NAVY RECRUITING DISTRICT NEW ORLEANS NOTICE 1130.1B

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: NAVY RECRUITING DISTRICT ENLISTED PRODUCTION STANDARDIZATION PLAN

Ref: (a) COMNAVCRUITCOMINST 1130.8J
(b) COMNAVCRUITCOMINST 1136.2R
(c) COMNAVCRUITCOMINST 1131.2E
(d) NAVCRUITDISTNOLAINST 1500.4C

Encl: (1) Navy Recruiting District New Orleans Standardization Plan

1. **Purpose.** To provide guidance for standardized planning, training and maintenance of station systems and to ensure compliance with reference (a) through (d).

2. **Cancellation.** NAVCRUITDISTNOLANOTE 1130.1A.

3. **Background.** Reference (a) provides minimum guidelines and procedures for Recruiting. Standardization provides the basis for the development of efficient and sound operational procedures. Enclosure (1) provides policies, procedures, and sample documents for use in standardizing all Stations/Divisions recruiting efforts throughout the District.

4. **Action.**

   a. All Division Officers (DIVO), Division Leading Chief Petty Officers (DLCPO), Leading Chief Petty Officers (LCPO), Leading Petty Officers (LPO) and Recruiters shall ensure full compliance with this directive.

   b. The Chief Recruiter (CR), Enlisted Assistant Chief Recruiter (EACR), Officer Assistant Chief Recruiter (OACR), DIVO’s, DLCPO’s and Training Department will inspect for compliance with these procedures.

   c. Adherence to these standardized procedures shall be an inspection item during DIVO/DLCPO Station Visits as well as DIVO/DLCPO and LCPO/LPO’s Turnover Inspections and Production Inspections.

/s/
C. A. WYNTER

Distribution List:
Electronic only, via http://www.cnrc.navy.mil/neworleans/
NAVY RECRUITING DISTRICT
STANDARDIZATION PLAN

NAVCRUITDISTNOLANOTE 1130.1B

Enclosure (1)
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CHAPTER 1
GENERAL RECRUITING STATION OFFICE POLICIES

100. General Recruiting Policies

1. Standard Recruiting Station office hours shall be:
   a. In association with CO’s Standing Orders.
   b. Friday is the designated as a Training day. This will encompass OJT, Follow Up, Station, Division, DCO, GMT, and In-Rate study.
   c. Saturday – In association with CO’s Standing Orders.
   d. Variations and deviations from standard office will be in association with the CO’s Standing Orders.

2. Office spaces, recruiting offices, and government vehicles shall be clean and present a professional appearance at all times. Government vehicles shall be washed and cleaned at least monthly.

3. Recruiting personnel shall be inspection ready and conduct themselves as professionals at all times in accordance with reference (a).

4. Physical training shall be conducted and documented on your outlook calendars three times per week at a minimum. Weekly station PT’s shall be conducted in accordance with the CO’s Standing Orders. DLCPO’s shall coordinate mock PRT’s for all division members once per quarter to include height and weight/BCA checks and record results for review by the CFL or ACFL. The CFL/ACFL will route results through the Chain of Command for review.

5. Each office shall maintain a complete printed copy of reference (a) with current changes as they occur.
Chapter 2
TRAINING

200. TRAINING JACKETS

1. Training jackets shall be maintained in a three-ring binder with names visible on the spine.

   a. Jacket shall be divided into 11 sections:

      (1) Command Review

      (2) Standing Orders/Equal Opportunity Program and CO’s Policy Statements: Recruiters will read and initial upon check-in or instruction update

      (3) Formal Mentor/Protégé Worksheet (Exhibit 2.1)

      (4) NRC Policies

           (a) Sexual Harassment Policy

           (b) Fraternization Policy

           (c) Equal Opportunity Policy

           (d) Sexual Assault Policy

   Note: Recruiters will read and initial all policies upon check-in or instruction update.

      (5) Indoc Record/Tab D & E from RDB

      (6) Letter Of Designation

      (7) PQS Modules

      (8) VALOR Whiteboard

      (9) On The Job Training

      (10) Formal/GMT Training

      (11) Certificates
b. Civilian training jackets shall be divided into 7 sections:

(1) Command Review

(2) Standing Orders

(3) NRC Policies
   (a) Sexual Harassment Policy
   (b) Fraternization Policy
   (c) Equal Opportunity Policy

(4) PQS Modules

(5) On The Job Training

(6) Formal/GMT Training

(7) Certificates

2. All command review pages shall be maintained from date of check in until check out. Utilizing NAVCRUITDISTNOLAINST 1500.4B Enclosure (6) (Training Record Spot-Check) for command review.

201. TRAINING SYLLABUS AND DOCUMENTATION

1. All on the Job Training (OJT) shall be documented by using the Strength/Weakness or Problem/Solution method (See Attached Example Exhibit 2.3). Strength/Weakness minimum requirements:

   a. Recruiters: Day to Day or at minimum weekly (Exhibit 2.2)

   b. LCPO, LPO and DLCPO: Monthly (Exhibit 2.4)

2. Follow-Up training is vital to success of a solid training program. Upon completion of OJT, a follow up date shall be set and annotated on the planner and results shall be captured on the original training log (or on a new training syllabus if additional space is needed including a clear reference to the original training). (Exhibit 2.3)
202. VALOR Whiteboards

VALOR Whiteboards are an important part of the recruiters development in the sales process. All newly reported recruiters are required to conduct weekly whiteboard sales labs until qualified Advanced Recruiter/Advanced Officer Recruiter. From that point each recruiter will be required to conduct monthly sales labs. All whiteboards will be maintained in the training jacket utilizing Exhibit 2.7.

Each sales presentation that is conducted also requires the use of a whiteboard. This is also retained and will be filed in the NRS and prospects that enlist in the Navy will have their original whiteboard retained the Future Sailors DEP residual.

203. 45-Day Basic Recruiter Qualification/Command Indoctrination

DLCPOs, LCPOs, and LPOs and are directly responsible for the proper training of new Recruiters. All Basic Recruiter training shall be documented on NAVCRUIT 1500/2 (training syllabus) Exhibit 2.4. All Basic Recruiter training evolutions shall be posted on the Recruiter and LCPO/LPO outlook calendar. Basic Recruiter Qualification is a significant investment in the future success of a recruiter and must not be shortened or abbreviated. Recruiters SDAP shall not start until Basic Recruiter PQS Board is complete.

204. PQS MODULES

Once a PQS module has been signed off and a board has been conducted, every recruiter shall ensure a copy of the PQS Qualification is placed in the training jacket. Original PQS sheets shall be maintained on file by the Training Department. Recruiters have 6 months to complete the Advanced Recruiter/Advanced Officer Recruiter (billet specific) and 18 months to complete the LPO/LCPO qualification. These timelines need to be monitored closely by the DIVO and DLCPO to ensure on-time qualifications.

Note: At the end of each month, DLCPO’s will turn in their Divisional PQS Tracker (Exhibit 2.6) to the training department with required EOM Reports.
205. **Training Jacket Spot Check**

Individual Training Jackets shall be reviewed during routine Station visits, inspections, assist visits, or boards with Exhibit 2.7. DLCPO’s shall spot check Training Jackets monthly during Station Visits with Exhibit 2.8.
Formal Mentor/Protégé Worksheet

Protégé Name/Rate ___________________________ Report Date _________________________

Mentor Name/Rate ___________________________ EAOS/PRD Date of Protégé

Goals (Short, Mid and Long-term)

Qualification Milestones (e.g., watch standing qualifications, in-rate qualifications, review PQS progress)

☐ Achieved Highest Qual ☐ Currently Qualifying ☐ Other (Check one)

Advancement Milestones (e.g., examinations dates, examination requirements, review Profile Sheets, develop study plan)

☐ 1st time eligible ☐ PNA’d Previous ☐ Not eligible ☐ Other (Check one)

Exhibit 2.1
Current and desired education (e.g. college, professional courses SAT, ACT, review enrollment forms, class/course schedule)

☐ Enrolled/Attending ☐ On-line/In-class ☐ CLEP ☐ NKO
☐ Enrolled not attending ☐ None ☐ Other
(Check all that apply)

Comments

Protégé (signature) (Date)    Mentor (signature) (Date)

2-6    Exhibit 2.1
### QUARTERLY MENTOR SESSION WORKSHEET

<table>
<thead>
<tr>
<th>Protégé Name/Rate</th>
<th>EAOS/PRD Date of Protégé</th>
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<tr>
<th>Mentor Name/Rate</th>
<th>Date Mentor Assigned</th>
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Progress/Accomplishments since last meeting (e.g. qualifications, milestones and advancement achieved, education progress)

#### 1st Quarter (JAN-MAR)

- Qualification
- Milestone
- Advancement
- Education
- Other

(Check all achieved that apply)

Goals for the next quarter

<table>
<thead>
<tr>
<th>Protégé (Signatures)</th>
<th>Mentor (Signature)</th>
<th>Date:</th>
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</table>

#### 2nd Quarter (APR-JUN)

- Qualification
- Milestone
- Advancement
- Education
- Other

(Check all achieved that apply)

Goals for the next quarter

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<th>Mentor (Signature)</th>
<th>Date:</th>
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#### 3rd Quarter (JUL-SEP)

- Qualification
- Milestone
- Advancement
- Education
- Other

(Check all achieved that apply)

Goals for the next quarter

<table>
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<tr>
<th>Protégé (Signatures)</th>
<th>Mentor (Signature)</th>
<th>Date:</th>
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#### 4th Quarter (OCT-DEC)

- Qualification
- Milestone
- Advancement
- Education
- Other

(Check all achieved that apply)

Goals for the next quarter

<table>
<thead>
<tr>
<th>Protégé (Signatures)</th>
<th>Mentor (Signature)</th>
<th>Date:</th>
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On-the-Job Training (OJT) Syllabus

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<thead>
<tr>
<th>TRAINING TYPE</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
<th>ENTRY BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OJT</td>
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</table>

Strengths/Weaknesses:

Corrective Action:

Follow-up:

Comments:

---

Trainee

Trainer
**On-the-Job Training (OJT) Syllabus**

**Name:** SAILOR, JOE  
**Rank/Rate:** AM2/E-5

<table>
<thead>
<tr>
<th>TRAINING TYPE</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
<th>ENTRY BY</th>
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<tbody>
<tr>
<td>OJT</td>
<td>PHONE PROSPECTING FOR REFERRALS</td>
<td>20141001</td>
<td>NCC HERO</td>
<td>.5</td>
<td>AH</td>
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</tbody>
</table>

**Strengths/Weaknesses:**
DURING PHONE PROSPECTING, IT WAS NOTED THAT AM2 SAILOR WAS NOT SOLICITING REFERRALS FOR THE PROSPECTS/PERSONS THAT WERE CONTACTED. THIS WILL RESULT IN AM2 HAVING TO WORK HARDER IN ORDER TO GENERATE ACTIVITY ON THE PHONE.

**Corrective Action:**
WHEN COMPLETING A PHONE CALL OR TALKING TO SOMEONE, A REFERRAL SHOULD BE SOLICITED. YOU SHOULD ASK IF THEY KNOW SOMEONE THAT COULD BENEFIT FROM THE OPPORTUNITIES THE NAVY HAS TO OFFER. AT THIS POINT, THE WORST ANSWER YOU CAN RECEIVE IS NO, OR THEY DO NOT KNOW ANYONE. YOU COULD ALSO ATTAIN A REFERRAL IN THE BEST CASE SCENARIO. THIS NEEDS TO BE A STANDARD FOR EVERY PHONE CALL THAT AM2 SAILOR MAKES. ALWAYS ASK FOR REFERRALS!

**Follow-up:** 20141002
OBSERVED PHONE PROSPECTING PERY AND AM2 ASKED FOR REFERRALS AFTER EACH CALL. THIS RESULTED IN AM2 BEING SET AND THE OTHER REFERRALS TO CALL. THIS SHOWS AM2 THAT ASKING FOR REFERRALS WORKS AND IS PRODUCTIVE.

**Comments:**

---

Trainee

Instructor
## TRAINING SYLLABUS

<table>
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NAVCRUIT 1500/2 (Rev. 11-2006)

Enclosure (3)
(GIVE RECRUITER A BACKGROUND ON PROSPECT, ED CODE, AGE, LIFE SITUATION ALREADY UNCOVERED DURING SKILL OF ENGAGE)

PRESSURES
- 
- 
- 

PROBLEMS
- 
- 
- 

PLANS
- 
- 
- 

VALUE

UNIQUE VALUE
- 
- 
- 

NAVY OPPORTUNITIES
- 
- 
- 

NAVY ADVANTAGES
- 
- 
- 

REFERENCE
- 
- 

(FILL OUT WHITEBOARD AS RECRUITER (COLLABORATES WITH YOU AS THE PROSPECT)
RATE THE RECRUITER’S ABILITY TO EXECUTE THE FOLLOWING SKILLS AND MILESTONES ON A SCALE OF 1 TO 5, 5 BEING THE BEST.

<table>
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<tr>
<th>DISCOVERY</th>
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<th>3</th>
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<th>3</th>
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<th>5</th>
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<tbody>
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<td>CIRCLE TYPE OF OBJECTION</td>
<td>APATHY</td>
<td>DOUBT</td>
<td>CONFUSION</td>
<td>OBSTACLE</td>
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<tr>
<td>DID RECRUITER PROPERLY HANDLE OBJECTION UTILIZIING THE STEPS OF:</td>
<td>RECOGNIZE, RELATE, REALIZE, RESPOND, REINFORCE</td>
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<td>Specific feedback</td>
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<tbody>
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<td>DOUBT</td>
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<td>OBSTACLE</td>
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<tr>
<td>DID RECRUITER PROPERLY HANDLE OBJECTION UTILIZIING THE STEPS OF:</td>
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<tr>
<td>Specific feedback</td>
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Additional Feedback

OVERALL SCORE: ___________ MAXIMUM SCORE IS 35,
DIVISIONAL PQS TRACKER

DIV PQS Progress Month/Year

- Series 1
- Series 5

NC1 MILLER (DLCP) 12/14-12/16
AE2 SADER (LPO) 11/12-11/13
EN2 DEGUEYTER (LPO) 05/13-05/14
MM2 MALBREAX (LPO) 05/13-05/14
CT2 BROWN (LPO) 09/14-10/15
OS2 SANCHEZ (LPO) 09/14-10/15
OS2 BIRD (LPO) 04/15-09/15
HM2 WILSON (ADV/REC) 12/15-09/15
CT1 JENKINS (LPO) 01/16-01/16
MM1 JOHNSON (LPO) 09/14-09/15
YN1 ANDERSON (LPO) 3/15-3/16
BM2 RYALS (OR) 04/15-10/15

2-13 Exhibit 2.6
## Training Record Spot-Check

<table>
<thead>
<tr>
<th>Quarterly Spot-Check</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the training record contain all minimum requirements per directives?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>2. Is monthly department/division training completed and documented correctly?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>3. Are annual training requirements up to date and documented correctly?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>4. Is Strength / Weakness training, to include corrective actions, correctly documented?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
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<tr>
<td>5. Is Follow-up training being conducted and correctly documented?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>6. Are PQS qualifications up to date per directives?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>7. Is member PQS qualified for current position?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
<tr>
<td>8. If member is not PQS qualified for current position, is waiver letter current?</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

Initials/Position & Date

Exhibit 2.7
# Training Record Spot-Check

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials and position of reviewer</th>
<th>Discrepancies/Comments</th>
<th>Date Corrected if applicable</th>
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CHAPTER 3
STATION BINDERS AND RECORD RETENTION

300. Station Binders

Station Binders are vital to the organization of a LCPO/LPO in an NRS. Each NRS is required to maintain an Operations Binder, Inspection Binder, DEP Binder and a Training Resource Binder. All binders shall be updated as necessary and used to conduct daily station operations. Station Binders shall be used as a Transition/Turnover Notebook.

301. Organization of Transition/Turnover Notebook:

Article I

a. Turnover Binder - divided into 12 sections

   (1) Copy of the LCPO’s/LPO’S designation letter (qualification or waiver letter is required)

   (2) A copy of the NRD Standardization Plan

   (3) Station Applicant logs (from WebRTOOLS) from previous 12 months.

   (4) NRS/Recruiter PATES for previous 24 months.

   (5) Copy of Command current training and operations plan (1500 notice).

   (6) EOM check-off lists and reports – DLCPO’s will also maintain an EOM Check-off list (Exhibit 3.5).

   (7) Station Recall Data

   (8) NRS Turnover inspections (with POAM), last 3 years to include:

      (a) Turnover Letter (Exhibit 3.8)

      (b) NIT

      (c) POA&M

      (d) Minor Property
(9) NRS NTT/Post NTT inspections (with POAM), last 3 years

(10) NRS Production inspections (with POAM), last 3 years

(11) Waiver letters for any production inspections waived by OPS.

(12) Station Inspection Checklist (performed during DIVO’s and DLCPO’s visits), current +12 months and any Self Assessments using 5040 (with POAM).

Article II

b. DEP Binder – divided into 9 sections

(1) DEP training plan and schedule (Exhibit 3.1)

(2) Copies of all outstanding DARS – Completed copies go in the DEP Residual Binder

(3) DEP Meeting Muster reports

(4) DEP Meeting feedback reports (Exhibit 3.2)

(5) DEP PQS Tracking Sheet

(6) Submitted 5305’s

(7) Completed 5305’s

(8) DEP Problem List (Exhibit 3.3)

(9) Attrition Analysis report – Maintained monthly for NRS and Quarterly for divisions.

Article III

c. Divisional Training Resource Binder – divided into 4 sections

(1) Current + previous year (FY Departmental training plan)
(2) Current + previous year Departmental/Division
Training Muster

(3) Previous 12 months training and operations plan.
(1500 Notice)

(4) Monthly Training Report (DLCPO’S/DIVO’s) Due by the
3rd work day of each month

302. Division/NRS Record Retention

   a. NRS End of Month (EOM) reports shall be maintained in
the following manner:

      (1) Station Planner (exhibit 3.1). This is the LPO/LCPO
planner, recruiter’s planners are printed from each week of the
month maintained IAW COMNAVCRITCOMINST 1130.8J w/ch-5.

      (2) Closed out App Log (WebRTools) - Electronic version
for PS.

      (3) Closed out PATE

      (4) Janitorial Checklists

      (5) Vehicle Logs closed out - include domicile to duty

      (6) Qualified Interview Whiteboards

      (7) Voter Registration Form

      (8) DEP Problem Exhibit 3.3

      (9) Closed out DEP PQS Tracker Exhibit 3.6

   b. NRS EOM reports shall be filed together with the Station
Planner. Planner with EOM reports shall be retained for 24
months and filed by month in a secure locked container utilizing
Exhibit 3.4.

   c. Division EOM Reports

      (1) DLCPO next month calendar

      (2) Closed out App log
(3) Closed out division pate
(4) Closed out Vehicle logs – all NRS
(5) Monthly training report
(6) DEP Muster’s w/feedbacks
(7) 60/90 Shipping validations – Recerts and Execs
(8) Shipping Tracker Exhibit 3.7
(9) NRS visits
(10) PQS Tracker
(11) DEP Problem lists Exhibit 3.3
(12) DEP PQS Tracker

d. Divisions EOM reports shall be filed and turned into the ACR and respective departments at the production meetings each month

303. Recruiter Notebook

Recruiter Notebooks are the single most important part of a recruiter’s daily operations. Recruiter Notebooks shall be monitored by LPO’s to ensure proper use of Planners and PATE. Each recruiter assigned to NRD New Orleans shall maintain a Recruiter Notebook. The binder shall be divided into 6 sections, with the minimum forms and information listed below.

Organization of Binder:

a. Recruiter weekly planners. They are to be printed at the end of each week and must be printed at the end of each week to be retained in the binder.

b. Applicant Logs (from WebRTOOLS), current +12 (most Current on top).

c. PATE, current +24 months (most current on top). Recruiter PATE will be handwritten. Station PATE can be computer generated.
d. Recruiter territory breakdown.

e. List of Command Collateral Duties.

f. Valor Tools (phone scripts and objection handling objections chart from cruitman)

304. SOAR Binders/ School Folders

The High Schools and Junior Colleges are prime sources of market identification. It is crucial that you maintain a positive and consistent working relationship with each school in your territory. Establish a School Folder (NAVCRUIT 1133/37) for each high school and community college in your territory. These folders are to maintain the current plus two previous school years, electronically and uploaded to the command portal.
DEP Training Plan and Schedule

<table>
<thead>
<tr>
<th>TRAINING SUBJECT</th>
<th>O</th>
<th>N</th>
<th>D</th>
<th>J</th>
<th>F</th>
<th>M</th>
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<th>M</th>
<th>J</th>
<th>J</th>
<th>A</th>
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<tbody>
<tr>
<td>Mission of the Navy</td>
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<td>General orders of a sentry</td>
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<td>Sailors Creed</td>
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<tr>
<td>RTC Maxim</td>
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<td>Explain the program which you enlisted for</td>
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<td>Aircraft and ships</td>
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<td>My pay – the key to controlling your pay</td>
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<td>Personal Financial Management</td>
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<td>Military drill and etiquette</td>
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<td>Navy Terminology</td>
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<td>Rank and Recognition</td>
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<thead>
<tr>
<th>MEETING MONTH</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<td>OCTOBER</td>
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<td>DECEMBER</td>
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<td>AUGUST</td>
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<td>SEPTEMBER</td>
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</table>
**DEP MEETING FEEDBACK AND EVALUATION FORM**

**NAVCRUITSTA:**

**Date:**

**1. DEP POOL**

a. Number in DEP Pool:  
b. Number Present:  
c. Percent of DEP Pool Present:  
d. Was the DEP Chain of Command Present?  
   Yes  
   No

**2. TRAINING**

a. Scheduled Start Time:  
b. Actual Start Time:  
c. Time Concluded:  
d. Training Topic(s):  
e. Conducted by:  
f. Other Activities/Training Conducted:  

**3. DEP MEETING (PER COMNAVCRUITCOMINST 1130.8 & 5640.2P R-OPS CHECKLIST)**

<table>
<thead>
<tr>
<th>a. Were all required support materials on hand (i.e. lesson plans, recertification forms, etc.)?</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>b. Did the Recruiter(s)/LPO/LCPO discuss the Referral Recogntion Program/ask for referrals?</td>
<td>YES</td>
<td>NO</td>
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<td>c. Was the meeting location appropriate (i.e., not too small, loud, hot or cold, etc.)?</td>
<td>YES</td>
<td>NO</td>
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<td>d. In your opinion, was the meeting interesting and motivating?</td>
<td>YES</td>
<td>NO</td>
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<td>e. Was a formal muster conducted using military titles (i.e., Seaman Future Sailor Recruit Jones)?</td>
<td>YES</td>
<td>NO</td>
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<td>f. Did new Future Sailors properly introduce themselves (i.e., military title, name, program, ship date, and why they joined)?</td>
<td>YES</td>
<td>NO</td>
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<td>g. Were guests, dignitaries, friends, and relatives introduced?</td>
<td>YES</td>
<td>NO</td>
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<td>h. Were any awards or certificates presented and were Future Sailors' family members invited to attend?</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>i. Were the 11 General Orders, rank recognition, and military drill reviewed?</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>j. Were reading assignments and homework made for the next meeting?</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>k. Were Future Sailors provided the date, time, and location of the next three meetings?</td>
<td>YES</td>
<td>NO</td>
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</tbody>
</table>
| l. How would you rate the training?  

10 = Outstanding  
0 = Unsatisfactory | YES | NO |

**4. RECOMMENDATIONS AND OVERALL COMMENTS**

a. What, if anything, could be done to improve the training?  

b. Overall comments:  

---

**NAVCRUIT 1500/1 (Rev 06-2011) FOR OFFICIAL USE ONLY**
NRS XXX DEP Problem List

<table>
<thead>
<tr>
<th>NRS</th>
<th>REC</th>
<th>NAME (LAST, FIRST)</th>
<th>PHONE</th>
<th>SEX</th>
<th>QT</th>
<th>PROGRAM</th>
<th>ED</th>
<th>DEP DATE</th>
<th>SHIP DATE</th>
<th>RED FLAGS</th>
<th>HEIGHT/WEIGHT</th>
<th>DLCPO REMARKS / ISSUES</th>
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**RED FLAGS**
- NVR
- NUKE
- WANTS RECLASS/ROLL OUT
- IN COLLEGE
- MISSED 2 DEP MTGS
- EXPRESSED CONCERNS
- PARENTS/SPOUSE ANTI NAVY
- NO ATB
- >6 MOS IN DEP
- WITHIN 5 LBS
- HIGH NRS ATTRITION
- RISK SCORE

**HEIGHT/WEIGHT**
- DEP in Height
- Actual Weight
- Max Weight
- Body Fat

**DLCPO REMARKS / ISSUES**

**NOTES:**
1. ANY FUTURE SAILOR WITH A MARK IN WANTING RECLASS, IN COLLEGE, MISSED 2 DEP MEETINGS, EXPRESSED CONCERNS, PARENTS ANTI NAVY, NO ATB, >6 MOS IN DEP, WITHIN 5 LBS, HIGH NRS ATTRITION REQUIRE A DAR SUBMITTED
2. DAR REQUIRED FOR LOST BEERS AND PLACE ON DPL (SSN CARDS, LOST OR EXPIRED DRIVERS LICENSE, ETC)
3. LIST MUST BE UPDATED AND CLOSED OUT MONTHLY TO TURN IN FOR THE ECM REPORTS
### NRS XXX Shipping List

<table>
<thead>
<tr>
<th>NRS REC</th>
<th>NAME (LAST,FIRST)</th>
<th>PHONE</th>
<th>SEX</th>
<th>OT</th>
<th>PROGRAM</th>
<th>ED</th>
<th>DEP DATE</th>
<th>SHIP DATE</th>
<th>RED FLAGS</th>
<th>HEIGHT/WEIGHT</th>
<th>DLCPO REMARKS / ISSUES</th>
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**NOTES:**
1. Maintain on a 12 month rolling basis with a separate page for each month.
2. Enter all information the day of DEP-IN.
3. Should be used as an attrition analysis tool.
4. Can be used as a quick reference for executive screening.
5. Conduct follow-up on notes during NRS visits, LPO and Division Training.
6. The following are a few sample DLCPO remarks: “close on body fat %, tough parental consent, USMC first choice, Almost QNE, wants roll in, etc…”
NRS EOM REPORTS CHECKLIST

MONTH OF _______________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE VERIFIED</th>
<th>LPO/LCPO INTIALS</th>
<th>DLCPO/DIVO INTIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planners (Recruiters and LPO/LCPO0</td>
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<tr>
<td>Closed Out RTOOLS App Log</td>
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<td>Closed Out PATE</td>
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<tr>
<td>Janitorial Checklists</td>
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<td>Closed Out Vehicle Logs</td>
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<td>Qualified Interview Whiteboards</td>
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<tr>
<td>Motor Voter and Reports for Month</td>
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<td>DEP Problem List</td>
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<tr>
<td>DEP PQS Tracker</td>
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</table>

Items on the checklist above are to be reviewed and verified by the LPO/LCPO and the DLCPO/Divo. All documents will be inserted into a folder and filed by month in the NRS.
# DIVISION EOM REPORTS CHECKLIST

**MONTH OF ________________**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE VERIFIED</th>
<th>DLCPO INTIIALS</th>
<th>CR/ACR INITIALS</th>
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</thead>
<tbody>
<tr>
<td>Next Month DLCPO Calendar</td>
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<tr>
<td>Closed Out App Log</td>
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<td>Closed Out Division Pate</td>
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<td>Closed Out Vehicle Logs</td>
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<td>Training Report</td>
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<tr>
<td>DEP Muster Sheets – include Feedbacks</td>
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<td>60/90 Shipping Validations – Recerts &amp; Execs</td>
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<tr>
<td>Shipping Tracker – Exhibit 3.4</td>
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<tr>
<td>Station Visits</td>
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<td>PQS Progress Tracker</td>
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<tr>
<td>DEP Problem List – Exhibit 3.3</td>
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<tr>
<td>DEP PQS Tracker</td>
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</tbody>
</table>

Items on the checklist above are to be reviewed and verified by the CR/ACR at the monthly production meetings. All documents will be retained as required and inserted into the DLCPO binder.
# NAVY QUESTIONNAIRE

**AMERICA'S NAVY**

"A GLOBAL FORCE FOR GOOD"

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
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<tr>
<td>Date of Birth:</td>
<td>Grade:</td>
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<tr>
<td>Age:</td>
<td>Male: Female:</td>
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<tr>
<td>Name of School:</td>
<td>Graduation Year:</td>
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</tbody>
</table>

1. **Have you taken the SAT or ACT yet?**
   - If yes, Scores:
     - SAT: [MATH] [READING]
     - ACT: [MATH] [READING]

2. **What is your current GPA?**

3. **What are your plans after graduation? [CIRCLE]**
   - Military
   - 4 YR College
   - 2 YR College
   - Vo-Tech
   - Work
   - Undecided

Which Navy benefits do you find most appealing?
- Travel to Foreign Countries
- Education Benefits
- Meeting New People
- 30 Day Paid Vacation
- Technical Training
- 100% Medical/Dental Coverage
- 20 Year Retirement
- Job Security
- Advancement
- Self Discipline

Which Career Fields most interest you?
- Nuclear Field
- Culinary Arts
- Mechanics
- Aviation
- Medical/Dental
- Engineering
- Intelligence
- Administration
- Computers
- Construction
- Law Enforcement
- Fire Fighting

1. **Have you ever considered the Navy as an option?**
2. **Are you now considering the Navy as an option?**
3. **Have you ever taken the ASVAB?**
4. **Do you know anyone who has served in the military?**
5. **How do you plan to pay for your future education?**

**Would you like additional information on the Navy?**

**Would you like to be contacted by a Navy Recruiter?**
From: NCC Navy Chief, Navy Recruiting District New Orleans
To: Commanding Officer, Navy Recruiting District New Orleans
Via: Executive Officer, Navy Recruiting District New Orleans

Subj: TURNOVER LETTER AND ASSUMPTION OF ASSIGNED DUTIES

Encl: (1) Completed Department/Program Command Assessment Inspection
(2) Completed Plan of Action and Milestone (POA&M)
(3) Minor Property Turnover Inspection

1. I have been properly relieved this date by (Name), (Position), Navy Recruiting District New Orleans.

2. Prior to having been relieved of my duties, I certify that I have completed the following items:
   a. Completed a National Inspection Team (NIT) Checklist assessment with my relief on my Department/program.
   b. Pointed out any defects or peculiarities of my program and accounted for them to my relief.
   c. Delivered to my relief all unexecuted orders, all regulations and orders in force and all correspondence and information concerning my position and the personnel thereof, as may be of service to my relief.

3. The following is a report of my department or program, which includes any unsatisfactory or marginal conditions:

Outgoing Sailor ______________________  Incoming Sailor ______________________

3-13 Exhibit 3.8
<table>
<thead>
<tr>
<th>FUTURE SAILOR (LAST, FI)</th>
<th>DEP DATE</th>
<th>SHIP DATE</th>
<th>RESPONSIBILITIES</th>
<th>NAVY CORE VALUES</th>
<th>CODE OF ETHICS</th>
<th>RTC CHAIN OF COMMAND</th>
<th>PHYSICAL PROGRAM</th>
<th>ADVANCEMENT</th>
<th>MILITARY DRILL</th>
<th>NAVY TERMINOLOGY/ PHONETIC ALPHABET/ MILITARY TIME</th>
<th>RANK AND RECOGNITION</th>
<th>AIRCRAFT AND SHIPS AND PERSONAL FINANCIAL MANAGEMENT</th>
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CHAPTER 4
WEB R-TOOLS

400. WEB R-TOOLS

1. WEB R-Tools shall be maintained in accordance with reference (a), Vol. 5.

2. The LCPO/LPO shall verify the following using the “Count Records” function daily:

   a. The “none” market segment shall contain 0 records.

   b. Records marked for DPR shall be no more than 24 hours old.

3. Working ticklers shall contain no more than (50) records 25/15/10 on M,T,W. LCPO’s/LPO’s shall continue to add records to the recruiter working tickler and the recruiter shall “roll records out” based on best time to contact (a “not interested” record shall be rolled out 3-6 months and then attempted again to see if situation/circumstances have changed). Working ticklers shall be loaded in accordance with the Goaling Letter.
CHAPTER 5
WEB R-TOOLS ENTRIES FOR FUTURE SAILORS

500. Entries in WEB R-TOOLS

Remarks are to be specific. General comments are unacceptable (Future Sailor called to check in. Good to Go). This transcript of interaction with Future Sailors is reviewed at every level of the Chain of Command. Remarks shall be entered with the Commanding Officer as your target audience.

501. PROCESSING DAY:
Future Sailor Joe Navy depped in on 20131001. HT: 67 WT: 210 BF: 22%. Received NUKE shipping 20140126. 72 Hour INDOC scheduled for 20131004.

502. 72 HOUR INDOC:
***72 hour INDOC*** conducted on 2013/10/04 with Future Sailor Joe Navy at his home with ????????. COMNCRUITCOM DD FORM 2983, Recruit/Trainer prohibited activities acknowledgement, hold harmless, start guide pg13, drug modules, fraternization pg13, SAPR-D pg13, and enlistment contract were reviewed. IMC scheduled for 20131011.

503. INITIAL DEP MENTOR CONTACT:
***INT mentoring contact*** conducted on 2013/10/11. Future Sailor watched Faces of Bootcamp Video, SAPR-D video and his/her goals were reviewed.

***Phone contact*** Future Sailor called in for his or her weekly check in. No police/drug/medical issues noted. Future Sailor still motivated for the Navy.

***DEP in person contact*** Future Sailor stopped by because he or she was in the area for his or her weekly check in. Recert completed weighed in at HT: 67 WT: 210 BF: 22%. No police/drug/medical issues noted, ready to ship.

504. DEP MEETING:
***DEP meeting*** Future Sailor attended DEP meeting on 2013/10/20. Future Sailor PT was conducted and training subject from DEP Tool Kit were covered. Future Sailor’s height and weight were ##/### and documented on recert. Ready to ship.
505. **DEP MENTORING CONTACT:**
***DMC*** Future Sailor came in for mentoring. Covered _______ with Future Sailor. Future Sailor’s height and weight were #/# and documented on recert. Ready to ship.

506. **DEP ACTION REQUEST:**
***DAR submitted*** Specify the type of DAR, reason for the DAR IAW CO’s Standing Orders, and the date the DAR was signed and sent by LPO/DLCPO).

507. **RECLASSED:**
***Reclassed*** Future Sailor was reclassified from AECF to NUKE shipping 2013/10/20. New ship date 20140126.

508. **ROLLED IN:**
***Rolled in *** Future Sailor was rolled in from 2011/10/13 to 2010/12/10 with the same job AECF.

509. **ROLLED OUT:**
***Rolled out*** Future Sailor was rolled out from 2010/11/15 to 2010/12/10 with the same job AECF.

510. **ATTRITED:**
***Attrited*** Joe Navy was attrited due to ???????? on 2011/09/15.

511. **DLCPO DEP EXEC:**
***DEP EXEC*** conducted on 2011/09/05. Future Sailor is ready to ship no issues to report. **Exibit 5.1**

512. **DEP AUDIT:**
***DEP audit was conducted on 2011/11/11 by NCC Ricky. Future Sailor is within HT/WT standards. All DEP contacts have been made. Beers verified.

513. **30 DAY RECERT:**
***30 day recert*** conducted with LPO, Future Sailor is ready to ship. NIDT negative, sighted SSN and identification, within HT/WT standards. Future Sailor reported no change in DEP status.
514.  7 DAY RECERT:
***7 day recert*** conducted with LPO, Future Sailor is ready to ship no issues no problems. Future Sailor reported no change in DEP status.

515. 24 HOUR NIDT:
***24 hour NIDT*** conducted with Future Sailor results were negative ready to ship. Future sailor reported no change in DEP status.

516. SHIPPED:
***Shipped on 2011/10/13 as AECF***
Hello, may I speak with (Future Sailor)? (Future Sailor), do you have a minute? The reason I’m calling is I’m the recruiting supervisor for the Navy in the (Area). (Future Sailor), I’m contacting those young men and women in the Delayed Entry to introduce myself and conduct some research. Do you mind if I ask you a few questions?

1. When did you enlist in the Navy DEP? ______________

2. What is your recruiter’s name? ______________

3. What specific program/job did you enlist for? _____ Did you receive an enlistment bonus? Yes or No If yes, what is the amount? ______________

4. When will you be going on active duty? ______________

5. Will you be an E1, E2, or E3 at that time? ______________

6. What motivated you to join the Navy? ______________

7. Do you recall if your recruiter initially contacted you or did you contact him or her? ______

8. When was the last time you talked to your recruiter? ______________
\hspace{3cm} Date and Time

9. When was the last time that you saw your recruiter? ______________
\hspace{3cm} Date and Time

10. Have you completed a Re-certification Form this month? Yes or No, Date ______________

11. Have you attended any DEP Meetings? Yes or No

12. Were you given a schedule of when all of the DEP Meetings will take place? Yes or No

13. Can you describe what takes place at DEP Meetings? ________________________________

14. Did your recruiter explain to you how you can enter Active Duty as an E2 or E3? Yes or No

15. How many referrals have you provided to your recruiter? __________

16. Did you recruiter come to your home and meet your parent(s) a couple of days after you joined the Navy? Yes or No

17. Do you have any questions about the program/job you enlisted for or are there any areas in which I may be of any assistance? Yes or No

18. Do you remember the Privacy Act mentioned when you DEP’d in (explain if needed) Yes or No

19. What was your DEP in HT: _____ WT: _____ Max Weight _____
\hspace{3cm} (if within 5 pounds of Max weight record the following measurements)
\hspace{5cm} Neck _____ Waist _____ Hips _____ Body Fat % _____

20. What is your current HT: _____ WT: _____ Max Weight _____
\hspace{3cm} (if within 5 pounds of Max weight record the following measurements)
\hspace{5cm} Neck _____ Waist _____ Hips _____ Body Fat % __________
21. Have you had any reason to talk to the police while in DEP to include traffic tickets? Yes or No *(If Yes did you inform your recruiter?)* Yes or No When? ________________

22. Have you had any medical problems while in DEP no matter how minor (i.e. Body Piercings, tattoos, in-grown toenails, and prescription drugs)? Yes or No  Any Dental work done while in DEP? Yes or No *(If yes did you inform your recruiter?)* Yes or No When ________________

23. **FEMALES ONLY** Have you had a menstrual cycle in the past 30 days? Yes or No *(If yes what date was the cycle completed?)* ________________

24. Have you used any drugs while in DEP? Yes or No *(If yes did you inform your recruiter?)* Yes or No When ________________

25. Have you had any police involvement/drug usage/medical problems/dependents before you joined that you did not disclose when you enlisted? Yes or No *(If yes, were you told by anyone not to disclose/hide information prior to joining?)* Yes or No

26. Has your marital status changed since DEP in? Yes or No

27. Has your dependency status changed since DEP in? Yes or No

28. Do you have a High School Diploma? Yes or No

29. What school did you receive your diploma from? _______

30. What was/is you graduation date? ________________

31. Have you given your recruiter a copy of your diploma and transcripts from High School or College? Yes or No

32. Do you currently have your original Social Security Card and Birth Certificate? Yes or No

33. Are you currently working? Yes or No

34. Have you given your job a 30-days’ notice yet? Yes or No

35. Have you had or do you have any reservations about shipping to RTC? Yes or No

I would like to thank you for your time.

**Notes that should be known by the Chain of Command:**

________________________________________  __________________________________________  __________________________________________
Future Sailor Signature/Date  Recruiter Signature/Date  LPO/LCPO Signature/Date

________________________________________
DLCPO Signature / Date

5-5  Exhibit 5.1
CHAPTER 6

PROSPECTING PLANS

600. Prospecting Plans

1. LPO will create/update annually hot zip week load sheet. That breaks down each recruiter’s market to show what percent of their contracts come from each zip code based on the average contracts written by all services over the past 3 years. (See Exhibit 6.1).

2. Each recruiter will create a monthly planner with all known activity for the month to include which zip code will be prospected each day. Shall be submitted at the end of month (with EOM reports) for the following month (See Exhibit 6.2). See Exhibit 6.3a-c as example on how to build monthly prospecting plan.

3. Prospecting Plans are living documents that show the hour for hour, day to day activity of an NRS and Recruiter. Break down the weeks of the month and plan monthly and weekly activity based off of current pate (based on attaining goal by the 75% gate):

   21 Appointments/ 9 Interviews Monthly
   7 Appointments/ 3 Interviews Weekly

Front load activity to ensure goal is made by the 75% gate to prevent a banana curve.

4. Outlined below is the required documentation for expectation setting. All planner documentation should be drafted electronically in Microsoft outlook. Use Exhibit 6.4 as a guide.

   a. On the first production day of each month, the activity for the month and first week will be placed at the very top of the calendar right under the calendar day.

   Example: (Month = A:21/0 I:9/0) (Week = A: 7/0 I: 3/0)

   b. On the second and all consecutive weeks, the activity required for the week will be listed at the top under the calendar day.

6-1
c. Daily required appointments and interviews will be documented in the 0800 time slot of the recruiters’ outlook planner.

Example: (A = Req’d/Attn I=Req’d/Attn) (A:7/0 I:6/0)

* LPO’s will monitor activity and make adjustments as needed

5. When expectations are established between LPO’s and Recruiter, the Recruiter will ensure all specifics are documented on the planner.

a. Appointments and interviews will be documented on the planner using the applicant last name, ED Code, and Lead Source (i.e. Williams 12L PD) and highlighted based on the master category color code.

b. Rescheduled/Adjusted prospecting activity will be documented on the planner in the rescheduled time slot as follows: RS=reschedule (RS) 12 PH PWR-38001; (RS) 11S PH PWR Wilson HS; (RS) PDC 38001.

c. Rescheduled/Adjusted appointments will be documented on the planner in the rescheduled time slot as follows: RS-12/04 Williams 12L PH highlight in Yellow.

Example: (RS=reschedule, 12/04=date of original scheduled appointment, Sampson=prospect last name, 12L =ED Code, PH=Lead Source).

d. The initial scheduled prospecting activity/appointment will remain listed in the original time slot. The recruiter will annotate the original prospecting activity/appointment as follows to reflect it was rescheduled:

Example: 12L PH PWR-38001 (RS-Date/Time)
Example: Sampson 12L PH (RS-Date/Time)

e. Any missed activity shall remain on calendar but create another event that actually happened in that time frame.

f. All no show appointments shall remain on planner but will be adjusted to reflect this.
g. Any adjustments made to the planner shall be made before the scheduled event.

h. Highlight all appointments in **yellow.** Once an interview has been conducted change the highlighted appointment the color **green** for all interviews conducted). Rescheduled appointments shall not be highlighted until the interview is completed. Prospecting should be highlighted in **orange.** Any Future Sailor activity should be documented in **red.** Any training scheduled on your outlook calendar should be in **purple,** DPR is **blue** and leave/liberty are **maroon.** All activity that was not done should be circled and adjusted to what was completed.

i. Each appointment on the planner shall include Applicants Last Name, prospecting mode used (PD, RN, WI, PH, etc.), education code (11S, 12L, etc).

Example: Givens/PD/12L

j. During phone prospecting, list the number of attempts, contacts and appointments (A/C/A) made during that time of prospecting.

Example: A/C/A
42/17/4

6. SOARS shall only be scheduled after pre-prospecting (Pre-Soar) of that SOAR has been accomplished. SOARS that are scheduled on the planner shall include tangible goals to accomplish during the SOAR.

Example: Hand out 20 business cards
Bring back 5 cards filled out
Hang 2 posters
Put out 2 RAD racks
Follow up with 1 COI
Develop 1 new COI
4 door knocks in 76655
etc......
7. Upon completion of the SOAR the planner, Soar Folder, COI and RAD Tracker shall be updated with what was actually attained (ie. number of COI’s, business cards handed out, posters hung, and appointments made). Posters, RAD racks, and COIs shall be tracked using the tracking sheet located in the SOAR binder.

8. Daily Production Reviews (DPRs) are to be conducted as an ongoing event by the LPO throughout the day to ensure the plan is effective. DPR’s are to be documented on the planner in accordance with reference (a) Vol.1, CH 5. Use Exhibit 6.5 as a guide for adjustment to planner.

9. Each Monday from 1600-1800 will be documented on the planner as “NUC Blitz”. This is a known activity requirement and a minimum of 100 attempts will be made by each recruiter.

10. Each Tuesday from 1600-1800 will be documented on the planner as “Female PH Blitz”. This is a known activity requirement and a minimum of a 100 attempts will be made by each recruiter.

11. On a weekly and monthly basis recruiters are expected to attain the following:

   a. 2 classroom presentations per week.

   b. 100 surveys obtained by each recruiter per month.

   c. Every Wednesday will be focused on prospecting for NATS through high schools, junior colleges and on the phone.

   d. Referral prospecting twice a week.
NRS GULFPORT HOT ZIP WT LOAD

RECRUITER (A) - 72 - 35%

39503 - 43 = 60%   West Harrison High School, Harrison Central High School
39507 - 15 = 21%
39501 - 14 = 20%   Gulfport High School

RECRUITER (B) - 76 - 37%

39571 - 15 = 20%   Pass Christian High School
39560 - 12 = 16%   Long Beach High School
39574 - 11 = 15%
39577 - 9 = 12%   Stone High School
39556 - 8 = 11%   Hancock High School
39520 - 7 = 10%   Bay St. Louis High School
39525 - 4 = 6%
39573 - 4 = 6%
39576 - 3 = 4%
39561 - 2 = 3%
39572 - 1 = 2%

RECRUITER (C) - 66 - 32%

39532 - 37 = 57%   D’Iberville High School
39531 - 19 = 29%
39530 - 5 = 8%    Biloxi High School
39540 - = 8%
39534 - 0 = 0%
# RECRUITER (A) Monthly Plan

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<tr>
<th>Zip Codes</th>
<th>DOD 3Yr. Ave.</th>
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<th>Number of Days per Month</th>
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<td>A- 39503</td>
<td>43</td>
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<td>B- 39507</td>
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NRD New Orleans

"Powerhouse New Orleans"
# RECRUITER (B) Monthly Plan

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NRD New Orleans

"Powerhouse New Orleans"
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Exhibit 6.3C
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Exhibit 6.4

Johnson, Matthew K NCCS NRD New Orleans, NORD
CHAPTER 7
SMART SYSTEM

700. **SMART System** shall be maintained in accordance with the reference (a).

701. **Station Territorial Map.** A map of the stations’ area of responsibility (AOR) must be large enough to post the entire territory in detail. A NAVCRUITSTA with both rural and metropolitan areas may require two maps to adequately represent the AOR. One map shall cover the entire territory and the second shall cover just the metropolitan area, but in more detail than the rural map. The geographic subdivisions used shall be large enough to permit meaningful analysis and obtain reliable market data. All this may be viewed on WebSTEAM. Data provided by STEAM, LEADS, and the DoD ASAD report is distributed by zip code so the territorial map must reflect zip code boundaries. NAVCRUITSTAs unable to access and use WebSTEAM shall use the following guidelines to develop a NAVCRUITSTA Territorial Map manually. Obtain a map of the NAVCRUITSTA for the SMART Board and outline the individual recruiter AOR and NAVCRUITSTA boundary in map tape or marker. Indicate the following locations:

- **Red Star:** is NAVCRUITSTA. To indicate a Part-Time Office (PTO) print an “P” on top of the red star to identify the PTO on the territorial map. To indicate a Naval Reserve Center print “R” on top of the red star to identify the Naval Reserve Center.

- **Blue Star:** is a High School. To indicate a NJROTC high school, print an “N” on the top of the blue star.

- **Green Star:** Two Year College

- **Gold Star:** Four Year College

- **Silver Star:** Trade school/VOTECH (post high school) Use a 3 x 5 inch card affixed to the NAVCRUITSTA territorial map to explain the coding.
702. **Station Territory Breakdown** is the NRS territory broken down into areas equal to the number of recruiters assigned and further broken down into **SOAR Territories** on the map. Outline the individual recruiter areas of responsibility and NRS boundary in map tape or marker. Territorial Breakdown shall be documented using Exhibit 030201. There shall be a SOAR folder for every SOAR Territory on the territory map.

703. **Goal Recap** shall be updated monthly by the statistician. It displays a full scope of how each Division/Station fared each month. Goal Recaps are maintained in the SMART Board and retained current plus 2 years.

704. **DEP Status Board** is used to maintain a twelve-month rolling picture of the DEP Pool. As an individual enters the DEP, their name, high school, ship date, program information and recruiter's name is entered in grease pencil on the DEP Status Board. DEP referrals are also tracked for each DEP member. The DEP Status Board shall be placed in a prominent location visible to both applicants and DEP members. Information must be current and correct. The blocks at the top of the DEP Status Board shall be completed as follows:

**SYTD WG TARGET:** SYTD WG Target, IAW NAVCRUITCOMINST 1130.8J. The total number of Will Grads assigned as a target within the NAVCRUITSTA for the present school year. This number shall be a percentage of your total 11s market and assigned by the CR. To get your SYTD WG Target take your Male Seniors from WebSTEAM and multiply it by 2 then multiply that number by .0025. **Example:** 1870 x 2 = 3740 x .0025 = 9.35 so this stations SYTD WG Target will be 9.

12L male Future Sailors shall be placed on the DEP status board in Black.

11S Future Sailors shall be placed on the DEP status board in Blue.

All Females shall be placed on the DEP status board in Red.

All NSW/NSO Sailors shall be placed on the DEP Status Board in Green.
When a 11s graduates and you receive his/her diploma the ship date is to be changed to black.

**SYTD WG Attained:** Total number of Will Grads attained for the present school year.

**DEP Accessions:** Number of new contracts to date for current month. This is a gross number.

**Total DEP:** Total number of individuals in the DEP pool. This number shall match your total DEP Report in R-Tools and number of DEP folders.

705. **DEP PQS Board** shall be updated at the end of every month, organized into a DEP division, and signed and dated by Future Sailor DEP upon completion of meeting training. DEP PQS Board should be laminated and posted in the stations in plain view for Future Sailors. DLCPO/DIVO will review and initial DEP PQS Board monthly.

706. **DEP Photo Board** shall be updated whenever a Future Sailor DEP’s in or ships off into the Navy. The photo shall be colored and affixed to the NAVCRUIT 1133/60 form. The photo shall be standardized with the Future Sailor in the DEP shirt and American Flan in the background.

707. **Recruiter PQS Tracker** shall be updated at the end of every month from LPO’s and DLCPO’s who will be tracking recruiter’s and LCPO’s/LPO’s progress on PQS board’s qualifications. The board should be signed/initialed by the DLCPO monthly.
CHAPTER 8
ENLISTED/OFFICER DELAYED ENTRY PROGRAM (FUTURE SAILOR SERVICE RECORDS)

800. ENLISTED DELAYED ENTRY PROGRAM

1. Every member of the Delayed Entry Program shall have an individual Future Sailor Service Record.

2. Each Future Sailor Service Record shall be maintained until graduation from RTC.

3. Each Future Sailor Service Record will be a 6 part folder and shall contain the following information using the attached sheets. Do not add any extra items to the record unless authorized by the Commanding Officer. No other format is authorized:

   a. Future Sailor Service Record cover sheet (Exhibit 8.1).

   b. Section 1 (Exhibit 8.2)

      (1) 72 Hour Indoc

      (2) 72 Hour Recert

      (3) Initial Mentoring (IMC) Recert

      (4) Hold Harmless Agreement

      (5) Drug Modules (Answer Sheet Only)

   c. Section 2 - (Exhibit 8.3)

      (1) DEP Recertification (Exhibit 8.4). Label bottom of recerts as 72 hour/IMC/DEP MENTOR/30 DAY/ETC and highlight in yellow.

      (2) Initial Whiteboard

   d. Section 3 (Exhibit 8.5) - Enlistment Contract

   e. Section 4 (Exhibit 8.6)
(1) Copy of Beers Docs (Stamped as Certified True Copy)

(2) Copy of Release of Information

(3) SF-86

(4) Blank PRC

f. Section 5 (Exhibit 8.7)

(1) SAPR D PG 13

(2) Start Guide PG 13

(3) Frat Pg 13

(4) Start Guide PQS

g. Section 6 (Exhibit 8.8)

(1) DEP Action Request - (Blank forms are not necessary. Retain current copy until completed copy has been received.)

(2) 5305’s - (Blank forms are not necessary. Retain current copy until completed copy has been received.)

(3) NIDT Documents

PRINT THE SHEETS AND USE THEM AS COVER SHEETS FOR EACH SECTION STARTING WITH THE FRONT OF THE FOLDER.
# DEP Training Folder Checklist

**Name:** (Last Name, First Name, Middle Name)  
**Dep Date:**  
**Ship Date:**

<table>
<thead>
<tr>
<th>Program</th>
<th>AFQT</th>
<th>Edcuation Level</th>
<th>Recruiter</th>
</tr>
</thead>
</table>

## Folder Review (Initial During Station Visit):

Co: ______  
Xo: ______  
Cmc: ______  
R-Cps: ______  
Cr: ______  
Acr: ______  
Lcpo: ______  
Date: ______  

### Section  
<table>
<thead>
<tr>
<th>Forms and Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 72 Hour Indoctrination *</td>
</tr>
<tr>
<td>Hold Harmless Agreement</td>
</tr>
<tr>
<td>Navy Zero Tolerance Drug Training Modules *</td>
</tr>
<tr>
<td>Dep Recertifications (30 Day, 7 Day, 24 Hour) *</td>
</tr>
<tr>
<td>Initial Whiteboard</td>
</tr>
<tr>
<td>Enlistment Contract</td>
</tr>
<tr>
<td>Beers Documents</td>
</tr>
<tr>
<td>Release Of Information/SF-86</td>
</tr>
<tr>
<td>Blank Police Report Check (DD Form 369)</td>
</tr>
<tr>
<td>Sap-R-D Page 13</td>
</tr>
<tr>
<td>Start Guide Page 13</td>
</tr>
<tr>
<td>Fraternization Page 13</td>
</tr>
<tr>
<td>Dep Action Requests (Dars) *</td>
</tr>
<tr>
<td>Dep Referral Reports (Navcrfit 5305/1) *</td>
</tr>
<tr>
<td>Non-Instrumented Drug Test (NIDT) Documents *</td>
</tr>
</tbody>
</table>

* = Requires a Corresponding Entry in Rtools

---

**Affix This Checklist to the Front Cover of the Dep Folder**

**Privacy Act Notification**

This folder 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/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.

**For Official Use Only - Privacy Sensitive**

Revision 2-2014  
Page 1 of 1
SECTION 1 DOCUMENTS

* 72 HOUR INDOC
* 72 HOUR RECERT
* INITIAL MENTORING (IMC) RECERT
* HOLD HARMLESS AGREEMENT
* DRUG MODULES (ANSWER SHEET ONLY)

CONGRATULATIONS !!!!
SECTION 2 DOCUMENTS

*DEP RECERTS

- PLACE MOST RECENT RECERT ON TOP.
- EACH FUTURE SAILOR MUST HAVE 2 RECERTS PER MONTH:

  1 DEP MEETING RECERT
  1 DEP MENTORING CONTACT RECERT
  30 DAY/7 DAY/24 HOUR RECERT REQUIRED

- INITIAL WHITEBOARD
DELAYED ENTRY PROGRAM (DEP) RECERTIFICATION
UNITED STATES NAVY
"HONOR, COURAGE, COMMITMENT"

DIRECTIVE: COMNAVCRUITCOMINST 1130.8

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 133, 275, 603, 504, 508, 510, 672, 1071-1087, 1198, 1169, 1475-1480, 1553, 5013; and E.O. 9397 (SSN).

PRINCIPAL PURPOSES: To provide recruiters with information concerning personal history, education, professional qualifications, mental aptitude, and other individualized items which may influence the decision to select or non-select an individual for enlistment or commission in the U.S. Navy, to provide historical data for comparison of current applicants with those selected in the past, and to provide delayed entry personnel with training modules and allow DON officials to use the Navy Applicant Management Information System (NAMIS) to conduct surveys and administer online screening tool that identify whether the delayed entry personnel qualify for special operations programs and other high-priority programs.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military training and the recruitment of Merchant Marine personnel, and to other departments and agencies of the Executive Branch of government in the performance of their official duties related to the management of quality military training as published in the Federal Register.

DISCLOSURE: Disclosure is voluntary; however, failure to provide the requested information may prevent enlistment in the U.S. Navy.

☐ 72 Hour Indoc/training ☐ Monthly & 30 Days Prior to Shipping ☐ 7 Days Prior to Shipping

NAME: (LAST NAME, FIRST NAME, MIDDLE NAME)

<table>
<thead>
<tr>
<th>DEP Date</th>
<th>Ship Date</th>
<th>Enlistment Paygrade</th>
<th>Enlistment Program: Other Guarantees</th>
</tr>
</thead>
</table>

The following questions must be answered honestly in order to ensure your enlistment records are accurate. Failure to provide truthful responses to the questions below and applicable information to your recruiter may result in your loss of enlistment eligibility or loss of enlistment guarantees.

INITIALS

WHILE IN THE DELAYED ENTRY PROGRAM HAVE YOU:

1. Have you been charged, cited, detained, questioned, or arrested for any law or civil violation? This includes but is not limited to parking tickets, speeding, or other violations.

2. Have you spoken to a police officer for any reason while in DEP?

3. Have you been or do you have to go court for any reason?

4. Do you have any outstanding court payments? Traffic, Civil, or Child Support.

5. Have you had any illnesses or injuries that have not been seen by a doctor? Have you taken any medication for any reason?

6. Have you had any illness or injuries that could limit your ability to perform physical exercise or could be aggravated by participating in recruit training activities?

7. Have you used marijuana, inhaled any vapors, or taken any other illegal drugs since you joined the Delayed Entry Program?

8. Have you had a change in your marital status or the number of dependents?

9. Have you given your current employer notice of your shipping date to enter the Navy?

10. Have you moved, changed your address, or changed your phone number?

11. Have you or an immediate family members traveled outside of the United States?

12. Have you had any problems or changes in educational status? This includes being at risk to fail any classes you’re currently attending or being absent from school more than five days this academic period.

13. Have you gotten any tattoos, body markings, piercings, or any other type of body art while in DEP?

NAVCRUIT 1133/62 (Rev 2-2013) FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
### DELAYED ENTRY PROGRAM (DEP) RECERTIFICATION

The following questions must be answered honestly in order to ensure your enlistment records are accurate. Failure to provide truthful responses to the questions below and applicable information to your recruiter may result in your loss of enlistment eligibility or loss of enlistment guarantees.

<table>
<thead>
<tr>
<th>WHILE IN THE DELAYED ENTRY PROGRAM HAVE YOU (Continued):</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Have you had any change in your financial debt status?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Has your child’s custody status changed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Females - is there a possibility of you being pregnant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Males - have you been told by any person that you are the father of any born or unborn child?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DEP-IN:

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Max Wt</th>
<th>BF%</th>
<th>Neck</th>
<th>Waist</th>
<th>Hips</th>
</tr>
</thead>
</table>

#### PRESENT:

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Max Wt</th>
<th>BF%</th>
<th>Neck</th>
<th>Waist</th>
<th>Hips</th>
</tr>
</thead>
</table>

#### Drug Module’s Complete
- Complete [ ] Date

#### 30 Day NIDT Complete
- Complete [ ] Date
  - Results: Positive [ ] Negative [ ]

#### 24 Hour NIDT Complete
- Complete [ ] Date
  - Results: Positive [ ] Negative [ ]

#### DEP FQS Complete
- Complete [ ] Date

#### Faces of Navy Bootcamp Video Complete
- Complete [ ] Date

---

**FUTURE SAILORS NAME:** (LAST NAME, FIRST NAME, MIDDLE NAME)

---

**Future Sailor Signature / Date**

**Recruiter Signature / Date**

**NAVCUISTTA**

---

**Reviewed by LPO/LCPO / Date**

---

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Exhibit 8.4
SECTION 3 DOCUMENTS

*ENLISTMENT CONTRACT
SECTION 4 DOCUMENTS

*COPY OF BEERS DOCS (STAMPED CERTIFIED TRUE COPY)
*COPY OF RELEASE OF INFORMATION
*SF-86
*BLANK PRC
SECTION 5 DOCUMENTS

* SAPR D PG 13
* START GUIDE PAGE 13
* FRATERNIZATION PG 13
* START GUIDE PQS
SECTION 6 DOCUMENTS

* DEP ACTION REQUEST (IF REQUIRED)
* 5305’s (IF REQUIRED)
* NIDT DOCUMENTS

BLANK DAR’S AND 5305’S ARE NOT REQUIRED