



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

COMNAVCRUITCOMINST 5354.3B
N10
30 Jan 2024

COMNAVCRUITCOM INSTRUCTION 5354.3B

From: Commander, Navy Recruiting Command

Subj: POLICIES AND ADMINISTRATIVE PROCEDURES FOR THE JUNIOR OFFICER
DIVERSITY OUTREACH PROGRAM

Encl: (1) NAVCRUIT 5354/2 Junior Officer Diversity Outreach Sample Application

1. Purpose. To issue policy and administrative procedures for the Navy Recruiting Command (NAVCRUITCOM) Junior Officer Diversity Outreach Program (JODO). This instruction is a complete revision and should be reviewed in its entirety. The changes in subparagraphs 1a through 1d have been implemented:

- a. Revised the number of weeks NAVCRUITCOM will sponsor the JODOs.
- b. Revised the JODO criteria and application requirements.
- c. Revised additional qualification designator (AQD) criteria.
- d. Establishes NAVCRUIT 5354/2 Junior Officer Diversity Outreach Application.

2. Cancellation. COMNAVCRUITCOMINST 5354.3A.

3. Scope and Applicability. This instruction, which is effective immediately, is applicable to NAVCRUITCOM and all Navy recruiting activities. Navy recruiting activities includes all military and civilian personnel assigned to NAVCRUITCOM, Navy Recruiting Regions (NAVCRUITREG), Navy Recruiting Reserve Command (NAVCRUITRESCOM), Navy Talent Acquisition Groups (NAVTALACQGRU), Navy Recruiting Stations (NAVCRUITSTA), Navy Recruiting Command Orientation Unit (NAVCRUITCOM ORU), or similar units tasked with completing the recruiting mission for the U.S. Navy.

4. Background. The NAVCRUITCOM JODO program assists the Navy in its effort to recruit applicants and enhance the Navy's image. The program solicits top-tier junior officers to help the Navy educate diverse applicants on all aspects of the Navy. NAVCRUITCOM will sponsor JODO selectees and conduct virtual training followed by temporary additional duty (TEMADD) visiting faculty and students at high schools, colleges, universities, and youth groups with highly diverse enrollment. Participation in community engagement events involve a high volume of public speaking opportunities for JODO selectees to tell their Navy story. JODO selectees are expected to; display effective communication, be comfortable with public speaking, and be committed to outreach engagement.

5. JODO Criteria

a. JODO program is open to O1-O4 officers from all communities to include restricted, unrestricted, staff corps and limited duty officers. Special warfare qualified enlisted (E6 to E9 with undergraduate degree) are eligible to apply.

b. Personnel must be endorsed by their commanding officer (CO) to determine their suitability for participation in the program. JODO selectees must exemplify the highest standards of military appearance, conduct, and courtesy.

c. Although the program specifically targets recruiting candidates from underrepresented minority communities' participation is open to any interested junior officer recommended by their commanding officer.

d. Applicants assigned to continental U.S. (CONUS) shore duty are preferred. Applicants on sea duty or outside continental U.S. (OCONUS) will be considered dependent upon operational feasibility.

e. Ideally, the participants should be a graduate of a High Hispanic Enrollment Institution (HHI), Historically Black College or University (HBCU), Minority Serving Institution (MSI), Naval Reserve Officer Training Corps (NROTC) participant or affiliated with an affinity group.

f. Volunteers should not be in a limited duty (LIMDU) status due to illness or have any physical incapacity that could limit their participation in the program. Pregnant volunteers may participate in JODO program if the CO, in consultation with health care providers, determines they are physically capable of performing JODO duties.

g. JODO selectees will wear the uniform of the day while on JODO duty.

h. Upon selection and completion of training and minimum of four weeks of outreach engagements (does not have to be consecutive and within one year of initial assignment) as JODO program participant, volunteers in paygrades O2 to O4 will be eligible to obtain 29C additional qualification designation (AQD).

6. Policy

a. Procedures for Submitting JODO Requests

(1) NAVCRUITCOM N10 is the approval authority for JODO requests. After receiving command endorsement, members will submit enclosure (1) NAVCRUIT 5354/2 Junior Officer Diversity Outreach Application to NAVCRUITCOM N10 via e-mail to NRC_JODO_Program@us.navy.mil.

(2) The JODO application form will include the information listed in subparagraphs 6a(2)(a) and 6a(2)(b).

(a) Present Command Information

1. Command Name
2. Command City and State
3. Commanding Officer's Name, Phone Number and Email

(b) Personal Information

1. Commissioning source (ex: NROTC, or Officer Candidate School (OCS))
2. Alma Mater
3. Degree or major
4. Current job title and designator
5. Affinity group affiliation(s)
6. Work phone number and e-mail address
7. Personal phone number and e-mail address
8. Available date(s)

b. Funded TEMADD (Travel and Per Diem Authorized)

(1) JODO selectees are required to have an active government travel card to participate in this program.

(2) Travel arrangements must be booked using the Defense Travel System (DTS).

(3) NAVCRUITCOM will provide a cross organization line of accounting (LOA) to identify the source of funds for travel in DTS.

c. Confirmation of JODO Requests. NAVCRUITCOM N10 will confirm all JODO applications as soon as possible. If confirmation has not been received within five working days after application deadline, the volunteer should contact NAVCRUITCOM N10 at NRC_JODO_Program@us.navy.mil. If selected, NAVCRUITCOM N10 will provide the training, requirements, approved dates of participation, and line of accounting information for funding of TEMADD orders. The period of JODO duty is determined by NAVCRUITCOM N10.

d. Cancellations and Modifications. Commands must notify NAVCRUITCOM N10 of any cancellations or date modifications as far in advance as possible.

e. No Show for JODO. Commands will be notified of members who are a no-show for any parts of the JODO duty schedule. Once the command has been notified, the member should be charged the applicable days of leave equal to the defined JODO period.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVCRUITCOM N10 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if this instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

/s/
A. T. WALKER

Releasability and distribution:

This directive is not cleared for public release and is available electronically via the [MYNAVYHR_NRC](#) Portal or via the NAVCRUITCOM Records Manager.

NAVCRUIT 5354/2 JUNIOR OFFICER DIVERSITY OUTREACH SAMPLE APPLICATION

Prescribed by: COMNAVCRUITCOMINST 5354.3			
CONTROLLED when filled in			
JUNIOR OFFICER DIVERSITY OUTREACH APPLICATION			
PRIVACY ACT STATEMENT			
AUTHORITY: This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient and user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.			
Member's Name (Last, First, Middle): Sailor, Navy, A			Rank or Rate: LT
PRESENT COMMAND INFORMATION			
Command Name: USS Freedom	City: Washington	State: DC	Zip: 20003
PERSONAL INFORMATION			
Commissioning Source (Ex: NROTC, OCS, etc.): NROTC	George Washington University Alma Mater:	Degree or Electrical Engineering Major: Minor: Spanish	
Current Job title and Designator (spell out): Assistant Chief Engineer/Surface Warfare (SWO)/1110			
Affinity Group Affiliation(s): National Naval Officers Association (NNOA)/Society of Women Engineers (SWE)			
Work Phone Number: 888-888-8888	Work E-mail: navy.a.sailor@navy.mil		
Personal Phone Number: 888-888-8888	Personal E-mail: gonavyfightwin@yahoo.com		
Available Dates: Available for all dates			
COMMANDING OFFICER'S ENDORSEMENT			
LT Sailor is an exemplary officer, I highly recommend for any program!			
Commanding Officer's Signature			Date: Jan 23, 2000
NAVCRUIT 5354/2 (1-2024)		CONTROLLED When Filled In	Page 1 of 1