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

DOCUMENTS REQUIRED FOR APPLICANTS WITH DEPENDENTS

If the applicants status is(Note 1):	The authorized document is (Note 4):
Married	SSN card and original or certified copy of the marriage certificate; or a church or public record of marriage issued over the signature and seal of the church or public records custodian. (Notes 2 and 3)
Child under 18-years of age	SSN card and Child's birth certificate
Legally adopted child	SSN card and copy of a court order of adoption and copy of child's birth certificate
Child, but no custody	SSN card and birth certificate with a divorce decree or court support order
Stepchild	SSN card and child's birth certificate and copy of spouse's divorce decree
Other dependents (i.e., parents or other relatives)	SSN card and documents establishing dependency

Note 1: Blocks 8 and 9 of the DD Form 1966/1 must be used to establish dependency status, together with other substantiating documents, as indicated.

Note 2: If either the applicant or spouse is prior service, DD Form 214 showing married name (maiden name is not acceptable) is acceptable.

Note 3: If either the applicant or spouse has been previously married, an original or certified true copy of divorce decree or other instrument which dissolved previous marriage must be provided.

a. It is the responsibility of the applicant to identify any dependents.

b. The RinC is responsible for ensuring applicants with dependents are interviewed prior to enlistment/affiliation processing. The RinC shall:

(1) Determine if the applicant is handling present personal and financial affairs in a mature, competent, and responsible manner.

(2) Determine if the applicant can meet current and expected financial obligations within the first six-months of naval service. Applicants will not be enlisted/affiliated if it appears they are unable to meet current and expected financial responsibilities within the first six-months of naval service.

(3) Counsel the applicant concerning potential problems that may be experienced at the onset of enlistment relating to financial matters and the assignment to possible dependent restricted tours.

(4) Determine if the applicant is married to an active duty member.

Note 4: Applicants with dependents are required to bring proof of their dependent's social security numbers to Recruit Training Command in order to properly get their dependents enrolled 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. This is a shipping requirement. Shipping without verification of dependent's social security numbers is not authorized, with the exception of dependents who are not U.S. citizens and do not reside in the United States. Applicants with foreign alien dependents residing in the United States illegally are not enlistment 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.

SECTION 6

MENTAL APTITUDE REQUIREMENT

020601. CRITERIA. All applicants must be tested with the Armed Services Vocational Aptitude Battery (ASVAB) and attain a qualifying Armed Forces Qualification Test (AFQT) score.

020602. AFQT SCORE. Acceptable AFQT score for enlistment of non-prior service (NPS) applicants is 35. NPS applicants with AFQT scores less than 50 must be Tier I. Prior Service (PS) applicants may enlist with ASVAB scores obtained from their previous enlistment, regardless of their AFQT score, provided they enlist in the same rating last held. PS applicants not line score eligible shall be re-administered the ASVAB and must be processed with the new line scores, provided they attain an AFQT score of 10 or higher. NAVETs enlisting under the PRISE-III program must be classified with current (less than 2 year old) line scores. OSVETS with military training/skills directly convertible to a Navy rating may enlist in the directly convertible rating, regardless of their previous AFQT or line scores, all others must retest. PS SELRES applicants are not required to retest provided they are eligible for rating entry with ASVAB scores obtained from their previous enlistment.

020603. USE OF ASVAB AFQT TEST SCORES

a. Enlistment Eligibility. The most recent, valid test score is used for enlistment purposes. The AFQT score is calculated from Navy Standard (line) scores and is used to determine mental eligibility for enlistment.

b. Affiliation Eligibility. Prior service Navy veterans may process with AFQT scores from a previous enlistment provided they are affiliating into their previous rating. Prior service Navy veterans desiring to affiliate with the Reserve Component with a change in rating must be line score eligible for the rating or must be administered the ASVAB and shall be classified into an open rating they are line score eligible for, provided they attain an AFQT score of 10 or higher.

c. Program Guarantee. Navy Standard (line) scores are calculated from ASVAB raw scores and used to establish program eligibility. Volume IV provides the line scores required for each program. Test score categories are used for accession goals and objectives.

AFQT Test Score	Test Score Category
99 – 93	I
92 – 65	II
64 – 50	IIIA
49 – 31	IIIB
30 – 21	IVA
20 – 16	IVB
15 – 10	IVC
9 – 1	V

d. Special Program Requirements. Certain programs require applicants to attain qualifying special purpose, supplementary, or performance test scores. Volume IV provides requirements and qualifying scores for each program.

020604. RETEST POLICY AND PROCEDURE. For the purposes of this Section, retest means testing a person a second time with either the same or a different test. Any retest must be accomplished on a version other than that used for the previous test.

a. Student and Production ASVAB Retest Policy

(1) An ASVAB test within two years of any previous test is a retest.

(2) An applicant who answers at least one ASVAB question is considered to have tested and establishes retest eligibility.

(3) The retest policy applies to both the student and production testing programs without distinction. After taking an initial ASVAB an individual can retest one calendar month after the initial test, one calendar month after the first retest, and every six months thereafter. A mandatory test session in a high school does not automatically waive this policy.

(4) When retested, a complete ASVAB is administered and the results of a valid test become the applicant's score of record.

(5) If an applicant is retested with the same test version within a six month calendar period, the retest score will be invalidated and the previous test score will stand as the score of record. However, if this condition is the result of a USMEPCOM clerical or administrative error, an immediate retest using a different ASVAB version may be authorized by the MEPS commander.

b. Retest Procedures

(1) Recruiters request a retest on USMEPCOM Form 680-3A-E, *Request for Examination*, *Item 16d*. The previous test version must also be listed in *Item 16e*. After two retests, six calendar months must elapse from the latest retest before another retest can be requested on USMEPCOM Form 680-3A-E. This also applies when the initial test is a Student ASVAB. Recruiters must be extremely careful not to request a retest before one calendar month has elapsed, or before six calendar months, as appropriate. Retests given before one calendar month has elapsed from the initial and first retest, or before six calendar months from the second retest, will result in invalid applicant test scores.

(2) The MEPS Commander may authorize an immediate retest for applicants tested under adverse conditions or considered to have attained inflated scores through improper means. If a retest is authorized, these individuals must be retested with an

alternate test form. A USMEPCOM Form 680-3A-E must also be submitted in these cases.

020605. RETESTING OF DEP PERSONNEL. Future Sailors contracted as "will grads" and, while in DEP, completed all graduation requirements to earn an education code of L, B H or 8, and work force Future Sailors who complete at least one accredited college-level course at a college or university after DEP-in, are eligible to retest once while in DEP without being attrited from MIRS or PRIDE. The following guidelines apply:

(a) Retesting is strictly voluntary.

(b) The Future Sailor must have been in the DEP a minimum of six months before retesting.

(c) Eligible Future Sailors are allowed only one retest.

(d) The retest AFQT and line scores become the official scores of record and must be entered in PRIDE. To mitigate the potential for loss of qualifications, all initial contracts will be honored for Navy enlistment and job entry, regardless of test score fluctuation, provided the AFQT score is 10 or higher. The Future Sailor retains program eligibility for his/her current rating/program even if the retest line scores are lower and would normally render the Future Sailor ineligible.

(e) Existing production retest policy applies to DEP retesting. Future Sailors must wait the requisite time period based on the number of pre-DEP tests taken. It is imperative that the Future Sailors' test history is provided to ensure proper retest intervals are met and to ensure the correct test version is administered for the DEP retest.

(f) The Future Sailor shall be projected for retest by submitting a DEP Action Request (DAR).

(g) Retests will be administered only at MEPS. MET site retesting is prohibited.

(h) A Confirmation Test will be required if there is a gain of 20 or more points between the most recent test score and the previous test score.

(i) Classifiers shall use cancel code "ASV" to indicate the Future Sailor is being reclassified due to a DEP ASVAB retest and then enter the retest ASVAB scores in the new reclassification record, even if the Future Sailor's job and ship date do not change. DEP retest ASVAB scores must be entered in PRIDE and shall also be recorded in Section VI of DD Form 1966, even in cases where a change in the Future Sailor's program, ship date or a reclassification did not take place.

020606. DOCUMENTATION OF TEST SCORES

a. Recording Test Scores. MEPS will enter the applicant's actual test scores on DD Form 1966, Item 16, from either the most recent USMEPCOM Form 680-ADP or NAVPERS 1070/604 from their most recent period of service for prior service applicants. USMEPCOM Form 680-ADP shall be utilized to obtain and record ASVAB scores in either PRIDE or CIRIMS for non-prior service applicants.

b. ASVAB Scores

(1) Production ASVAB. USMEPCOM Form 680-3A-E is the authority for MEPS testing personnel to administer the current production version of the ASVAB to Navy applicants. Parts I and III of USMEPCOM Form 680-3A-E will be completed and accompany all Navy applicants to the MEPS or MET site for testing. Navy liaison personnel must ensure MEPS enters standard component scores in DD Form 1966, *Item 16b* in the order presented on the USMEPCOM Form 680-3A-E ADP. Once an individual is scheduled to process for Navy enlistment, the Navy Standard Scores are derived from USMEPCOM Form 680-3A-E ADP. MEPS Liaison Petty Officers must ensure that USMEPCOM Form 680-3A-E ADP is filed in each individual's service record at the time of enlistment/reenlistment as USN, or start of active duty or active duty for training as USNR.

(2) Student ASVAB. Student ASVAB test results are maintained at the cognizant MEPS. Applicants who participated in the shortened Student ASVAB test must be administered the remaining ASVAB sub-tests at MEPS before classification.

(3) Computation of the AFQT. MEPS testing personnel compute and record the AFQT percentile score on USMEPCOM Form 680-3A-E ADP. For determining an AFQT percentile from the ASVAB, the standard score of the test components of Mathematics Knowledge (MK), Arithmetic Reasoning (AR), and twice the Verbal Expression (2VE) are added together and converted to an AFQT percentile score (MK+AR+2VE). Navy Recruiting personnel are not responsible for computing an AFQT percentile score but will verify that the ASVAB scores have properly recorded on the DD Form 1966, Item 16.

020607. ASVAB FAMILIARIZATION/COACHING

a. Materials. Several information devices are available to familiarize applicants with the ASVAB:

(1) The USMEPCOM publication, *Your Future is Now*, is an institutional promotion tool.

(2) The Enlistment Screening Test.

b. Sample for School Officials. An ASVAB specimen set is a sample for school officials to familiarize them with the institutional ASVAB. Recruiters are strictly prohibited from using it to familiarize applicants or students.

c. Study Guides. Several ASVAB information/study guides, such as the ARCO ASVAB preparatory study guide, have been commercially produced. Use of these commercial publications by recruiters is strictly prohibited. It is recognized that these commercial publications are available to applicants; however, recruiter involvement with these publications is limited to informing applicants that they are available in some stores. Under no circumstances shall recruiters use a commercial ASVAB study guide to familiarize applicants with the ASVAB. Recruiting personnel are prohibited from possessing any ASVAB Study Guides.

d. Schools. Recruiters must not refer applicants to any commercial ventures or schools whose purpose is to familiarize applicants with the ASVAB. Recruiters may not offer their services to these schools, act as a distributor for their information materials, or become involved with them in any way.

020608. LOSS OR COMPROMISE OF ASVAB MATERIALS

a. ASVAB compromise is defined in Volume IV. Navy Recruiting Command will provide full assistance to HQ, USMEPCOM in an effort to eliminate test loss and/or compromise.

b. All hands must be fully aware that acts which are conducive to test loss or compromise will not be tolerated and that individuals who are found to have aided or abetted test compromise will be subject to disciplinary action under the UCMJ.

c. No applicant will be tested at MEPS or a MET Site without a completed applicant USMEPCOM Form 680-3A-E.

d. Personnel assigned as test proctors by NAVCRUITDIST COs must be thoroughly familiar with test security procedures.

e. Recruiting personnel must be alert for test scores that appear to be inconsistent with other applicant characteristics (i.e., an applicant makes high scores on ASVAB, but school records show extremely poor grades and personal interviews with the applicant develop the impression that test scores overrate the applicant's ability).

f. Any action that could be construed as assisting applicants in testing situations must be scrupulously avoided.

g. The NAVCRUITDIST CO designated representative must report all ASVAB test compromise incidents, whether identified at MEPS or by the NAVCRUITDIST, telephonically to HQ, USMEPCOM (DSN: 792-3435 or Commercial: (847)688-3435). A written memorandum of record of all telephonic reports made in this regard, and a

copy of all subsequent investigative reports, must be provided to Chief of Naval Personnel (N13T1) as follows:

(1) If involves a member of USMEPCOM/MEPS Testing Team, report to USMEPCOM with a copy to the COMNAVCRUITCOM (00IG).

(2) If involves a Navy member, either military or civilian, who is not assigned to USMEPCOM/MEPS Testing Team, report to COMNAVCRUITCOM (00IG) with a copy to USMEPCOM.

(3) If involves only non-DoD civilian personnel (e.g., applicants), report directly to HQ, USMEPCOM with a copy to COMNAVCRUITCOM (00IG).

(4) If Navy or civilian members of the Navy Recruiting Command are involved in a loss or compromise situation, the cognizant NAVCRUITDIST CO must direct an investigation concurrent with the submission of the report discussed in this article. A full report of the investigation should be forwarded to USMEPCOM via COMNAVCRUITCOM (00IG) as soon as completed.

(5) If a member of the USMEPCOM/MEPS Team or non-DoD civilian is involved, do not direct an investigation. Such cases fall under the jurisdiction of USMEPCOM, which would conduct an investigation subsequent to receipt of the report discussed in this article.

SECTION 7

PHYSICAL REQUIREMENT

020701. PHYSICAL ELIGIBILITY FOR ENLISTMENT

a. Purpose of Standards. Physical standards establish uniformity in conducting physical examinations and in interpreting the physical fitness of applicants for Naval service. The object is to select and retain personnel who are physically fit and temperamentally adaptable to the conditions of military life. Standards preclude from acceptance those individuals with contagious or infectious disease; those who are likely to require repeated admission to the sick list, prolonged hospitalization, or invalidating from service; and those who present any condition that would likely form the basis for physical retirement benefits, or would have known assignment limitations. This required degree of physical fitness is correlated with the available supply of military service applicants and normal service needs. These standards are subject to change depending upon the Navy's personnel needs at any given time.

b. Determining Fitness

(1) Procedures for complete physical examinations and the correction of minor disqualifying defects are contained in Article 020702.

(2) Recruiters must conduct a preliminary screening of applicants to detect those individuals who are obviously physically unfit for military service. DD Form 2807-2 facilitates applicant preliminary screening and must be completed as set forth in Volume III.

020702. GENERAL INFORMATION

a. Parental Consent for Physical Examination of Minors. All applicants under 18 years of age must have their parents' or legal guardians' consent for a physical examination when reporting for the enlistment physical examination. A completed Section VII (Parental/Guardian Consent for Enlistment) of the DD Form 1966 is required. Parental consent obtained for enlistment is recognized as proper consent for an enlistment physical examination of 17-year-old Navy applicants. Refer to Volume III for instructions on completing Section VII of DD Form 1966.

b. Physical Examinations for Enlistment/Reenlistment into Regular Navy and Navy Reserve

(1) Active Component

(a) All Non-Prior Service (NPS) and Prior Service (PS) applicants for AC enlistment shall have their physical examination administered at MEPS.

(b) NPS applicants found not physically qualified by MEPS are ineligible for further processing without an N3M waiver review. Waivers of physical standards may be requested regardless of MEPS Chief Medical Officer (CMO) waiver recommendation. When a waiver of physical standards appears warranted, the NAVCRUITDIST Commanding Officer may request a COMNAVCRUITCOM N3M waiver review.

(c) PS applicants found not physically qualified by MEPS are ineligible for further processing without an N3M review. Requests for N3M reviews may be submitted regardless of MEPS CMO waiver recommendation. During the review, N3M will apply retention physical standards when determining eligibility for NAVET applicants on contract, or within six months of discharge for those who have completed their MSO. NAVET applicants no longer on contract, and have been discharged greater than six months, will be evaluated based on accession physical standards. All OSVETS will be evaluated based on accession standards.

(d) N3M will inform the NAVCRUITDIST of the applicant's eligibility determination by official letter.

(e) Applicants processed from Japan, Guam, and Europe shall use Military Treatment Facilities (MTFs) for enlistment physical examinations. The *Report of Medical Examination* (DD Form 2808) and the *Report of Medical History* (DD Form 2807-1) shall be utilized by the MTFs for all enlistment physical examinations. Immediately upon completion of the MTF physical examination, including receipt of DAT/HIV results, the DD Form 2808, DD Form 2807-1 and all relevant supporting documentation will be sent to COMNAVCRUITCOM (N3M) for review and physical eligibility determination.

(2) Reserve Component

(a) All NPS applicants for RC enlistment shall have their physical examination administered at MEPS.

(b) NAVET applicants separated less than 6 months who meet all of the following criteria are able to affiliate with the reserves with no further medical review:

- They were physically qualified for separation.
- They are not changing rate or designator.
- . They have no factors that limit world-wide assignment or deployability
- They have no VA disability compensation pending.
- They were separated with an RE-1 code.

Note: The complete separation physical (DD2697 or SF600) and all supporting medical documents must be provided to the affiliating NOSC.

(c) NAVET applicants on contract with separation less than 24 months do not require a new physical examination provided they meet the following retention standard requirements based on NAVCRUITCOM (N3M) review:

1. They have a copy of their last complete physical examination (DD Form 2808/SF-88 and DD Form 2807-1/SF-93) and medical documents completed as part of separation examination (DD Form 2697, 2807-1, SF-600) or a copy of the Veteran's Administration compensation and pension (C&P) history and physical. The physical/separation examination with supporting documentation must have been completed within 24 months of affiliation/enlistment processing.

2. If more than 90 days have elapsed since the most recent examination, a new/updated DD Form 2807-1 completed by the applicant must be reviewed by an appropriate credentialed military provider (military medical officer, nurse practitioner, physician assistant, or Independent Duty Corpsman (IDC) holding NEC-8402; 8425; or 8491, with specific comments an any new medical conditions that have changed since last complete physical examination.

3. Applicant's separation paperwork (DD214, statement of service, Point Capture Summary) must be included in packages sent to N3M for review.

Note 1: The phrase "on contract", when applied to RC enlisted applicants, is defined as service members with a Navy Reserve contractual obligation.

Note 2: Pregnant NAVETs whose separation from active duty or drill status was less than six months prior, and have a completed military physical examination within the last 24 months, may process for affiliation up until their 32nd week of pregnancy. All other pregnant applicants are ineligible.

(d) NAVET applicants off contract, whose separation from active duty or drill status was more than six months prior, require a new accession physical examination. Their physical examination must be administered at MEPS and will be evaluated for eligibility based on accession physical standards.

(e) All OSVET applicants require a complete new accession physical examination. They shall have their physical examination administered by MEPS and they will be evaluated for eligibility based on accession physical standards.

Note: USMC VETS are considered NAVETS for physical qualification purposes.

(f) NAVETS on contract, whose separation from active duty or drill status was more than twenty four months ago, require a new accession physical examination. Their physical examination must be administered at a MEPS.

(g) Only military medical personnel (medical officer, nurse practitioner, or physician assistant) assigned to a MTF or NRA authorized to conduct Navy applicant physical examinations may review and sign a new/updated DD Form 2807-1. IDCs may sign the updated DD Form 2807-1 only in cases where there is no new medical or physical history annotated on the DD Form 2807-1.

Note: Body composition measurements (height/weight and, if applicable, body fat) shall be conducted and recorded on medical documents by a healthcare provider or Command Fitness Leader (CFL) only.

(h) NPS applicants found not physically qualified by MEPS are ineligible for further processing without an N3M waiver review. Waivers of physical standards may be requested regardless of MEPS Chief Medical Officer (CMO) waiver recommendation. When a waiver of physical standards appears warranted, the NAVCRUITDIST Commanding Officer may request a COMNAVCRUITCOM N3M waiver review.

(i) Applicants found physically qualified by the MEPS CMO may continue enlistment/affiliation processing without submitting their physical to NAVCRUITCOM (N3M) review. NAVET and OSVET applicants found NOT physically qualified by the MEPS CMO are ineligible for further processing without a NAVCRUITCOM (N3M) waiver review. Requests for NAVCRUITCOM (N3M) reviews may be submitted regardless of CMO waiver recommendation.

Note: COMNAVCRUITCOM (N3M) will inform the NAVCRUITDIST of the applicant's eligibility determination by official letter.

c. Correction of Minor Disqualifying Defects

(1) Recruiting and medical personnel must assume no responsibility, either for themselves or for the Navy, in assisting applicants in having minor physical defects corrected in order to qualify for enlistment. Do not recommend any doctor, dentist, or facility to the applicant. Correcting such defects is the sole responsibility of the applicant. Navy personnel must give no assurance, implied or otherwise, that the applicant will be accepted if disqualifying defects are corrected.

(2) As a general rule, the decision of MEPS regarding profile, physical condition, and physical eligibility for enlistment/reenlistment is considered definitive regarding whether or not the accession requirements of DoDI 6130.4 are met; however, if the applicant still considers himself able to serve, and the NAVCRUITDIST CO concurs, the NAVCRUITDIST may refer such cases to COMNAVCRUITCOM (N3M). The NAVCRUITDIST must not attempt to sway the opinion of the MEPS Chief Medical Officer (CMO), but may request the MEPS CMO to reconsider his decision if the NAVCRUITDIST CO believes it is in clear error of fact or interpretation of DoDI 6130.4. COMNAVCRUITCOM (N3M) will not initiate such requests, but retains the authority to advise and consult with the NAVCRUITDIST CO or MEPS CMO if so requested.

(3) The forwarding letter, accompanied by the *Report of Medical Examination* (DD Form 2808) and the *Report of Medical History* (DD Form 2807-1), must contain such medical consultation considered pertinent to the individual case. The MEPS' decision does not prevent the NAVCRUITDIST CO from requesting a waiver from COMNAVCRUITCOM (N3M), nor does it prevent the NAVCRUITDIST CO from requesting re-examination by the MEPS. Applicants found NPQ by MEPS who have a waiver request submitted to N3M disapproved may continue to reapply for waiver as long as the initial MEPS physical is valid and there is a significant change or new information to add to their previous waiver request.

Note 1: To ensure timely processing of waivers, NAVCRUITDIST personnel shall not make inquiries, via any format, to N3M or N32 regarding the status of the requested waiver, except to verify receipt of required waiver documents.

(4) The EPDS must ensure copies of medical consult reports and N3M letters recommending waivers are stapled to the DD Form 2808 forwarded to RTC. This facilitates a thorough RTC medical evaluation of recruits with N3M waivers.

d. Requirements for Re-Examination

(1) All applicants, including DEP members, must undergo a complete physical re-examination if a period of 24 months has elapsed since the date of the most recent complete physical examination. Medical screening immediately prior to enlistment must include the following:

(a) Re-examination of visual acuity and refractive error for individuals initially examined more than 12 months prior.

(b) Specific medical evaluation of conditions previously waived. (Waivers are valid for the period of validity of the corresponding physical examination or until the applicant begins active duty, whichever occurs first).

(c) A complete physical re-examination and report are required in each instance where the applicant has an illness or injury that results in a material change in his/her physical condition since the date of the most recent physical examination.

e. Copies of Medical Surveys or Relative Information. Recruiting personnel shall not request copies of medical surveys, or information relative to reasons for medical surveys, from either the Chief of Naval Personnel or Chief, Bureau of Medicine and Surgery (BUMED). Physical qualification determination requests, for enlistment or reenlistment of desirable applicants who were discharged from previous military service for physical conditions (including those who received disability severance pay), shall be submitted to COMNAVCRUITCOM (N3M) with DD Form 2808 and 2807-1.

f. Statements from Civilian Examiners. Statements from optometrists are accepted on all matters pertaining to eye examinations, except a definitive diagnosis of disease.

This does not preclude accepting a statement from an optometrist regarding certain conditions of the eyes or a statement that there is no disease of the eyes. If there is evidence of disease, seek the opinion of an ophthalmologist regarding the type and severity of the disease. Ophthalmologists are qualified to make statements concerning all diseases and conditions of the eyes. When a report from a civilian examiner does not contain enough information, try to obtain further information, provided the examiner is qualified to supply it. In all instances, tell the examiner precisely what information is required/desired. If it is necessary to obtain a second opinion, consider the professional reputation of the original examiner and arrange the second consultation according to accepted practices. When a medical officer finds definite evidence of eye disease and requires the opinion of an ophthalmologist, the medical officer must request the examinee obtain that opinion, but must also explain fully what is required and why. Use caution not to give the impression of maligning any individual or profession. When all that is required/desired is information that can be supplied by either an optometrist or ophthalmologist, do not indicate a preference to the examinee.

g. Validity Period for Reports of Medical Examinations of Prior Service Applicants

(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 elapses since their last satisfactory drill participation as a reservist (verified by their Summary Points Capture document).

(2) The most recent completed military provided physical examination is valid for reserve affiliation for a period of twenty four months from the date the member separated from active duty if on contract only. If off contract the last physical is valid for a period of six months.

(3) Physical examinations must be dated no more than 90 days prior to the date of contracting applicants processing for RC affiliation. Physical examinations dated more than 90 days prior to the date of contracting must be updated with the use of DD Form 2807-1 and signed by a credentialed military provider (military medical officer, nurse practitioner, or physician assistant) or an authorized contracted physician (officer applicant only, with prior NAVCRUITREG Commander approval).

Note 1: Only Active duty or Full Time Support (FTS) Hospital Corpsman holding the Independent Duty Corpsman (IDC) Navy Education Code (NEC-8425) that are assigned to an MTF or NRA authorized to conduct Navy applicant physical examinations may review and sign a new/updated form DD 2807-1 only in cases where there is no new medical or physical history annotated on the DD 2807-1.

Note 2: New body composition measurements are required whenever a DD Form 2807-1 is updated.

020703. MEDICAL TESTS

a. Color Perception Examination. MEPS administers the Pseudoisochromatic Plate (PIP) test to all applicants. Those who pass the PIP test (correctly identify 12 of 14 plates) are considered to have acceptable (normal) color perception and qualify for programs requiring normal color perception. Applicants who fail the PIP test are retested using the Farnsworth Lantern Test (FALANT). Applicants who subsequently pass the FALANT are considered to have acceptable (normal) color perception and qualify for programs requiring normal color perception. Applicants who fail both tests are only eligible for enlistment in programs that do not require normal color perception. All applicants will repeat the color perception examination process at RTC. Failure to pass the RTC-administered color perception examination will result in disqualification for programs requiring normal color perception and reclassification into a program for which they are eligible.

b. Vision. Classifiers shall use the worst (distant or near) uncorrected vision and worst (distant or near) corrected vision when making reservation entries. For example, an applicant who has:

Near Vision	Uncorrected 20/100 Corrected 20/50
Distant Vision	Uncorrected 20/200 Corrected 20/40
Would be entered as	Uncorrected 20/200 Corrected 20/50

c. Hearing. Pure tone hearing loss at 500, 1000, 2000 Hz of not more than 30 db on average with no individual level greater than 35 db at these frequencies in either ear. Pure tone hearing loss at 3000 Hz of not more than 45 db and 4000 Hz not more than 55 db in either ear. Refer to Article 020705d.(2).

d. HIV Antibody Screen

(1) Processing Location

(a) Military Treatment Facility (MTF). Applicants processed at an MTF for RC affiliation will be screened for HIV during their first full drill requirement after contracting and must sign a HIV Statement of Understanding prior to further processing.

(2) Military Entrance Processing Station (MEPS)

(a) AC applicants may DEP/DER/DIR prior to receipt of HIV/DAT results. Accession of any AC member prior to receipt of HIV/DAT is strictly prohibited.

(b) RC applicants administered the HIV/DAT at MEPS shall not be enlisted/affiliated prior to receipt of “negative” HIV/DAT results, with the exception of NAVETS with a remaining IRR obligation (on contract) or discharged (off contract from active service six months or less may be enlisted/affiliated and gained prior to receipt of HIV/DAT results.

(c) Non-Prior Service (NPS), NAVETs discharged (off contract) for more than six months, and all Other Service Veterans (OSVETs) must await “negative” HIV/DAT results to enlist. Working copies of MEPS physicals are not authorized.

(3) During the enlistment physical, MEPS routinely draws blood for the HIV antibody screen. Applicants may be DEPped without waiting for the results of the test, but shall not be shipped, under any circumstances, until negative results have been entered on DD Form 2808, *Item 49*. Applicants who have positive HIV results are disqualified for enlistment. The Chief Medical Officer (CMO) will encourage applicants disqualified due to the presence of HIV antibody to consent to a second HIV antibody screen. Should the applicant elect to have a repeat test conducted, the Medical Section retains all paperwork in a separate folder, in the HIV suspense file, until the results of the repeat test are received.

Note: Shipping/accession of any person processed at MEPS prior to receipt of HIV test results is strictly prohibited**.**

(4) If the applicant is a minor, MEPS sends a registered letter (return receipt requested; address correction requested) to the parent/legal guardian.

(5) After the repeat HIV test results are received and posted, the file is returned to the MEPS Commander for appropriate notification and disposition. Those found negative on repeat HIV antibody test can be processed for enlistment; those found positive are medically disqualified.

(6) Applicants may consult with a private physician (at their own expense) to disprove the presence of the HIV antibody and to ensure the applicant shows no signs of immuno-incompetency (inability to resist disease due to a breakdown of the immune system). Forward cases disputed by private physicians to COMNAVCRUITCOM (N3M) for final determination using normal waiver procedures. Requests for waiver of other medically disqualifying conditions cannot be forwarded until all HIV antibody test results are final.

(7) The HIV test is normally completed within 48 hours for the majority of applicants, and within 72 hours for a small number of applicants, whose original blood sample requires in-depth screening to finalize results.

(8) After blood is drawn during the initial physical, all original DD Form 2808 and DD Form 2807-1 (for applicants pending HIV results) as well as all other medical

documentation, are retained in the MEPS Medical Section for filing in a separate, secure HIV file.

(9) The MEPS Medical Section will provide the MEPS Liaison Petty Officer (MLPO) with a reproduced copy of DD Form 2808 and DD Form 2807-1 to facilitate DEP-in. The original medical forms maintained in the MEPS Medical Section must not be removed before final HIV test results are recorded. Only the MEPS Commander may approve removal of this documentation before posting the results.

(10) Upon receiving negative HIV results, MEPS personnel annotate *Item 49* of DD Form 2808 and deliver the medical record to service liaisons. Service liaisons will initial receipt of the provided medical record on USMEPCOM Form 727. Under no circumstances will an applicant be shipped without this DD Form 2808 action.

(11) The procedures for notifying applicants with a positive HIV antibody screening are detailed and must be followed exactly. All recruiting personnel must act in a compassionate manner when following these procedures. Preserving the individual dignity of the applicant is the primary concern. These procedures apply to all applicants, whether DEPped or not, including those already disqualified and qualified but not enlisted (QNE). At no time shall recruiting personnel speculate on the means by which the individual became exposed to HIV.

(a) When an applicant's HIV antibody test is found to be positive, MEPS annotates *Item 49* of DD Form 2808 and makes other standard medical disqualification entries. The medical control USMEPCOM Form 727 is marked "Western Blot Positive" (name of the HIV antibody test).

(b) MEPS will release a registered letter to the applicant stating that the results of laboratory tests indicate a need to return to the MEPS to discuss a medical problem. Neither HIV antibody nor AIDS is mentioned in this letter. The letter advises the applicant to contact his/her recruiter to arrange transportation to the MEPS. The NAVCRUITDIST CO will receive an "Eyes Only" copy of this letter.

(c) The NAVCRUITDIST CO notifies the Enlisted Programs Officer to cancel the school seat and make it available for use by other applicants. Remaining DEP discharge procedures begin immediately after MEPS confirmation that the applicant has been officially notified. Use DEP discharge procedures contained in Volume V and cite Medical Disqualification EPTS Code ZAA as the administrative separation code. The DEP discharge paperwork must be sent to MEPS within 30 days of applicant HIV test result notification confirmation and within 90 days for discharge of inactive duty reservists.

(d) The NAVCRUITDIST CO will also notify the Chief Recruiter, who will direct the Zone Supervisor and recruiter to stand-by for a telephone call from the applicant. When the applicant calls, the recruiter must ask when the applicant is available for a meeting (not a consult) with the MEPS doctor. The recruiter will coordinate with the

MLPO in order to arrange a meeting between the applicant, MEPS Commander, and CMO within 30 days.

(e) The recruiter, or other responsible Navy Recruiting representative, must personally escort the applicant from their home, to MEPS, and back home. The applicant's parents may be present during the meeting at the MEPS; however, family members are not authorized to travel via government transportation, nor are they to be a substitute for recruiter escort.

(f) Although the applicant's letter will not specify any disease or condition, the applicant may realize that the nature of the medical problem is HIV antibody (AIDS). The applicant may seek confirmation from the recruiter. The recruiter must stress that he/she does not have any information to address the matter and has been requested only to arrange the meeting and provide transportation to the MEPS.

(g) At MEPS, the applicant will be encouraged to submit to a second HIV test to remove any doubts the applicant might have. If the applicant is a minor, Article 020703d.(4) applies. The MEPS CMO handles all further contact with the applicant concerning the second HIV test.

(h) The recruiter must note on the applicant's R-Tools record, any telephone calls or visits subsequent to the notifying letter in case such information is pertinent to later litigation.

(i) If the individual acknowledges receipt of the letter, but does not return to the MEPS within 30 days, MEPS must send a second registered letter that specifically advises the applicant of test results. When MEPS receives acknowledgement of this second letter, the case is considered closed. If the applicant does not acknowledge receipt of the second letter, MEPS will request assistance in locating the individual from the local recruiting commander.

e. MEPS Drug and Alcohol Test (DAT). Applicants are tested for drug and alcohol use during their pre-enlistment medical examination before being sworn into DEP or DER. The results of the DAT are noted on DD Form 2808 and DD Form 2807-2. DEP and Reserve enlistees shall not enter active duty without negative DAT results. Individuals testing positive through DAT, but questioning test validity, will not be retested or reconsidered, regardless of the circumstances.

Note 1: RC applicants administered the HIV/DAT at MEPS shall not be enlisted/affiliated prior to receipt of "negative" HIV/DAT results, with the exception of NAVETs with a remaining IRR obligation (on contract) or discharged (off contract) from active service six months or less may be enlisted/affiliated and gained prior to receipt of HIV/DAT results. NAVET applicants not processed at MEPS will have HIV/DAT tests conducted during their first drill period.

Note 2: Shipping of AC Future Sailors prior to receipt of HIV/DAT results is prohibited.

Note 3: Non-Prior Service (NPS), NAVETs discharged (off contract) for more than six months, and all OSVETs must await "negative" HIV/DAT results to enlist. Working copies of MEPS physicals are not authorized.

(1) Applicants with positive results are ineligible for enlistment and must be discharged.

(2) Applicants who test positive for any substance, excluding alcohol, on any MEPS DAT are permanently ineligible for Navy service.

(3) Applicants who test positive for alcohol on any test are ineligible for Navy service for a period of 45 days from the test date and require a NAVCRUITDIST CO waiver.

020704. ELIGIBILITY DETERMINATIONS

a. Administrative Physical Eligibility Determination. When recommended by an authorized Medical Examiner, NAVCRUITDIST COs are authorized to approve certain physical standards as listed below.

(1) Weight. See the Height and Weight Table (Exhibits 020701 and 020702). For applicants with a Body Mass Index (BMI) below 19 the MEPS CMO will determine if there are any underlying medical/psychiatric conditions through a more detailed history/medical record review. Underweight applicants down to 17.5 BMI may be qualified if there is no evidence of a medical or psychiatric disorder and if they are physically active with a good appetite. Applicants below 17.5 BMI will be temporarily disqualified and a Reevaluation Justified (RJ) date calculated. RJ date should reflect a waiting period of 4 days for every 1-pound increment. A BMI calculator can be obtained for initial screening purposes by using www.nhlbisupport.com/bmi/.

(2) Height. Refer to Height and Weight Table (Exhibits 020701 and 020702).

(3) Orthodontia. Applicants wearing orthodontic retainer appliances, either fixed or removable, are acceptable for enlistment or affiliation with a 'P1' profile. Applicants wearing orthodontic appliances (braces) are not qualified for Active Component or Reserve Component enlistment, 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 into DEP. 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 final processing onto active duty. Individuals returning from DEP who have not completed orthodontic therapy, or who have fixed orthodontic appliances in place, at the time of physical examination are medically disqualified from entering onto active duty and will be DEP discharged until the therapy is completed and the orthodontic appliance removed. Each applicant must clearly understand that the Navy will not incur any obligation or cost connected with orthodontic appliances either

during or after enlistment. Retainer appliances require no further treatment and are not to be confused with orthodontic appliances (braces), which require continued treatment and are disqualifying.

(4) 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 an open collar uniform shirt. Tattoos on the inner lip that are not visible with an open mouth are acceptable as long as they meet content criteria. 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. Cosmetic tattoos applied in good taste so that colors blend with natural skin tone and enhance natural features are acceptable. Exaggerated or faddish cosmetic styles are not authorized. Permanent lipstick colors shall be conservative and complement the individual.

(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 of 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.

(7) Action

(a) Navy Recruiting personnel **shall** conduct a screening for **all** tattoos/body art/branding. Use of the Tattoo Screening Certificate, NAVCRUIT 1130/104, is mandatory for any applicant with tattoos/body art/brands. The completed certificate shall be included as part of the applicant's Enlisted Service Record and a copy also 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 1130/104 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 as to include the applicant's shoulders.

(b) NAVCRUITDIST COs shall conduct an interview (face-to-face or telephonic) with any applicant who possesses tattoos/body art/brands and denying enlistment to those whose tattoos/body art/brands are considered inappropriate for members of the naval service. NAVCRUITDIST XOs, EPOs, OPOs, and/or EPDS may be delegated responsibility only when authorized "by direction" authority, in writing, by the NAVCRUITDIST CO. The following statement will be made on DD Form 1966**,** Section VI, Remarks:

(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 1130.8."*

_____

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 on the inner lips or mouth that are visible with an open mouth are disqualifying. 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, the NAVCRUITDIST CO or properly designated authority must make an enlistment 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 (N32) for review and eligibility determination.

(d) Cosmetic Tattoos. Applicants with cosmetic tattoos require a COMNAVCRUITDIST CO waiver.

(e) Mutilation. Any body mutilation is prohibited. Questionable cases may be referred to COMNAVCRUITCOM (N32) for review and eligibility determination.

(f) Dental Ornamentation. Dental ornamentation is prohibited and waivers will not be considered.

(g) 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 eligibility determination.

(h) The RinC shall ensure that applicants with tattoos/body art/brands are warned not to obtain any additional tattoos/body art/brands while awaiting accession and that failure to comply with this warning could result in their discharge. Future Sailors shall be screened for additional tattoos/body art/brands during the 30-day and seven day DEP recertification process and with results documented in R-TOOLS. The appropriate authority must screen new or modified tattoos/body art/brands identified during the recertification process.

(7) Post Accession Screening. Recruit Quality Assurance Team (RQAT) will screen all recruits for tattoos, body art, branding, self-mutilation, and dental ornamentation during recruit in-processing and at the Moment of Truth. RQAT shall ensure proper waiver documentation has been accomplished and will forward all questionable cases to COMNAVCRUITCOM (N32) for review and adjudication.

020705. MEDICAL WAIVERS

a. Requests for medical waivers shall be sent to and processed by COMNAVCRUITCOM (N3M) only after HIV and DAT results are obtained and documented on DD Form 2808.

b. Applicants who are drawing (or have a claim pending for) a pension, disability allowance, disability compensation, or disability retired pay from the Federal Government by virtue of prior military service, who are found physically qualified to enlist or have a waiver of standards approved by COMNAVCRUITCOM (N3M), must waive their disability compensation, effective the day they enlist or affiliate.

c. Documentation of Approved Waivers. A copy of the approved medical waiver letter and any relevant consultation sheets must be attached to DD Form 2808 and forwarded to RTC/TPU. COMNAVCRUITCOM (N3M) waivers must be documented in Section VI, DD Form 1966.

d. In addition to the enlistment medical requirements contained in DoD Instruction 6130.4 and the Manual of the Medical Department (Chapter 15), the following additional information is provided for determining whether a medical waiver request should be submitted. Applicants with any of the following conditions are not generally waiverable

and should not be referred to MEPS for a physical examination or to N3M for a courtesy review.

(1) Medical Conditions Not Generally Waiverable:

(a) Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), HIV Antibody, or history of any of the above.

(b) Single kidney – regardless of cause.

(c) Loss of an arm or leg.

(d) Seizure disorder with seizure and/or medication within five years.

(e) History of Cancer with treatment within five years (except basal cell carcinoma).

(f) Diabetes Mellitus Type I or Type II.

(g) Loss of one eye.

(h) History of Cataract surgery.

(i) History of any Keratoconus (protrusion of the cornea).

(j) History of Glaucoma.

(k) History of Aphakia (lens replacement of the eye).

(l) Severe Allergic reaction (Anaphylaxis) to insects or food.

(m) Cirrhosis.

(n) Corneal transplant history.

(o) Crohn’s Disease and Ulcerative Colitis (Intestinal ulcers).

(p) Severe deformities of the mouth, throat, or nose that interfere with speech or mastication of ordinary food.

(q) Severe Scoliosis (spine curvature) or Kyphosis (“hunchback”).

(r) History of eating disorders: Anorexia Nervosa and/or Bulimia.

(s) Hepatitis, chronic: Hepatitis B or Hepatitis C carrier.

(t) Malignant Hyperthermia/Hyperpyrexia (adverse reaction to anesthesia).

(u) Multiple Sclerosis (nerve disease involving muscle weakness and uncoordination) and Muscular Dystrophy (progressive atrophy/wasting of the muscles).

(v) Severe orthopedic injuries that result in functional limitations secondary to residual muscle weakness, paralysis, or marked decreased range of motion.

(w) Otitis Media (middle ear infection/inflammation), chronic or currently active.

(x) Pes Cavus (abnormally high arches of the feet with increased extension of the toes), severe, symptomatic (other than routine orthotic use).

(y) Pneumonectomy, removal of entire lung.

(z) Pregnancy (except for prior service processing for affiliation).

(aa) Prosthetic replacement of joints.

(bb) Psychiatric Conditions: Schizophrenia; Major Depression, recurrent; Bipolar Disorder; Panic disorders; Sexual disorders; and Personality disorders, severe.

(cc) History of Retinal disease or detachment.

(dd) Chronic skin disorders. Atopic dermatitis; Eczema; Psoriasis.

(ee) Spinal Fusion, greater than two vertebral spaces, congenital or surgical involving any number of vertebrae, by any method.

(ff) Current drug and/or alcohol abuse or diagnosed substance dependence.

(gg) History of Neurofibromatosis.

(hh) Congenital (birth) heart defects that have not been repaired.

(ii) History of intestinal bypass or stomach stapling.

(jj) Severe head injury within the past five years.

(kk) Anabolic Steroid Use. Any applicant admitting steroid use within the previous two months is not enlistment eligible.

020706. DELAYED ENTRY MEDICAL PROGRAM. To minimize waiver delays due to processing constraints, the Delayed Entry Medical (DEM) program allows enlistment into the DEP based on a COMNAVCRUITCOM (N32) Provisional DEP authorization. A final COMNAVCRUITCOM waiver must be received prior to the applicant shipping to

RTC or going on active duty. Fulfillment of DEM criteria **does not** guarantee a waiver will be recommended or granted.

a. Physical conditions eligible for a Provisional DEM Waiver include:

(1) Asymptomatic pes planus (flat feet).

(2) Excessive refractive error not greater than +/- 8.00 diopters sphere and +/- 4.00 diopters cylinder.

(3) Stable transient tachycardia (elevated pulse count on initial exam with normal pulse rate one hour after exam; must have no prior cardiac or hypertensive history.)

(4) Common food allergies without prior systemic reaction (should not have a history of shortness of breath with ER/hospital visit or facial/oral swelling).

(5) Hearing loss not greater than 40 db in up to two (2) frequencies beyond the 2000 range standards.

(6) A favorable orthopedic consultation after knee or shoulder surgery performed one year prior.

(7) Applicants who discontinued processing after receiving a COMNAVCRUITCOM waiver on a MEPS physical dated within the last two years, providing the MEPS CMO updates the DD Form 2808 indicating no new disqualifying condition or adverse change in the pre-existing disqualifying condition(s).

(8) Documented treatment and adequate follow-up, with two normal PAP smears, after history of cervical dysplasia.

(9) Depth perception and 20/20 visual acuity requirement for rating entry. Request DEM approval from COMNAVCRUITCOM (N32) and submit an Exception to Policy (ETP) request to COMNAVCRUITCOM (N35) with the following supporting documents:

- Current eye examination by a licensed healthcare practitioner that contradicts the depth perception or visual acuity results obtained by MEPS
- USMEPCOM Form 680-3A-E
- Completed DD Form 2808

Note 1: Applicants disqualified for medical conditions other than those listed above **are ineligible** for a provisional DEP and shall not be enlisted in DEP using DEM processing procedures. See Chapter 3 for DEM processing procedures.

Note 2: COMNAVCRUITCOM (N35) will issue an approval or disapproval control number after the documents received are reviewed by a Navy Optometrist. MEPS color

perception results are not challengeable and therefore will not be processed under DEM.

020707. TEMPORARY DISABILITY RETIRED LIST (TDRL)

a. Reevaluation. Personnel on the TDRL are reevaluated by the Navy Physical Evaluation Board (PEB)at regular intervals. Final action must be taken no later than five years after placement on the TDRL. Title 10, U.S. Code, Section 1210(h) specifies that retired pay must terminate at the end of the five-year TDRL period.

b. Eligibility for Reenlistment. Upon a finding of “fit for full duty” by the Secretary of PEB, Navy members are notified of their eligibility for reenlistment by COMNAVPERSCOM (PERS-912), Millington, TN. PERS-912 also notifies appropriate recruiting activities when personnel on the TDRL are eligible for reenlistment. If the Navy member desires to reenlist, recruiters must use the following guidelines:

(1) The recruiter is responsible for building a new enlistment kit. Members must be thoroughly interviewed to ensure they are qualified in all respects for enlistment. COMNAVPERSCOM (PERS-912) must be notified if a member is deemed not qualified for enlistment.

(2) Arrange for a physical examination at MEPS. Forward all medical documentation (to include all service related medical information), TDRL paperwork, and a new DD Form 2807-1 to MEPS for a medical read.

(3) If MEPS determines a physical is warranted, schedule the member for a new physical.

(4) If MEPS determines that a physical is not warranted, submit medical read to COMNAVCRUITCOM (N3M) for review and disposition. When a member is determined to be disqualified for enlistment, notify COMNAVPERSCOM (PERS-912) for guidance.

(5) If COMNAVCRUITCOM (N3M) determines that a physical is warranted, schedule the member for a MEPS physical. If the MEPS physical determines the member to be disqualified, submit a medical waiver request to COMNAVCRUITCOM (N3M) for review and disposition. If approved, continue processing member. If medical waiver disapproved, contact COMNAVPERSCOM (PERS-912).

(6) Once the member is determined to be fully qualified for enlistment, the enlisted classifier will contact the PRIDE shop to have a seat forced to TPU Great Lakes for further assignment. Contracts will be for a minimum 4 year period. Individuals who would exceed High Year Tenure (HYT) with a 4 year contract may contract for 3 years provided they can complete 3 years without exceeding HYT. Any questions regarding this should be directed to COMNAVCRUITCOM (N35). Reenlist the member regardless of:

(a) whether the member's rating is identified as an overmanned rating,

(b) the Career Reenlistment Objective (CREO) Category of the member's rating,

(c) number of dependents, or

(d) NAVET goal constraints. If necessary, the NAVCRUITDIST must obtain NAVET over-ship authorization from COMNAVCRUITCOM (N32).

(7) Upon reenlistment, send an email in the following format:

TO: PERS-9_DISC_CERT
SUBJ: ICO (RATE/NAME/SSN LAST 4)
A. YOUR LTR _____
1. Per SECNAVINST 1850.4, (RATE/NAME/SSN LAST 4)
REENLISTED FOR _____ YEARS ON (EFFECTIVE DATE).

(8) For information regarding the TDRL program, including an applicant's current status, contact Commander, Navy Personnel Command (PERS-821) (DSN: 882-3229/3245; Commercial: (901)874-3229/3245). Enlistment policy questions regarding the TDRL program are to be directed to COMNAVCRUITCOM (N35).

c. Other Service Veterans. Other service veterans on the TDRL (or equivalent) of another Service, who are declared "fit for full duty" and are authorized reenlistment in their respective Service branch, may apply for enlistment in the Navy when formally discharged from the other Service branch. If found physically qualified by MEPS, submit the MEPS physical examination results under a letter of transmittal to CHBUMED via COMNAVCRUITCOM (N32) for eligibility determination.

d. Waiver of Disability Compensation. 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 a final PEB determination with a rating of 30% or higher are transferred to the Permanent Disability Retired List (PDRL), while those rated at 20% or less receive disability severance pay. 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 by MEPS and are authorized to enlist must waive their disability compensation, regardless of source, and, if enlisted, the disability compensation waiver must be effective on the date of the member's enlistment.

e. Physical Qualifications. Waiver of special physical qualification requirements for enlisted programs is not authorized.

f. Severance Pay

(1) Personnel previously discharged with disability severance pay are not precluded from reenlisting 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 COMNAVCRUITCOM (N3M). In such cases, the MEPS determination that the requirements of DoDI 6130.4 are fulfilled (passed) is no longer final and may be reversed by COMNAVCRUITCOM (N3M). Consideration for waiver will be given automatically.

(2) Enlisted personnel in the above category who subsequently reenlist are not required to repay the disability severance pay previously received. Any disability compensation being received; however, must be terminated effective the date of reenlistment.

020708. DUAL COMPENSATION. A member of the Navy Reserve may not draw any of the compensation prescribed for active duty, active duty for training, or inactive duty training for the same period that the member is drawing or claiming a pension, retired or retainer pay, or disability compensation from the United States Government by virtue of prior military service **or** is drawing a claim or pension from any State, municipality, or private enterprise. Applicants having previously received a disability rating or 10% or more, from any armed service or the Department of Veterans Affairs (DVA), or as a result of employment with any State, municipality or private enterprise **must** undergo a MEPS physical examination and found physically qualified **prior** to affiliation. Ensure a NAVPERS 1070/613 (SOU Concerning Dual Compensation) is completed for all such affiliation applicants. Additionally, ensure the NAVPERS 1070/613 is included with all applications requiring higher-approval authority. A Letter of Waiver of Veterans Administration Disability Compensation is also required. Both the NAVPERS 1070/613 and letter shall be modified, as appropriate, for individuals receiving disability compensation, in any form, from any state, municipality, or private enterprise. Both documents can be found on the forms page of the command's website.

020709. NAVY HEALTH AND PHYSICAL READINESS PROGRAM

a. Importance. Maintaining a high state of health and physical readiness is essential to combat readiness and mission effectiveness. Excess body fat and/or the inability to pass the Navy's physical fitness assessment are detrimental to health, longevity, and stamina, and detract from good military appearance. All Navy applicants must become familiar with and understand physical readiness standards contained in OPNAVINST 6110.1.

b. Height/Weight Tables. Refer to Exhibit 020701 for personnel who are required to attend RTC, normally Non-Prior Service applicants. Refer to Exhibit 020702 for personnel who are not required to attend RTC, normally Navy Veterans (NAVETS) or Other Service Veterans (OSVETs).

c. Body Fat Content

(1) When the applicant exceeds maximum weight for height, determine body fat content.

(2) OPNAVINST 6110.1 outlines procedures for measuring body fat, which must be conducted in a controlled environment by personnel knowledgeable on proper procedures.

(3) A NAVPERS 1070/613 (Body Composition Assessment (BCA) Program) must be completed for male applicants over 22% but at or below 25% and female applicants over 33% but at or below 36%.

Note: Recruiting personnel are prohibited from taking body fat measurements on applicants of the opposite sex.

d. Commanding Officers must ensure that all applicants are familiar with, and understand, the basic requirements of OPNAVINST 6110.1 prior to enlistment or reenlistment.

020710. CHANGES TO MEDICAL/PHYSICAL CONDITION WHILE IN DEP. Injuries, ailments or changes to medical/physical condition requiring medical consultation or treatment while in DEP must be immediately reported to the MEPS CMO for an updated physical eligibility determination.

a. Future Sailors found to be temporarily medically disqualified for a period of 90 days or less may be retained in DEP provided they will not exceed the 365-day DEP limit. Future Sailors found permanently medically disqualified, temporarily disqualified for more than 90-days or unable to ship prior to reaching the 365-day DEP limit due to changes in their medical condition must be DEP discharged.

b. Prior DEP members discharged due to changes in their medical status while in DEP may reprocess for enlistment as soon as the temporary medical condition is resolved and the member is cleared to be reexamined by the MEPS CMO or when a waiver is granted by COMNAVCRUITCOM (N3M) for a MEPS CMO determined permanent disqualifying condition.

EXHIBIT 020701. WEIGHT/HEIGHT SCREENING TABLE FOR APPLICANTS REQUIRING RECRUIT TRAINING

Applicant's Height (Inches)	**Men** Maximum Weight (pounds)	**Women** Maximum Weight (pounds)
57	127	127
58	131	131
59	136	136
60	141	141
61	145	145
62	150	149
63	155	152
64	160	156
65	165	160
66	170	163
67	175	167
68	181	170
69	186	174
70	191	177
71	196	181
72	201	185
73	206	189
74	211	194
75	216	200
76	221	205
77	226	211
78	231	216
79	236	222
80	241	227

Notes:

1. Do not disqualify applicants who exceed maximum weight for height. Determine body fat content.
2. Applicants who exceed Maximum Weight may be DEPped/accessed provided their body fat does not exceed 25% (males) or 36% (females). Applicants must be advised that they must achieve retention body fat standards in order to graduate from RTC.
3. Height waivers for applicants above 80 inches or below 57 inches are not authorized.
4. Height eligibility will be based on the height documented on the MEPS physical. Rounding up to the next whole inch is not authorized.
5. Weight eligibility will be based on the weight and height documented on the MEPS physical. Round height to the next whole inch for weight eligibility determination.

EXHIBIT 020702. WEIGHT/HEIGHT SCREENING TABLE FOR APPLICANTS NOT REQUIRING RECRUIT TRAINING

Applicant's Height (Inches)	**Men** Maximum Weight (pounds)	**Women** Maximum Weight (pounds)
57	127	127
58	131	131
59	136	136
60	141	141
61	145	145
62	150	149
63	155	152
64	160	156
65	165	160
66	170	163
67	175	167
68	181	170
69	186	174
70	191	177
71	196	181
72	201	185
73	206	189
74	211	194
75	216	200
76	221	205
77	226	211
78	231	216
79	236	222
80	241	227

Notes:

1. Do not disqualify applicants who exceed maximum weight for height. Determine body fat content.
2. Applicants who exceed Maximum Weight may transfer to TPU Great Lakes provided their body fat content does not exceed 22% (males) or 33% (females).
3. Applicants 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).
4. Height waivers for applicants above 80 inches or below 57 inches are not authorized. Exceptions to this policy may be requested for NAVETs only.
5. Height eligibility will be based on the height documented on MEPS physical documents. Rounding up to the next whole inch is not authorized.
6. Weight eligibility will be based on the weight and height documented on the MEPS physical. For weight eligibility, round height to the next whole inch.

SECTION 8

CONDUCT REQUIREMENT

020801. PURPOSE. The moral character of an applicant must be determined:

a. To prevent enlistment of persons whose social habits, such as theft, arson, resistance to authority, etc., are a threat to unit morale and cohesiveness.

b. To screen out persons who would likely become serious disciplinary problems in the Navy, and who would consequently divert resources from the performance of military missions.

c. To assure enlistees and their parents that the enlistee will not be serving in an organization that accepts persons with undesirable criminal behavior or histories.

020802. CRITERIA. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment; 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. In such cases, conduct waivers may be considered per Chapter 3.

020803. 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 an 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 020802, 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 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 contendere":

(a) 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 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 decision level.

e. Felony (also referred to as a “major misconduct” offense in this manual)

(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 020802 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 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 COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM 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/affiliation processing.

g. Probation. Probation is the suspension of a sentence of an individual convicted of an offense. The suspension of sentence will usually always require the individual to abstain from further unlawful activity during the period of probation and may or may not include other conditions imposed by the convening civil authority/court. The term unconditional/unsupervised probation is used to define a period of probation where the individual has no restrictions concerning freedom of movement, no future reporting requirements, no outstanding balance of fines, restitution or community service to be fulfilled, or any other tangible condition that would restrict the individual's ability to join and serve in the armed forces. Supervised/conditional probation is defined as any imposed condition that would restrict the individual from joining the armed forces due to movement restrictions, reporting requirements, unpaid balances of fines or restitution, or remaining community service requirements to be 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 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 Lautenburg 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.

(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. COMNAVCRUITCOM 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.

(3) DEP Members. The same steps delineated above must be followed for all members of the Delayed Entry Program. Any Future Sailor who was convicted of a crime involving domestic violence shall be discharged. Commanding Officers shall ensure that all Future Sailors are apprised of this policy in a timely manner.

j. Persons under unconditional/unsupervised probation are enlistment eligible. Persons under conditional/supervised probation or have suspended jail time are not eligible to process for enlistment until the end of the probation period.

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

l. Enlistment 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 until the original assigned sentence would have been completed.

020804. VERIFICATION. Recruiters will verify each applicant's conduct qualification for enlistment through:

a. Questions asked in the initial screening process and MEPS interviews.

b. Explanation of penalties for withholding information.

c. Using the EPSQ/SF-86 (Questionnaire for National Security Positions) and DD Form 1966 for each applicant.

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

e. Use of Exhibit 020801 and Exhibit 020802.

f. Post-enlistment interviews.

020805. DOCUMENTATION OF CONDUCT QUALIFICATION. The **applicant** is the **primary source** by which the recruiter gathers information on conduct qualification for enlistment. 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. Additional procedures on use and processing of the forms are contained in Volume III of this instruction.

a. DD Form 369 (Police Record Check). This form facilitates police record checks when required by this manual. Instructions for completing the DD Form 369 can be found in Volume III.

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. 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. Entrance National Agency Check (ENTNAC), 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).

d. MEPCOM Form 601-23 (Report of Additional Information). MEPS personnel prepare this form for the recruiting service to report additional information required for enlistment qualification. For example, an applicant discloses additional information or indicates improper recruiting procedures during the MEPS interview, or the MEPS medical officer discovers additional medical information affecting an applicant's physical qualification. These reports must be resolved prior to continued enlistment processing. The NAVCRUITDIST CO responds to the report by:

(1) notifying the MEPS that the additionally disclosed information has been considered, and

(2) providing instructions regarding further processing of the applicant.

020806. CIVIL RESTRAINT

a. Eligibility

(1) Ineligible. Applicants under civil restraint are ineligible for enlistment. 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 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 major misconduct convictions, or

(c) after thirty days for early release from parole or probation of misconduct 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.

020807. 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 enlisted without prior approval of COMNAVCRUITCOM (00J).

(2) Procedure. Submit requests for enlistment eligibility determination of applicants who are involved in civil suits to COMNAVCRUITCOM (00J). A complete pre-enlistment kit is not required.

(3) Information to Provide. To assist COMNAVCRUITCOM (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.

(4) Approval granted by COMNAVCRUITCOM for a pending lawsuit must be documented using the following DD Form 1966, Section VI, remarks, entry:

(Date): PHONCON between (Name and Rank) of NAVCRUITDIST (Name of NAVCRUITDIST) and (Name and Rank), COMNAVCRUITCOM (00J) on (date) authorizes enlistment notwithstanding pending civil suit (lawsuit).

_____

(Signature of NAVCRUITDIST CO or MLPO/EPDS)
(Name, Rate, Title) By Direction of the CO

020808. 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.

020809. CIVIL INVOLVEMENT WHILE IN DEP. Enlistment and program eligibility determinations are based on the cumulative civil involvement of the individual before and during DEP enlistment. To determine eligibility, add the number of pre-enlistment offenses to the number of offenses committed while in DEP. Refer to Exhibit 020801 and rating/program matrixes to determine waiver and waiver authority requirements. Discharge the individual if no longer eligible or if the cumulative number of offenses exceeds NAVCRUITDIST CO waiver limits. Police involvement while in DEP resulting in supervised or conditional probation, parole, or confinement exceeding three days requires a DEP discharge. Violations while in DEP resulting in a court appearance and/or fines requires a DEP discharge if final disposition and payment of fines is not possible within the 365 day DEP limit. Previously undisclosed violations discovered while the member is in DEP are to be handled in accordance with this article.

Note: Future Sailors found to have previously undisclosed civil offenses (i.e., undisclosed offenses reported on FBI tech-check reports) or who commit offenses in DEP, which require a waiver by either COMNAVCRUITREG or COMNAVCRUITCOM must be DEP discharged. Once DEP discharged, there is a mandatory waiting period of 90 days before a waiver request can be submitted for consideration.

020810. SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE

a. Applicants charged with domestic violence require a COMNAVCRUITCOM (00J) determination of enlistment 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 020801 to determine if an additional waiver is required. Document the physical violence interview in accordance with Volume III, Chapter 1, Section 2, DD Form 1966 Section VI entry instructions and samples.

Note: Physical waiver interviews can be conducted face-to-face or telephonically.

020811. MANDATORY DETERMINATIONS. Conduct offenses and civil situations requiring mandatory COMNAVCRUITCOM (00J) determinations are listed on Exhibit 020803.

020812. WAIVERS. Information regarding waivers and waiver processing is contained in Chapter 3.

EXHIBIT 020801. ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH CIVIL/CONDUCT OFFENSES

Offense	Number of Offenses	Waiver Authority
Traffic Violations (Regardless of When Occurring) Notes 1, 3, 4, 5, 6, 7, 8 & 10	Up to 5 6 to 10 11 or more	No waiver required NAVCRUITDIST CO COMNAVCRUITCOM
Non-Traffic Offenses (Minor Misdemeanors) (Regardless of When Occurring) Notes 1, 4, 5, 6, 7, 8 & 10	Up to 4 5 6 or 7 8 or more	No waiver required NAVCRUITDIST CO COMNAVCRUITCOM No waiver authorized
Misconduct (Serious Misdemeanors) (Regardless of When Occurring) Notes 1, 2, 4, 5, 6, 7, 8 & 10	1 2 3 or 4 5 or more	NAVCRUITDIST CO eligibility determination (Note 9) NAVCRUITDIST CO COMNAVCRUITCOM No waiver authorized
Major Misconduct (Felonies) (Regardless of When Occurring) Notes 1, 2, 5, 6, 7, 8 & 10	Up to 2 Applicants can have 2 juvenile major misconduct offenses or a combination of 1 adult and 1 juvenile major misconduct (cannot have more than 1 adult major misconduct offense). Applicants with 2 adult or 3 or more major misconduct offenses	COMNAVCRUITCOM (NAVCRUITDIST CO must conduct personal face to face interview) No waiver authorized
Combination Rules: (Misconduct and Non-Traffic Offenses) Notes 1, 2, 4, 5, 6, 7, 8 & 10	Combination of 1 misconduct and 4 non-traffic offenses Combination of 1 misconduct and 5 or 6 non-traffic offenses Combination of 2 misconduct and up to 3 non-traffic offenses Combination of 3 misconduct and up to 2 non-traffic offenses Combination of 3 misconduct and 4 or more non-traffic offenses Any combination totaling eight or more misconduct and non-traffic offenses Combination of 1 major misconduct and 3 or more additional offenses other than traffic violations	NAVCRUITDIST CO COMNAVCRUITCOM COMNAVCRUITCOM COMNAVCRUITCOM No waiver authorized No waiver authorized No waiver authorized

Note 1: In determining the classification of an offense (traffic, non-traffic offenses, misconduct and major misconduct), refer to Exhibit 020802 and the notes at the bottom of each category of offenses. The list of offenses in Exhibit 020802 takes precedence over State or local adjudications, with the exception of major misconduct (felony) offenses, see Article 020803e.(2) for additional guidance.

Note 2: Court documents for **all** misconduct and major misconduct offenses must be obtained **prior** to processing. Contact COMNAVCRUITCOM (00J) for guidance if court documents are unattainable.

Note 3: Parking violations, warning tickets, and faulty equipment tickets are no longer considered minor traffic offenses for any applicant (except Nuclear Field) regardless of program rating. **They do not have to be waived for enlistment purposes, no matter how long ago they occurred;** however, these violations must be listed on the applicant's Personnel Security Questionnaire (SF-86) and Waiver Brief Sheet.

Note 4: A drug waiver is required if two or more violations are drug related. An alcohol waiver is required if two or more violations are alcohol related. Refer to Chapter 2, Section 9, Exhibit 020902 for waiver limits and authority.

Note 5: See Article 020901 for Behind the Wheel (BTW) offenses.

Note 6: Recruiting personnel **will** list all offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the EPSQ/SF-86. Applicants **must** provide a handwritten statement(s) regarding any traffic offense(s) in which they paid fine(s) exceeding $100.00, and any non-traffic offenses, misconduct or major misconduct offense(s) regardless of fine amount or disposition.

Note 7: Probation violations are classified as non-traffic offenses. In cases where more than one probation violation exists, each violation must be considered separately.

Note 8: Any applicant arrested, charged, cited, or adjudicated with a major misconduct offense regardless of final offense disposition/adjudication rendered by any court or civil authority must be referred to COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM offense classification determination. Applicants with two or more adult or three major misconduct convictions are not enlistment eligible.

Note 9: To meet Navy standards, a NAVCRUITDIST CO enlistment eligibility determination is required for conduct offenses that fall below DoD waiver reporting thresholds. Utilize the conduct waiver process to facilitate the eligibility determination, document the eligibility determination in the remarks section of DD Form 1966, but do not code as an enlistment waiver on enlistment documents or PRIDE/CIRIMS.

Note 10: Use a COMNAVCRUITCOM (00J) Legal Determination Sheet in all cases where this instruction states that COMNAVCRUITCOM (00J) must make an eligibility determination or offense classification decision.

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense code	Traffic Violations
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of centerline.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision/tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directives.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report following accident.
119	Failure to yield right-of-way.
120	Faulty equipment, such as defective exhaust, horn, lights, muffler, signal device, or wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing; backing into intersection or highway; backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing, such as passing on right, in no-passing zone, or passing parked school bus.
126	Improper turn.
127	Invalid or unofficial inspection sticker; failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plate improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than $300 and there is no confinement). Court costs are not part of a fine.
135	Reserved for future use.
136	Seatbelt/child restraint violation.
137	Skateboard/roller skate violations.
138	Speeding
139	Spilling load on highway.
140	Spinning wheels; improper start, zigzagging; or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.

Note: An all-inclusive list of minor traffic offenses would be impracticable. Offenses of similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as traffic violations.

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Non-Traffic Offenses
200	Altered drivers license or identification.
201	Assault (simple assault with fine or restitution of $500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than $500).
204	Committing a nuisance.
205	Conspiring to commit a misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons, failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing peace.
212	Drinking in public.
213	Drunk in public; drunk and disorderly.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court. (all offenses except felony proceedings)
216	Failure to appear, contempt of court. (felony proceedings)
217	Failure to stop and render aid after accident.
218	Fare/toll evasion.
219	Harassment, menacing or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, punch board; cockfight.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny)
224	Juvenile adjudications; such as beyond parental control; incorrigible; runaway; truant; or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief. (Fine or restitution of $500 or less and no confinement)
229	Pandering.
230	Poaching.
231	Purchase, possession or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal/simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in a public place.
240	Unlawful use of long-distance calling card.
241	Using or wearing unlawful emblem/identification.
242	Vagrancy.
243	Vandalism (Fine or restitution of $500 or less and no confinement)-.
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash law.
247	Violation of probation.
248	Other misconduct offenses not specifically listed.

Note: Offenses of comparable seriousness should be treated as non-traffic offenses. In doubtful cases, the following rule should be applied. If the maximum confinement

under local law is four months or less, the offense should be treated as a non-traffic offense.

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Misconduct Offenses
300	Aggravated assault, fighting or battery (more than $500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm)
302	Concealment or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family. (non-payment of court ordered child support/alimony)
305	Criminal mischief (more than $500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery/violence, not considered Lautenberg Amendment.
309	Driving while drugged or intoxicated, or driving while ability impaired, permitting a DUI.
310	Illegal or fraudulent use of a credit card, bank card (value less than $500).
311	Larceny or conversion (value less than $500).
312	Leaving scene of accident (hit and run).
313	Looting.
314	Mailbox destruction.
315	Mailing, to include e-mail, of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia. (See definitions in Article 020902)
317	Prostitution or solicitation for prostitution.
318	Reckless driving, careless, or imprudent (considered a serious misdemeanor when the fine is $300 or more or when confinement is imposed).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly receiving (value $500 or less).
323	Throwing rocks on a highway, throwing missiles at sporting events, throwing objects at vehicles.
324	Unauthorized use/taking of a vehicle/conveyance from family member, joyriding.
325	Unlawful carrying of firearms; carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than $500 fine or restitution of confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public place.
330	Other misconduct offenses not specifically listed.

Note 1: Offenses of comparable seriousness should be treated as misconduct offenses. In doubtful cases, the following rule should be applied: If the maximum confinement under local law exceeds four months but does not exceed one year, the offense should be treated as a misconduct offense.

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Major Misconduct
	Any applicant arrested, charged, cited, or adjudicated with a major misconduct (felony) offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM offense classification determination.
400	Aggravated assault, assault with a dangerous weapon, maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Car jacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds. (firearm)
409	Check, worthless, making or uttering, with intent to defraud or deceive (over $500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery/violence, as defined under the Lautenberg Amendment.
415	Embezzlement.
416	Extortion.
417	Forgery; knowingly uttering or passing forged instrument. (except for altered identification cards)
418	Grand larceny/larceny (value over $500).
419	Grand theft auto.
420	Hate crimes.
421	Illegal/fraudulent use of a credit card, bank card, or automated card (value of $500 or more).
422	Indecent acts or liberties with a child, molestation.
423	Indecent assault.
424	Kidnapping; abduction.
425	Mail matters: abstracting, destroying, obstructing; opening, secreting, stealing or taking.
426	Manslaughter.
427	Murder.
428	Narcotics, or habit forming drugs; wrongful possession or use. (marijuana not included)
429	Negligent/vehicle homicide.
430	Perjury; subordination of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property.
432	Public record: altering, concealing, destroying, mutilating, obliterating, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, in include armed.
436	Sale, distribution, or trafficking (including “intent to”) of marijuana or any controlled substance. (Mandatory rejection)
437	Sodomy.
438	Stolen property, knowingly receiving (value over $500).
439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other serious misconduct offenses not specifically listed.

Note: Offenses of comparable seriousness should be treated as major misconduct. In doubtful cases, the following rule should be applied: If the maximum confinement under

local law is one year or more, the offense should be treated as a major misconduct offense. Any applicant arrested, charged, cited, or adjudicated with a major misconduct "felony" offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM offense classification determination.

EXHIBIT 020803. MANDATORY DETERMINATIONS MATRIX

MANDATORY DETERMINATIONS:	DOCUMENTS TO REVIEW:
1. Lautenberg Amendment (Domestic Violence Law)	PRC Court Documents Handwritten Statement Police Narrative (if needed) * elements of crime
2. Custody Determination See Section 5 for exceptions	Birth Certificate Court Documents Handwritten Statement (lived with child/paying child support?)
3. Parental Consent (cases where NAVCRUIT 1133/97 has not been properly executed)	Handwritten statement by the applicant and parent/Guardian Court Documents Birth Certificate
4. Drug Related Crimes (other than possession of marijuana and drug paraphernalia)	PRC Court Documents Handwritten Statement
5. Sex Related Crimes	PRC Court Documents Handwritten Statement
6. Negligent Homicide	PRC Court Documents Handwritten Statement Possible Call to the District Attorney (DA) (underlying circumstances are very important!!)
7. Release from sentence conditioned upon entering the Navy	PRC Court Documents Handwritten Statement May need minutes from court Possible call to DA
8. Probation Violation	PRC Court Documents Handwritten Statement Type of violation? Punished for violation?
9. All major misconduct "felony" offenses, including major misconduct offenses reduced to a lesser charge	PRC Court Documents Handwritten Statement Possible call to DA

* In all cases – review of the charges are based on State Law.

SECTION 9

DRUG AND ALCOHOL SCREENING REQUIREMENT

020901. 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 enlistment.

a. Applicant Understanding of the Navy's Zero-Tolerance Policy. All Navy applicants must be informed of the Navy's zero-tolerance policy toward drug and alcohol abuse early in processing.

b. Pre-Service Drug or Alcohol Related Offenses. Individuals who have been convicted or adversely adjudicated for two or more drug or alcohol offenses require a drug or alcohol waiver. This waiver is in addition to any civil waiver that may be required.

c. Pre-Service Behind-The-Wheel Related Offenses. Individuals who have been convicted of an alcohol-related offense must be considered under the guidelines for processing applicants with past civil convictions. In this regard, two or more *Behind-The-Wheel* (BTW) convictions (such as driving while intoxicated (DWI), driving under the influence (DUI), operating under influence of alcohol (OUIL), driving while alcohol impaired (DWAI), etc.) can be indicative of a serious problem with alcohol. Whenever an applicant is adversely adjudicated for driving while under the influence of illegal drugs or alcohol, the offense is considered a BTW offense regardless of how the State terms the offense. As an example, a charge of DUI, which is reduced to reckless driving, is still considered a BTW offense if there was evidence presented that the driver was under the influence of drugs or alcohol. Applicants with a BTW conviction must wait a mandatory period of one year from date of original offense before gained as an accession or affiliation. Applicants with multiple BTW convictions are ineligible for enlistment; however, an exceptionally qualified applicant who has shown evidence of having discontinued his/her abuse of alcohol or illegal drugs may request a waiver from COMNAVCRUITREG provided the person has no more than two BTWs and is not assessed onto active duty or gained as an affiliation until 12 months has elapsed since the date of the most recent BTW offense. The mandatory waiting period is not waiverable.

d. Program Eligibility. Applicants granted a drug or alcohol abuse waiver for entry into a program and who are ineligible for certain special programs may, on a case-by-case basis, reapply for consideration of these special programs to the Chief of Naval Personnel after a minimum of two years active duty.

020902. 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. Refer to Exhibit 020901.

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-Related Offense. Any citation or charge of offense in which drugs are a factor, including drug paraphernalia, that resulted in a conviction or any other adverse adjudication. Drug related offenses that are reduced or amended to non-drug related charges and convictions/adverse adjudications shall be treated as a drug related offense for enlistment/affiliation purposes.

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

o. 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.

p. 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.

q. 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.

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

s. 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.

t. 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.

u. 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.

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

w. 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.

x. Synthetic Drugs and Miscellaneous Substance Abuse. The use of controlled substance analogues (synthetic/designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and/or prescribed or over-the-counter drugs or pharmaceutical compounds with the intent to induce intoxication, excitement, or stupefaction of the central nervous system is disqualifying. Waivers may be requested for highly qualified applicants determined not to be drug dependent or predisposed to future drug abuse.

020903. ENLISTMENT ELIGIBILITY

a. Matrix of Waiver Policy. Refer to Exhibit 020901 and Exhibit 020902 to determine enlistment and program eligibility. A civil waiver may also be required. Waiver requests for alcohol or drug abuse cases that are not specifically covered by the policy contained in this Section **must** be forwarded to COMNAVCRUITCOM (N32) for enlistment determination.

b. MEPS Drug Tests. Applicants who test positive at MEPS for alcohol, marijuana, cocaine, or methamphetamine are ineligible for enlistment; if preliminarily enlisted pending receipt of drug test results, they must be DEP discharged.

Note: Upon receipt of a positive DAT, the EPDS will immediately initiate a DAR and forward it to the NAVCRUITDIST CO via the chain of command.

(1) Applicants who test positive for marijuana, cocaine or methamphetamine on their initial test are permanently barred from reprocessing for the Navy.

(2) Applicants who test positive for alcohol on their initial DAT are ineligible for military service for a period of 45 days from the date of the DAT. Individuals may retest on or after their 46th day following the initial test. Applicants who test positive on their second test are **permanently ineligible** for the Navy.

(3) Applicants with a previous MEPS positive DAT, regardless of service processing for, are permanently ineligible for enlisting in the Navy.

c. Non-Instrumented Drug Test (NIDT). The NIDT is an over-the-counter test kit utilized by Navy recruiting personnel to test DEP members at 30 days and 24 hours prior to shipping to RTC. Policy governing the use and administrative responsibilities related to this test can be found in COMNAVCRUITCOMINST 1130.9.

d. Use of Peyote by Native Americans

(1) Religious Use

(a) NAVCRUITDIST COs must personally interview Native American applicants who have used Peyote. Applicants will be required to provide a tribal letter certifying that Peyote is a traditional sacrament of the tribe's religious belief system. If the NAVCRUITDIST CO determines that the drug was used strictly for religious reasons, in keeping with the traditions of Native American culture and the applicant's respective tribe, no waiver is required. The CO makes the following entry in the Remarks Section of DD Form 1966:

"Based on a personal interview conducted (Date) and the contents of the required tribal letter, I have determined that the prior use of Peyote by (Name of Applicant) was in keeping with their religious beliefs. No waiver is required.

_____
(Signature of NAVCRUITDIST CO or signature of EPO; EPDS; or MLPO (with By direction authority)"

(b) Peyote for religious purposes, as stated above, is not to be documented on any other enlistment document.

(c) The Director of Navy Nuclear Propulsion Program will review, on a case-by-case basis, the assignment to, denial of, or removal from the Navy Nuclear Propulsion Program of those Native American service members who practice the sacramental use of Peyote, when the decision was based **solely** of the Native American's sacramental use of Peyote. This provision applies to personnel enlisted in or assigned to the Naval Nuclear Propulsion Program.

(2) Non-Religious Use. A drug waiver is required if it is determined that Peyote was used for other than religious reasons.

(3) Native Americans who use Peyote for religious reasons must be briefed on Department of Defense policies regarding Peyote use while on active duty.

(a) Peyote shall not be used on duty or within 24 hours before scheduled military drill.

(b) Peyote may be possessed in amulet form, **not for ingestion**, and such amulet may be worn as an item of religious apparel subject to Service uniform regulations. Otherwise, Peyote shall not be used, possessed, distributed, or introduced aboard military vehicles, vessels, aircraft, or (except when permitted by the installation commander) on military installations.

(c) A Service member who has used Peyote shall promptly notify their commanding officer upon return to duty after such use. The Navy Department requires pre-use notification from service members, when it is in the interest of military readiness or safety, to notify commanding officers of the member's intent to use Peyote. Upon notification of use, or intended use, of Peyote, the member's commanding officer shall verify the member is an enrolled member of a Native American tribe having Peyote as a religious sacrament, as defined by 42 U.S. C 1996a(c)(2).

e. Hallucinogenic drug use effect on classification. Applicants shall not be classified into ratings or enlistment programs that require recruits to enter the Personal Reliability Program (PRP) if they have ever used any type of hallucinogenic (including Peyote). There are no exceptions to this policy.

EXHIBIT 020901. CONTROLLED SUBSTANCES

Category	Drugs	Schedule	Trade or Other Names
Narcotic	Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin
	Morphine	II, III	Morphine Pectoral Syrup
	Codeine	II, III, V	Codeine, Empirin Compound with Codeine, Robitussin A-C
	Heroin	I	Diacetylmorphine, Horse, Smack
	Hydromorphone		Dilaudid
	Meperidine (Pethidine)	II	Demerol, Pethodol
	Methadone		Dolophine, Methadone, Methadose
	Other Narcotics	I, II, III, IV, V	
Depressants	Chloral Hydrate	IV	Nortec, Somnos
	Barbiturates	II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenobarbital, Secobarbital, Tuinal
	Glutethimide	III	Doriden
	Methaqualone	II	Optimil, Parest, Quaalude, Somnafac, Sopor
	Benzodiazepines	IV	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Verstran
	Other Depressants	III, IV	Equanil, Miltown, Noludar, Placudyl, Valmid,
Stimulants	Cocaine	II	Coke, Flake, Snow, Crack, Blow
	Amphetamines/ Methamphetamines	II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric
	Phenmetrazine		Preludin
	Methylphenidate	II	Ritalin
	Other Stimulants	III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuate, Speed, Tepanil, Voranil
Hallucinogens	LSD		Acid, Microdot
	Mescaline and Peyote	I	Mesc, Buttons, Cactus
	Amphetamine Variants		2,5-DMA, PMA, STP, MDA, MMDA, TMA, DOM, DOB
	Phencyclidine	II	PCP, Angel Dust, Hog
	Phencyclidine Analogs		PCE, PCP, TCP
	Other hallucinogens	I	Bufotenin, Ibogaine, DMT, DET, Psilocybin, Mushrooms, Ecstacy
Cannabis	Marijuana		Pot, Acapulco Gold, Grass, Reefer, Weed, Bud, Herb, Sinsemilla, Thai Sticks
	Tetrahydrocannabinol	I	THC
	Hashish		Hash
	Hashish Oil		Hash Oil
Synthetic Drugs and Miscellaneous Substances	The use of controlled substance analogues (synthetic/designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and/or prescribed or over-the-counter drugs or pharmaceutical compound with the intent to induce intoxication, excitement, or stupefaction of the central nervous system		Products that contain synthetic cannabinoid compounds, such as Spice, Genie, Blaze, Dream, Ex-Ses, Spark, Fusion, Dark Knight, Yukatan Fire, And K2. Natural substances such as salvia divinorum and mushrooms. Common items abused by inhaling or huffing, such as dust off, glue, paint thinner and gasoline. Over-the-counter products such as Robitussin and Coricidin HBP.

EXHIBIT 020902. ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH DRUG/ALCOHOL ABUSE AND RELATED OFFENSES

If applicant self-admits or has received adverse adjudication for: (Note 1)	**Then the waiver authority is**
Use of Marijuana (cannabis, THC).	Up to 10 times use = No waiver required. 11-100 times use = NAVCRUITDIST CO 101 or more = COMNAVCRUITCOM (N32) Note: Shipping must not occur until 90 days have elapsed since last use.
Behind the Wheel (BTW) offenses. (See Article 020901c for mandatory waiting periods)	1 = NAVCRUITDIST CO 2 = COMNAVCRUITCOM (N32) 3 or more = ineligible
Prior psychological or physical dependence on any drug (including alcohol).	COMNAVCRUITCOM (N3M) (Note 2)
Use of stimulant, depressant, psychedelic, hallucinogenic (**see below for LSD**), synthetic drugs, narcotics or misuse of miscellaneous substances (other than experimental/ casual use of marijuana).	1-5 times use = NAVCRUITDIST CO 6 or more times = COMNAVCRUITCOM Note: Mandatory minimum waiting period of one year since last use or conviction. Any use while in DEP requires a DEP discharge.
Marijuana use while in DEP.	NAVCRUITDIST CO (Note 3)
Drug related offenses (including possession of drug paraphernalia)	2 to 3 = NAVCRUITDIST CO 4 or more = COMNAVCRUITCOM (N32)
Alcohol related offenses (total BTW and non-BTW offenses).	2 to 3 = NAVCRUITDIST CO 4 or more = COMNAVCRUITCOM (N32)
DEP discharged due to testing positive for drugs on DAT at MEPS.	No waivers authorized.
Positive NIDT test for marijuana while in DEP.	NAVCRUITDIST CO- However, shipping must not occur until 90 days have elapsed since test. 2nd positive test – Ineligible. No waivers authorized.
Positive NIDT test for cocaine while in DEP.	Must be DEP discharged. COMNAVCRUITCOM (N32) waiver after mandatory 12-month waiting period. 2nd positive test – Ineligible. No waivers authorized.
Drug trafficking/supplying.	Ineligible. No waivers authorized.
LSD use within two years prior to enlistment.	Ineligible.

Note 1: Recruiting personnel **will** list all self-admitted alcohol/drug abuse and civil offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the EPSQ/SF-86. Applicants must provide a handwritten statement(s) regarding any alcohol/drug abuse.

Note 2: An applicant who has been psychologically or physically dependent upon drugs or alcohol may request a COMNAVCRUITCOM eligibility determination when the pre-service dependency has been resolved in such a way that there is little likelihood that such behavior will recur. Their MEPS physical must include a psychiatric consultation. The applicant is considered a good risk for entry into the Navy if:

a. The applicant has successfully abstained from drugs and alcohol for more than two years,

b. The employment history or school attendance subsequent to rehabilitation is favorable, and

c. The applicant appears well motivated.

d. A minimum of two years has elapsed since release from treatment.

Note 3: This requires a personal interview by the NAVCRUITDIST CO/XO. An additional review by the appropriate level authority may be required if the individual's drug use puts them into an eligibility/waiver category. No applicant may be shipped to RTC who has used marijuana within the previous 90 days. A waiver may be granted for those in DEP; however, shipping must not occur until a minimum of 90 days has elapsed since last use.

Note 4: Drug abuse offense includes any conviction of a drug related charge, such as possession of drug paraphernalia.

EXHIBIT 020903. RATING/PROGRAM ELIGIBILITY DETERMINATIONS FOR APPLICANTS WITH ALCOHOL AND DRUG ABUSE

Program or Rating	Alcohol/Drug Abuse	Eligibility Determination Authority
Block A **Nuclear Field Program (NF)**	Use of Marijuana.	3 times or less-NAVCRUITDIST CO (Notes 1 and 2). 4 to 10 times-COMNAVCRUITCOM (N33). 11 or more times, or if any other Nuclear Field program eligibility is required-DCNO (N133D) (Note 3) Note: Shipping must not occur until 90 days have elapsed since last use.
	Convicted of 1 Marijuana offense. Convicted of any other drug abuse offense.	DCNO (N133D) Ineligible.
	All other drug abuse or alcohol dependency.	Ineligible.
	Marijuana use while in DEP.	DCNO (N133D) NF Type 2 (Note 5).
Block B **AC, AIRC, AIRR, EOD, GM, HM, HMDA, MA, ND, SB, SO and UCT**	Marijuana use	NAVCRUITDIST CO (Note 2)
	Convicted of drug abuse offense.	Ineligible.
	Drug use other than marijuana or alcohol dependency.	Ineligible.
	Marijuana use while in DEP.	Anyone previously granted a program eligibility determination for marijuana prior to enlistment is disqualified and must be reclassified. If a program eligibility determination was not previously required, an eligibility determination may be granted by NAVCRUITDIST CO. (Notes 2 and 4).
	Alcohol-related offenses.	Ineligible for HM and HMDA NAVCRUITDIST CO for up to two offenses. Ineligible with more than two.

EXHIBIT 020903. RATING/PROGRAM ELIGIBILITY DETERMINATIONS FOR APPLICANTS WITH ALCOHOL AND DRUG ABUSE

Program or Rating	Alcohol/Drug Abuse	Eligibility Determination Authority
Block C Programs/Ratings which require a security clearance at entry into Class "A" School include: **CTI, CTM, CTN, CTR, CTT, AECF, IS, MN, OS, IT, STG, JOG EL4** and **JOG EL6**	Use of Marijuana (cannabis, THC).	NAVCRUITDIST CO (Note 2) Ineligible for entry into Class "A" School within 6 months of last use. May be enlisted in DEP with appropriate eligibility determination, but must meet six month criterion prior to accession.
	Convicted of drug abuse offense.	Ineligible.
	Use of stimulant or depressant drugs, narcotics, hallucinogenic (**see below for LSD**), or psychedelic drugs (other than experimental/casual use of Marijuana).	NAVCRUITDIST CO, mandatory minimum waiting period of one year since last use.
	Alcohol-related offenses that only apply to STG.	COMNAVCRUITCOM (N32) for up to two times. (Note 3) Ineligible for more than two times.
	Drug or alcohol dependency.	Ineligible.
	Any drug use while in DEP.	Ineligible.
	LSD use within two years prior to enlistment.	Ineligible.
	Any use of Hallucinogenic.	Ineligible for TM. No Exception.
	Any use of Peyote.	Ineligible for any PRP rating. No Exception.

EXHIBIT 020903. RATING/PROGRAM ELIGIBILITY DETERMINATIONS FOR APPLICANTS WITH ALCOHOL AND DRUG ABUSE

Program or Rating	Alcohol/Drug Abuse	Eligibility Determination Authority
Block D Submarine Programs and Ratings: **CSS, MT, SECF, MMS, SKS, YNS**	Use of Marijuana.	Up to 3 times - NAVCRUITDIST CO (Note 3) 4 to 10 times – COMNAVCRUITCOM (N33) 11 or more times – PERS-403 (Note 3)
	Convicted of 1 Marijuana offense. Convicted of any other drug abuse offense.	NAVCRUITCOM (N33) Ineligible.
	All other drug abuse or alcohol dependency.	Ineligible.
	Marijuana use while in DEP.	Anyone previously granted a program eligibility determination for Marijuana prior to DEP enlistment is disqualified and must be reclassified. If a program drug eligibility determination was not previously required, an eligibility determination may be made by authority listed above. (Notes 3 and 4).
	Alcohol-related offenses.	One offense: NAVCRUITDIST CO. Two offenses: COMNAVCRUITCOM (N33) Three or more offenses: PERS-403 (Note 3)
	Any use of Hallucinogenic.	Ineligible.
	Any use of Peyote.	Ineligible for any PRP required rating. No Exception.

Note 1: Review authority may not be delegated below NAVCRUITDIST CO level. Eligibility determination action must be documented on the *Nuclear Field Eligibility Determination Type 1 Screening Sheet*, and on the DD Form 1966. Place the original form, with the Commanding Officer's signature, in the applicant's service record and a copy in the residual file.

Note 2: Review authority may not be delegated.

Note 3: Telephonic approval required as per Chapter 3. For the Nuclear Field, submit eligibility determination per Volume IV. For Submarine Programs/Ratings, submit a Submarine Program Eligibility Determination per Volume IV. Place the approval sheet in the applicant's service record and maintain a copy in the residual file.

Note 4: This requires a personal interview by the NAVCRUITDIST CO/XO. An additional review by the appropriate level authority may be required if the individual's drug use puts them into an eligibility/waiver category. No applicant may be shipped to RTC who has used marijuana within the previous 90 days. An eligibility determination may be granted for those in DEP; however, shipping must not occur until a minimum of 90 days has elapsed since last use.

Note 5: If any waiver/eligibility determination had previously been granted for drug usage prior to enlistment, the individual is ineligible for the Nuclear Field Program. No waivers will be granted. If a drug waiver/eligibility determination was not previously required, then a Nuclear Field (NF) Type 2 Determination for Marijuana use while in DEP may be submitted (following the mandatory 90 day waiting period from the positive NIDT) to DCNO (N133D) via COMNAVCRUITCOM (N33). This authority may not be delegated.

Note 6: Recruiting personnel must list all self-admitted alcohol/drug abuse and civil offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the EPSQ/SF-86. Applicants must provide a handwritten statement(s) regarding any alcohol/drug abuse.

Note 7: Rating/program eligibility determinations shall be recorded on DD Form 1966 in the remarks section. Do not code program/eligibility determinations as waivers on enlistment or affiliation documents or PRIDE/CIRIMS.

Note 8: Drug abuse offense includes any conviction of a drug related charge, such as possession of drug paraphernalia.

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SECTION 10

ENLISTMENT NAME REQUIREMENT

021001 ENLISTMENT NAME. The name shown on the applicant's SSN card shall be used as the applicant's enlistment or affiliation name of record and is required to be used on all enlistment or affiliation processing forms and documents (DD Form 1966, USMEPCOM Form 680-3A-E, Etc).

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

b. Applicants enlisting with USCIS documents are not allowed to process with preferred enlistment names. The name shown on their SSN card must be the same as the name used on their USCIS documents. The use of derivative names for first and middle names are acceptable, and middle names may be represented by an initial or omitted.

c. Use of Derivative Names and Abbreviations or Omission of Middle Names.

(1) SSN cards with derivatives of the applicant's legal first and middle names, as shown on their birth certificate or USCIS documents are acceptable for enlistment or affiliation processing.

(2) When derivative names of the applicant's legal first and middle names are shown on the applicant's SSN card, the applicant shall enlist/affiliate with their legal name, as it appears on their birth certificate or DD Form 372.

(3) Applicants enlisting with USCIS documents may have derivative first or middle names shown on their SSN cards. This is acceptable, but the name as it appears on their USCIS documents shall be their enlistment/affiliation name of record.

(4) SSN 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 their SSN card, verify their 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 SSN card, you may assume that the J. is for Joseph, therefore enlistment/affiliation documents shall read "Darin Joseph Smith." If there is no middle name on the SSN card or NUMI/NUMIDENT then the enlistment/affiliation documents shall use "Darin Smith" as the name of record. If the applicant desires his/her middle name on his enlistment/affiliation documents, then the applicant is required to obtain an new SSN card with either his/her middle name or initial printed on the SSN card. NUMI/NUMIDENTs may be used for DEP enlistment.

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

CHAPTER 3

WAIVERS

SECTION 1

GENERAL

030101. GENERAL POLICY

a. Enlistment Criteria. Criteria standards for enlistment are established to ensure that the Navy enlists only those applicants who are capable of successfully completing their contractual term of service. Any applicant who does not meet these standards will not be enlisted or reenlisted (to include the DEP or the USNR Awaiting IADT) without a criteria waiver being granted by the command authorized to approve the deviation from the standard. **The waiver process is not an administrative addendum by which unqualified applicants are enlisted**.

b. Waiver Recommendations. Waivers will be recommended for only two reasons:

(1) Highly favorable traits or mitigating circumstances exist which outweigh the reason for disqualification; or

(2) The enlistment/reenlistment is clearly in the best interests of the Navy.

c. Waiver Responsibilities. The responsibility of determining whether or not waiver requests warrant favorable consideration rests with all levels of command, but initially with the recruiter. The recruiter's responsibilities include:

(1) Screening (questioning and counseling)

(2) Investigating (gathering proper documentation)

(3) Initiating the waiver request (if warranted)

030102. ELIGIBILITY FOR WAIVERS

a. Making a Determination. To determine whether an applicant is eligible for a waiver, the following matters must be considered:

(1) Is the enlistment criteria/standard one that may or may not be waived?

(2) Subordinate commanders are not authorized to impose less restrictive criteria to official waiver guidelines; however, commanders at any level may disapprove a waiver based upon the waiver's own merit, the commander's judgment, and the current recruiting environment.

(3) An applicant's eligibility will be based on the "**whole person**" concept. The whole person concept is explained below.

(4) All applicants requiring a COMNAVCRUITCOM conduct or dependency waiver must be personally interviewed by the NAVCRUITDIST CO/XO. If the waiver is forwarded, the NAVCRUITDIST CO/XO must personally endorse the waiver **(cannot be delegated),** and the waiver must contain the following statement:

"The Commanding Officer (or Executive Officer) has personally interviewed this applicant."

(5) In all cases where the applicant requires a NAVCRUITDIST CO/XO waiver, the NAVCRUITDIST CO/XO **shall** conduct a personal interview with the applicant. This interview requirement may be delegated to a commissioned officer in paygrade O-3 or above, unless otherwise stated in this instruction.

b. **The "Whole Person" Concept**

(1) Waivers will be evaluated using the "whole person" concept. Under this concept, an applicant's qualifications are compared with past performance with the intent of calculating potential effectiveness in the Navy. Such an evaluation is difficult. The evaluation should present for consideration all relevant facts and information, as well as a thorough meaningful evaluation. Waiver requests that simply identify the disqualifying factor(s) without thorough discussion of all mitigating circumstances and the applicant's favorable traits are a disservice to the applicant and may well jeopardize waiver approval.

(2) To help in evaluating cases, review strengths and weaknesses. Be alert for patterns of success or failure. Consider the following questions:

(a) Is the applicant a desirable prospect?

(b) Does the applicant's strengths heavily outweigh the reason(s) for disqualification?

(c) Are the applicant's demonstrated qualities indicative of successful service as a Sailor?

(d) Is the applicant's enlistment/reenlistment clearly in the best interest of the Navy?

(3) If there is any doubt, or the answer to any of the above questions is "no," a request for a waiver should not be processed. This decision must be made without regard to monthly production goals.

Note: Applicants with pre-service conduct waivers (drug, alcohol, or criminal) are disqualified for overseas assignment for their first duty station.

030103. WAIVER AUTHORITY LEVELS. Requests for waiver of enlistment/reenlistment criteria will be submitted to the appropriate waiver authority for decision.

a. NAVCRUITDIST Level Waiver Procedures

(1) **"By Direction" Waiver Approval and Documentation Authority.**

(a) NAVCRUITDIST COs may authorize their Executive Officer (XO), or Enlisted Programs Officer (EPO), to grant "By direction" enlistment criteria waivers and program eligibility determinations that are within the CO's authority, with the exception of those criteria or standards that cannot be delegated, as stated in this manual. Additionally, COs may authorize their XOs authority to grant CO level waivers at any time. This authority must be specifically detailed in a "By direction" letter.

(b) Authority of Acting Commanding Officers. Chapter 10, Navy Regulations, provides that "an officer who succeeds to command due to incapacity, death, departure on leave, detachment without relief, or absence due to orders from competent authority of the officer detailed to command has the same authority and responsibility as the officer who he succeeds." Additionally, officers acting in the absence of both the CO and XO are authorized to conduct waiver interviews and sign waivers while the CO and XO are conducting station visits or any other official "out-of-office" recruiting-related activities.

(c) Navy Recruit Training Command (RTC) Commanding Officer. The RTC Commanding Officer is granted waiver authority commensurate with NAVCRUITDIST COs. The following exceptions apply:

(1) Two alcohol/drug-related "Behind the Wheel" (BTW) convictions.

(2) Two convictions of possession/use of marijuana.

(3) Negligent homicide.

(4) Indecent exposure.

(5) Indecent, insulting, or obscene language communicated directly or by telephone.

(6) Sex-crime related charges or child molesting.

(7) Domestic violence.

Note: The above non-minor misdemeanors require mandatory processing by Chief of Naval Personnel (PERS-83) for post-accession personnel. In all instances where this instruction requires pre-accession waiver authority at the COMNAVCRUITCOM level, the RTC Commanding Officer will refer post-accession waiver requests to PERS-83.

(d) Recruit Quality Assurance Team (RQAT) Director. The RQAT Director is granted waiver authority commensurate with NAVCRUITDIST CO. The RQAT Director may be granted "by direction" waiver authority from the RTC CO. This waiver authority must be specified in writing. The RQAT Director can render appropriate level waiver decisions based on recruit self-disclosures during recruit in-processing and with or without additional supporting documentation.

(e) NAVCRUITDIST COs may grant authority to document, on the DD Form 1966, that an enlistment waiver or program eligibility determination has been granted, by proper authority, to their XO, EPO, Enlisted Processing Division Supervisor (EPDS), MEPS Liaison Petty Officer (MLPO) and E5 and above recruiting personnel.

(f) Waiver approval and waiver documentation authority must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with this instruction and acceptable to the commanding officer.

030104. SPECIAL CONSIDERATIONS FOR CONDUCT AND MEDICAL WAIVERS

a. Conduct Waivers

(1) Requirement to Disclose. Applicants are required to disclose all arrests, detentions, or investigations, by police and juvenile authorities, even if no charges or trials resulted. They are also required to disclose dependency status and any and all illegal involvement with drugs. Recruiting personnel will ensure applicants are fully aware of these requirements and of the penalties for withholding information or defrauding the United States government.

(2) Police Records Checks (DD Form 369)

(a) Recruiters will conduct Police Record Checks (PRCs) as follows:

1. Minor Traffic Offenses. If an applicant's admitted involvement with law enforcement consists only of minor traffic offenses that do not require a waiver, police record checks are not required to confirm the individual's record; however, if doubt or suspicion exists, police checks must be conducted.

2. Non-Traffic, Misconduct and Major Misconduct Offenses. If the applicant's involvement with law enforcement officials consisted of other than traffic offenses, police record checks will be initiated with juvenile, county, sheriff, state and federal law enforcement agencies for each community where the applicant has lived for the last three years and where the offenses were alleged to have been committed. This

includes juvenile/adult authorities, courts, probation departments, and parole officers. The PRC will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

3. Prior Service

a. U.S. Navy. Offenses committed and waived prior to the member's initial Navy enlistment do not require additional conduct waiver. Offenses committed during active duty, or during Extended Active Duty (EAD)/drill status in the case of reservists, do not require a conduct waiver if the offense was adjudicated by military authority or by civilian authority. Regardless, all offenses shall be annotated on the EPSQ and applicable enlistment processing documents. Any offense (including any drug involvement) committed subsequent to the last period of honorable service or while in an IRR status does require a conduct waiver. In such cases all prior and current offenses shall be considered in determining whether the individual is best qualified for waiver consideration.

b. Other Service. Offenses committed prior to, during, or subsequent to any enlistment in another branch of the U.S. Armed Forces, Active or Reserve (including the National Guard), require a waiver by the appropriate waiver authority as if the applicant did not have prior service. In such cases; however, consideration will be given to when the offense occurred in relation to the applicant's prior service.

4. Aliens. Provided they are otherwise qualified, alien applicants, and applicants who have resided in foreign countries for any period of time since their 10th birthday, are eligible for enlistment without police record checks from the foreign countries concerned. If an applicant admits to a criminal record in a foreign country, obtain all possible information through an interview. Recruiters will not contact foreign authorities to determine conduct qualifications or police record checks.

5. Transients/Drifters. If an applicant is a transient/drifter, police record checks are required from all municipalities in which the applicant has lived for the past three years.

(b) Reimbursement of Expenses. When charged for police records checks, recruiter out-of-pocket funds will be used for this expense. If appropriate, the NAVCRUITDIST Commanding Officer may initiate a Blanket Purchase Agreement (BPA) to cover fees.

(3) Character References

(a) When an applicant requires a COMNAVCRUITCOM level conduct/drug waiver, at least three character references must be obtained. The DD Form 370, Request for Reference, shall be used.

(b) Specific comments on an applicant's rehabilitation and any other relevant information are necessary for a proper evaluation. The following statement will be added to the "Remarks" Section of the DD Form 370:

"Please use the Remarks Section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence."

(c) A letter of reference is no better than its source. References from an applicant's family or friends are of little value because of a natural bias. Likewise, references that are completed and returned through the applicant are not as meaningful as those that are treated confidentially. **Recruiters will mail, or personally deliver, the DD Form 370 requests to at least three individuals, named by the applicant, for completion and return.** Mailing the forms and enclosing self-addressed, stamped envelopes will preserve necessary confidentiality.

(d) Only references from reputable and responsible citizens are considered appropriate (e.g., high school principals, school teachers, guidance counselors, doctors, employers).

Note: <u>All DD Form 370s shall have the signer's area code and telephone number annotated. If an applicant had at any time been under the supervision of a probation or parole officer, a reference from this individual is mandatory</u>.

(4) <u>Decisions on Conduct Waiver Requests</u>. Applicants should be judged on their fitness for duty in the Navy or Navy Reserve by their character at the time of application. The "whole person" concept discussed in Article 030102 should be used. Additionally, the following factors should be considered and addressed in the waiver request:

(a) The nature of the offense(s), to include any drug involvement, the attendant circumstances, both aggravating and extenuating, date of apprehension or arrest, trial date and/or sentencing date, and all inclusive dates of incarceration, credited or otherwise.

(b) The sentence, punishment, or other disposition.

(c) The age at the time of the offense(s), to include any illegal involvement with drugs.

(d) The degree of rehabilitation.

(e) The time elapsed since the offense (including any illegal involvement with drugs).

(f) The mitigating factors, including other enlistment qualifications.

(g) Date probation started and ended.

(h) Date of final action taken by judicial authority.

b. **Medical Waivers**

(1) COMNAVCRUITCOM Medical Waiver Procedures. Requests for waiver consideration of medical eligibility requirements must be scanned and sent to COMNAVCRUITCOM (N3M). Refer to Section 7 and the Medical Waiver Checklist for medical/physical requirements and waiver consideration standards. Scan and forward waiver requests, with a COMNAVCRUITCOM Waiver Cover Letter, Waiver Briefing Sheet, and photocopies of the applicant's DD Form 2808 (*Report of Medical Examination*), DD Form 2807-1 (*Report of Medical History*), supporting medical documents (if applicable), surgical reports (if applicable), and applicant's statement concerning the condition (if applicable).

(2) Delayed Entry Medical Program. To minimize waiver delays due to processing constraints, the Delayed Entry Medical (DEM) program allows enlistment into the DEP based on a COMNAVCRUITCOM Provisional Medical Waiver by COMNAVCRUITCOM (N32). A final COMNAVCRUITCOM waiver must be received prior to the applicant shipping to RTC or going on active duty. Fulfillment of DEM criteria **does not** guarantee a waiver will be recommended or granted. Physical conditions eligible for a Provisional DEM Waiver are detailed in Section 7.

(a) Upon medical disqualification at MEPS, Navy Liaison shall scan the applicant's *Report of Medical Examination* (DD Form 2808), *Report of Medical History* (DD Form 2807-1), and any supporting documents to COMNAVCRUITCOM (N3M) for review and screening. Forward requests for waiver consideration via the COMNAVCRUITCOM Waiver Cover Letter along with applicable medical documentation and forms.

(b) If no further documentation is required and the applicant meets waiver criteria, a COMNAVCRUITCOM Provisional DEM Waiver letter will be issued within 24 hours after receipt of the DEM request.

(c) After approving a Provisional DEM Waiver, COMNAVCRUITCOM (N32) will forward the applicant's waiver package to COMNAVCRUITCOM (N3M) for expedited review, which normally will be completed in less than 30 days from time of submission.

(d) Upon receipt of the Provisional DEM Waiver, Navy Liaison shall:

1. Prior to contracting, brief applicant of the provisional status of the waiver and have the applicant sign a NAVPERS 1070/613 Delayed Entry Medical Administrative Remarks, which located on the forms page of the command's website.

2. Clear the applicant through MEPS Medical Section and classify the applicant using the DEM PRIDE buying option only. Use of the DEM option will ensure

the applicant has a reservation while preventing the conversion of the reservation to the DEP buying option and shipping until receipt of a favorable written COMNAVCRUITCOM (N3M) waiver recommendation and COMNAVCRUITCOM waiver. The active duty date assigned must be more than 30 days from date of classification to allow adequate time for COMNAVCRUITCOM (N3M) to review and determine their waiver recommendation.

3. Reservations bought through the DEM option will be reflected in the NETCON.

4. If the medical waiver is disapproved, the DEM reservation must be cancelled and the applicant DEP discharged within 48-hours.

(3) Applicants and Enlistees Awaiting Active Duty Training

(a) Applicants who do not meet physical standards, or who have physical defects that have not been properly waived, will not be enlisted or reenlisted under any conditions.

(b) If an applicant has not been determined to be physically qualified for service, they shall not be administered an Initial Fitness Assessment (IFA) or Physical Readiness Test (PRT).

(c) Members of the DEP or USNR awaiting IADT, who have a change in medical status require a re-examination and approval by a physician at MEPS. Those who become disqualified for enlistment or affiliation because of physical reasons will be processed for a waiver or discharged. Determination by MEPS doctors of "not physically qualified" may be forwarded to COMNAVCRUITCOM (N3M) for review. Exceptions to policy to retain a member in DEP beyond the 365-day DEP limit will only be considered if the disqualifying condition/waiver can be resolved within 30 days or less.

(d) Recruiting personnel shall not enlist applicants, or ship enlistees to active duty training, without a valid letter authorizing the waiver. MEPS Navy Liaison personnel will reference this authorization in the "Remarks" Section of the DD Form 1966.

(4) Recommendation of the MEPS Physician. COMNAVCRUITCOM (N3M) considers physical waiver requests for Navy applicants and provides recommendations to the Commander. Should the MEPS physician not recommend a waiver, Commanding Officers may request review by higher authority if the applicant has the capacity to fulfill a military service obligation. When submitting such requests to higher authority, medical evidence, opinions of other physicians, and comments about the applicant's physical capabilities must be included. Before submission, any new information should first be provided to the MEPS physician for reconsideration.

(5) Period of Validity

(a) Medical waivers approved by COMNAVCRUITCOM are valid for two years from the date of the physical that required the waiver.

(b) If two or more years have passed since an applicant's physical which required a medical waiver, a new the request for waiver must be resubmitted to COMNAVCRUITCOM (N3M).

(c) Medical waivers from other branches of service are not valid for enlistment into the USN or USNR.

030105. SUBMISSION OF WAIVERS

a. Waiver requests must be forwarded via the chain of command. Each level of command must act on the request and provide an appropriate endorsement; however, NAVCRUITDIST COs have authority to disapprove the enlistment or reenlistment of an applicant without forwarding the case to the next higher level of authority. Waivers sent to COMNAVCRUITCOM for approval require endorsements from the NAVCRUITDIST CO.

b. Waiver Briefing Sheet (WBS). NAVCRUITDISTs shall use a completed WBS (NAVCRUIT 1133/39) and NAVCRUITCOM Waiver Cover Letter accompanied with the USMEPCOM 680-3A-E when an applicant requires either a BEERs waiver or program administrative waiver. The Nuclear Field Eligibility Waiver (NFEW) or the Submarine Programs Eligibility Waiver (SPEW) documents will be used in place of the WBS for applicants entering the nuclear field or submarine community programs. The WBS, NFEW or SPEW shall be sent by the EPDS or MLPO to NAVCRUITDIST headquarters for final determination. Final determinations must be annotated and signed on the Waiver Briefing Sheet. The NAVCRUITDIST will retain the WBS, NFEW or SPEW as a permanent part of the applicant’s residual file and place a copy in the Service Record. A Section VI, Remarks, DD Form 1966 entry will be made documenting the type of waiver/eligibility determination and approval authority.

030106. COMNAVCRUITCOM VETERAN WAIVER PROCEDURES. Refer to Volume IV for waiver requirements and standards. For prior service veteran waivers requiring COMNAVCRUITCOM approval, forward requests to COMNAVCRUITCOM (N32) with a Waiver Briefing Sheet and photocopies of the applicant’s reenlistment kit.

030107. DELAYED ENTRY FULL KIT WAIVER (DEF) PROGRAM. The Delayed Entry Full Kit Waiver (DEF) Program was developed to expedite the waiver process by allowing enlistment in the Delayed Entry Program based on a COMNAVCRUITCOM (N3) provisional DEF Waiver.

a. Applicants may be eligible for a COMNAVCRUITCOM (N32) DEF Waiver if they have:

(1) No misconduct or major offense criminal history within the past six months (from date of adjudication/final disposition).

(2) No criminal history involving the discharge of a weapon, physical violence, stalking, sexual misconduct, or does not exceed one drug or one behind-the-wheel alcohol convictions.

b. Prior to contracting, prepare the waiver package. Use the Waiver Briefing Sheet (NAVCRUIT 1133/39) and COMNAVCRUITCOM Waiver Cover Letter to indicate that a COMNAVCRUITCOM (N32) Provisional DEF waiver is requested pending final waiver determination. Brief the applicant on the provisional status of the waiver and have the applicant sign a NAVPERS 1070/613, (Delayed Entry Full Kit Waiver Administrative Remarks), found on the forms page of the command's website.

c. Upon receipt of the waiver package, the PRIDE Waiver Section will be annotated to show receipt of the request and authorization for the DEF PRIDE buying option. Once the receipt and authorization are in the PRIDE Waiver Section, the Classifier may buy a DEF PRIDE option. Use of the DEF option will ensure the applicant has a reservation while preventing the conversion of the reservation to the DEP buying option and shipping until receipt of an approved COMNAVCRUITCOM waiver. The shipping date assigned must be more than **45 days** from the date the waiver request is forwarded to COMNAVCRUITCOM to allow adequate time to review the request.

d. Reservations bought through the DEF option will appear on the NETCON.

e. If the waiver is disapproved, the DEF reservation must be cancelled and the applicant DEP discharged.

f. Applicants bought through the DEF buying option who have their waiver disapproved must be converted to DEP prior to being cancelled in PRIDE.

030108. COMNAVCRUITCOM WAIVER PROCEDURES

a. Unless otherwise specified in this instruction, requests for waiver consideration must be sent to COMNAVCRUITCOM (N32). Applicants initially disqualified at MEPS for any medical or civil issue requiring a waiver **shall not** be rescheduled for MEPS processing until waiver approval documentation is received **and** the applicant is cleared for processing. In cases where dual waivers are required, the medical waiver must be processed first, and final disposition received, prior to any other waiver being processed.

b. To request a COMNAVCRUITCOM waiver, forward the applicant's pertinent documents as delineated by the COMNAVCRUITCOM Waiver Cover Letter "Notes". Include any other substantiating documents or pertinent facts not listed and securely staple the cover letter to the enclosures. Original documents are not required, but photocopies must be legible.

c. The pre-enlistment kit must include the applicant's handwritten statement describing why they desire enlistment in the Navy and, where applicable, a handwritten statement providing full details describing each civil conviction or adverse adjudication, lost time or UCMJ conviction, or disqualifying reenlistment code. Handwritten statements must be on a sheet of plain white paper and must include (where applicable):

(1) The receipt of a disqualifying reenlistment code or other than honorable discharge.

(2) Any period(s) of lost time or UCMJ conviction(s), including non-judicial punishment awarded during **any** previous term(s) of military service.

(3) All civil offenses **regardless of disposition** (except minor traffic violations resulting in a fine of $100 or less).

(4) All disclosures resulting in a USMEPCOM Form 601-23-E must have a statement explaining why the disclosure was not listed on DD Form 1966. This statement must be documented in Section VI, Remarks, of DD Form 1966.

d. When a statement required by the *Electronic Personnel Security Questionnaire* (EPSQ) has been made in the appropriate remarks section of the applicant's completed EPSQ, a separate handwritten statement is not required.

e. The Navy decides final acceptability for applicants who have been involved with civil authorities after considering the following factors:

(1) Evaluation and recommendation of the commanding officer together with higher echelon command endorsements.

(2) Nature of conviction(s) and degree of participation.

(3) Age at time of conviction(s).

(4) Length of time since last conviction.

(5) Established pattern of conviction.

(6) Record of behavior and attendance at school.

(7) Home environment at time of conviction(s).

(8) Results of home visits, interviews with school officials, probation officers, or other persons who are familiar with the applicant's reputation and standing in the community.

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

f. The Waivers Branch (N32) receives requests for waivers submitted to or via COMNAVCRUITCOM. Upon receipt, all requests are checked for accuracy and completeness. The information required is dependent upon the nature of the request. In all cases, required information must be **up-to-date** and clearly presented. When the information needed to act on a request is incomplete or inaccurate, the Waivers Branch requests clarification or additional details from the originator. When the bulk of information received is incomplete, out-dated, or clearly erroneous, the Waivers Branch returns the entire request with required action indicated.

g. All Waivers Branch recommendations are the result of a thorough and careful review by personnel assigned to the Division.

h. The specific merits or liabilities of each request are carefully weighed. The "whole person" concept is the general rule followed in deliberations however, specific information may take precedence depending on the nature of the request. An important factor in all deliberations is the relative competitiveness of applicants requiring similar waiver consideration.

i. The single most important aspect of a waiver request is the commanding officer's recommendation, particularly in the case of major misconduct waivers. While even the strongest recommendation cannot make a non-competitive applicant competitive, it does serve to significantly influence the outcome of determinations when an applicant cannot demonstrate overwhelming potential, yet is not sufficiently below standards to warrant disapproval of the request. Specific recommendations are required. An endorsement merely forwarding a request will not be favorably considered. In all decisions, a detached, objective viewpoint is necessary to ensure success of Navy Recruiting Command's primary mission.

j. <u>Conduct Waiver Processing Procedures</u>

(1) Conduct waivers requiring Commander, Navy Recruiting Command (NAVCRUITCOM) approval shall be processed in the following manner:

(a) Navy Recruiting District (NAVCRUITDIST) Commanding Officer (CO) shall submit a properly prepared enlistment application with command waiver endorsement to to NAVCRUITCOM (N32) for final waiver decision. NAVCRUITDIST COs shall not forward non-competitive or negatively endorsed enlistment applications unless directed to do so by higher authority.

(b) National EPO shall review enlistment waiver applications for completeness and prepare approval and disapproval letters, with appropriate waiver codes, for waiver authority signature. National EPO shall include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks and National EPO for waiver authority consideration.

1. There are two categories of conduct waivers, major misconduct and non-major misconduct civil offense waivers. Major misconduct waivers require approval from a Flag officer. Non-major misconduct civil offense waivers may be approved by the Director of Operations (N3). By direction authority may be delegated to command personnel at the discretion of the commander.

2. Major Misconduct Waivers. Properly screened and prepared waiver packages are forwarded to the Director of Operations (N3) for the final waiver recommendation before forwarding to the Commander for waiver decision and signature on either the approval or disapproval waiver letter prepared by the National EPO.

a. Director, Policy and Programs Division (N35) is authorized to process waiver packages in the absence of the National EPO (N32).

b. Signed waiver letters will be transmitted to the originating NAVCRUITDIST immediately upon signature.

3. Non-Major Misconduct Offense Waivers. Properly screened and prepared waiver packages are forwarded to the Director of Operations (N3) for the final waiver determination and signature on either the approval or disapproval waiver letter prepared by the National EPO.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM conduct “major misconduct” waivers must be signed by a Flag officer, either the Commander or Deputy of Navy Recruiting Command.

(b) N3 or Deputy of Operations (N3B) is authorized to sign major misconduct waiver letters in the absence of both Flag officers. In the absence of the Commander, Deputy Commander, N3 and N3B, the Chief of Staff may sign waiver letters. No other command personnel are authorized to sign NAVCRUITCOM level major misconduct waiver letters.

(c) Non-major misconduct waivers may be signed by N3. In the absence of N3, N3B may sign the appropriate waiver letter. Should both N3 and N3B be absent, either the National EPO or the Director of Policy and Programs Division (N35) may make waiver determinations and sign waiver letters.

k. Dependency Waiver Processing Procedures

(1) Dependency waivers require NAVCRUITCOM approval shall be processed in the following manner:

(a) NAVCRUITDIST CO shall submit a properly prepared enlistment application in the same manner as conduct waivers.

(b) National EPO shall review enlistment waiver applications for completeness and prepare approval or disapproval letters with appropriate waiver codes. National EPO shall include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks.

1. Director, Policy and Programs Division (N35) is authorized to process waiver packages in the absence of the National EPO.

(c) Signed waiver letters will be transmitted to the originating NAVCRUITDIST immediately upon signature.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(1) NAVCRUITCOM dependency waivers must be signed by one of the following Operations Department personnel:

- N3
- N3B
- N32
- N35

(b) Should none of the Operations Department personnel granted signature authority be available for signature, the Commander, Deputy Commander or Chief of Staff may sign the dependency waiver letter.

l. Prior Service Eligibility Waiver Processing Procedures

(1) Prior service waivers requiring NAVCRUITCOM approval shall be processed in the following manner:

(a) NAVCRUITDIST CO shall submit a properly prepared enlistment application with command waiver endorsement directly to NAVCRUITCOM (N32) for final waiver decision. NAVCRUITDIST COs shall not forward non-competitive or negatively endorsed enlistment applications to the waiver authority unless directed to do so by higher authority.

(b) National EPO shall review enlistment waiver applications for completeness and prepare approval or disapproval letters, with appropriate waiver codes, for waiver authority signature. National EPO shall include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks.

1. Director, Policy and Programs Division (N35) is authorized to process waiver packages in the absence of the National EPO (N32).

(c) Signed waiver letters will be transmitted to the originating NAVCRUITDIST immediately upon signature.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM prior service waivers must be signed by one of the following Operations Department personnel:

- N3
- N3B
- N32
- N35

(b) Should none of the Operations Department personnel granted signature authority be available for signature, the Commander, Deputy Commander or Chief of Staff may sign the prior service waiver letter.

030109. DOCUMENTATION OF WAIVER APPROVAL

a. Documents. The approving authority must document and maintain a record of the waiver approval for two years by one of the following methods**:**

(1) A signed letter listing all criteria requiring a waiver and whether each is approved or disapproved.

(2) A Waiver Control Number issued by the approving authority. A statement is required on DD Form 1966, Section VI, Remarks, which documents the waiver and corresponding control number.

(3) A signed copy of the Waiver Briefing Sheet.

b. Navy Liaison Office. Designated personnel must:

(1) Document approval of all waivers on DD Form 1966, Section VI, Remarks, in accordance with waiver entry instructions found in Volume III.

(2) File all waiver approval/disapproval letters in both the Service Record and Residual File.

c. Other Waiver Material. Include a copy of any other waiver approval correspondence in the applicant's service record and residual file.

030110. WAIVER CODES

a. To ensure accuracy, waiver approval authority shall document the appropriate waiver codes, with their approval, on waiver letters, briefing sheets, logs, and PRIDE Waiver System per instructions in Volume III.

b. The MLPO shall enter the appropriate waiver codes in *Item 17h/18f* of DD Form 1966, per instructions in Volume III, for all waivers granted and identified on approval letter(s), briefing sheet(s), log(s), or PRIDE Waiver System.

c. The Classifier shall enter the waiver codes identified in *Item 17h/18f* of DD Form 1966 into the PRIDE System.

Note: Waiver codes are used for applicants requiring a waiver of basic enlistment eligibility requirements (BEERS). Rating/program eligibility determinations are not waivers and shall not be recorded as a waiver on enlistment documents or in PRIDE/CIRIMS.

030111. WAIVER AND NON-WAIVER KIT QUALITY CONTROL

a. File Review. The NAVCRUITDIST CO is responsible for ensuring an acceptable level of enlistment processing and contracting quality control is maintained by recruiters and processing personnel. This dictates that an adequate number residual kits be reviewed at least once per quarter. At a minimum, the CO must review 10 residual kits processed by each Navy Liaison Office within the district's boundaries each quarter. Emphasis should be placed on reviewing waiver residual kits. This requirement can be delegated to the Executive Officer (XO) or any commissioned officer holding a Department Head position. In addition, ten percent or five (whichever is the lesser number) prior service residual kits processed outside of the Navy Liaison Office must be reviewed each quarter. The Executive Review Check-Off Sheet, located on the NRC directives page, shall be utilized when conducting the quality control checks. Upon completion of the check, the CO or designated officer shall sign the cover of the residual file and the Residual Record/Quality Assurance (QA) Checklist, signifying that he/she has reviewed that residual file.

030112. EXCEPTION TO POLICY REQUEST PROCEDURES

a. Exception to policy requests shall be limited to exceptional cases where the applicant's situation is unusual, non-routine, due to extenuating circumstances, and the exception is truly in the best interest of the Navy. Exceptions to policy can only be granted for policies and procedures controlled by Navy Recruiting Command. Exceptions to law, Department of Defense, or Department of the Navy policy are not authorized and shall not be requested.

b. Procedures

(1) All exception to policy requests shall be submitted to COMNAVCRUITCOM (N35) via the chain of command for approval. Exception to policy requests shall be sent to NAVCRUITCOM (N35) by either emailing scanned documents to cnrc_policy@navy.mil or faxing the documents to (901) 874-9194.

(2) All requests shall be submitted by use of the Exception to Policy/DEP Extension Request Form (NAVCRUIT 1133/103) and must also include the following documents:

- Complete R-Tools Record
- DEP Action Request (DAR), signed by the NAVCRUITDIST CO or XO
- USMEPCOM Form 680-3ADP
- Any available documents or information that supports the request

(3) COMNAVCRUITCOM (N35) may ask for additional supporting documents in order to consider the request and render an approval or disapproval.

(4) Exception to policy control numbers will be issued to the requestor for approved and disapproved requests. Control numbers, along with the approval or disapproval disposition, and a brief explanation of the exception to policy requested shall be annotated in the remarks section of the DD Form 1966.

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