

**UNCLASSIFIED**

**NAVY RECRUITING MANUAL-ENLISTED  
COMNAVCRUITCOMINST 1130.8F**



**COMMANDER, NAVY RECRUITING COMMAND**

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Commander, Navy Recruiting Command

**NAVY RECRUITING MANUAL-ENLISTED**

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## **INTRODUCTION**

This manual is organized into six major parts. The first part, Chapter 1, establishes responsibilities and authority for the recruitment of men and women in the U.S. Navy or Naval Reserve. The second part, Chapter 2, sets forth the basic eligibility requirements for enlistment, including tests and waivers. The third part, Chapter 3, describes the various programs available to qualified enlistees, including rates, ratings, tests, training, and waivers. Chapter 4 describes the various procedures involved in the Navy recruiting and the enlistment process for participants to follow (e.g., recruiters, classifiers, processors, and various officers). Chapter 5 contains instructions for completing the forms and other documents involved in recruiting and processing applicants. Chapter 6 renders guidance for the Delayed Entry Programs.

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## Chapter 1 AUTHORITY AND RESPONSIBILITIES

### 1A Changes to CRUITMAN-ENL and CRUITMAN-ENL Distribution

- a. Recommended changes to the CRUITMAN-ENL may be submitted by anyone via the chain of command. Changes should be submitted in the exact form and wording that is recommended for inclusion in the manual. Should this not be practical, provide a complete description of the recommended change. Identify applicable paragraphs and page numbers of the manual that pertain to the recommended change. Include full justification for the change. Recommended changes may be typewritten, printed, or legibly handwritten. Individuals within Navy Recruiting Command should copy and use the form in Exhibit 1-1, for ease in handling. Address recommended changes to:

Commander, Navy Recruiting Command  
Code 356  
5722 Integrity Drive  
Millington, TN 38054-5057

With a copy to:  
Director, National Training Team (NTT)  
Navy Recruiting University  
(NRU)  
206 South Avenue, Suite C  
Pensacola, FL 32508-5120

- b. Changes in text are highlighted, on both paper and electronic versions.
- c. CRUITMAN-ENL, and future changes, are distributed to the list in COMNAVCRUITCOMINST 5216.2 series. To be added to the distribution list or to change distribution requirements, notify CNRC (Code 356), 5722 Integrity Drive, Millington, TN 38054 in writing, including justification. The requestor should include the Unit Identification Code (UIC) to expedite processing.

**1B Authority for Issuance of Navy Recruiting Manual-Enlisted**

This manual is issued under Title 5, U.S. Code, Sections 301 and 302; Title 10, U.S. Code, Sections 504, 505, 510, 511, 5132 and 6011; and Articles 0206 and 0307, U.S. Navy Regulations 1973. See also the Military Personnel Manual (MILPERSMAN) Article 1133-010, and Naval Military Personnel Command (NMPC) Instruction 5450.16 series.

## 1C Recruiting Responsibilities and Authority

### 1C-1 Authority

The Secretary of the Navy approved the establishment of the Navy Recruiting Command, Washington, D.C., effective 06 April 1971. Navy Recruiting Command relocated to Millington, TN in July 1999.

### 1C-2 Responsibilities

- a. **Active Duty, U.S. Navy.** Commander, Navy Recruiting Command (COMNAVCRUITCOM/CNRC) is responsible for recruiting all first enlistment men and women for active duty, and active duty for training, in enlisted and officer programs, and for recruiting prior service veterans for continued active duty service in the U.S. Navy. Recruiting responsibilities of recruiting activities subordinate to CNRC are detailed in COMNAVCRUITCOMINST 5400.2 Series.
- b. **U.S. Naval Reserve.** The Chief of Naval Reserve (CHNAVRES) is responsible for recruiting men and women to support the needs of the U.S. Naval Reserve.
- c. **Overseas Recruiting.** Overseas recruiting authority is granted to Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR) and Commander in Chief, U.S. Pacific Fleet (CINCPACFLT). No specific quota is assigned. Overseas activities must forward requests for enlistment and program quotas (other than activities with authorized recruiter/canvasser billets and designated recruiting responsibilities in COMNAVCRUITCOMINST 5400.2 series) to CNRC (N322).
  1. Navy Dependents. Overseas recruiters are authorized to guarantee applicants who are Navy dependents any Class "A" School seat for which they qualify. Furthermore, they may guarantee a ship date that meets the applicants' personal desires. Recruiters must check with the appropriate district classifiers for Class "A" School seat availability before guaranteeing specific ratings. Navy Recruiting District (NRD) Commanding Officers must ensure that the recruiter and cognizant classifier/Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) coordinate as necessary. Navy dependents recruited must remain within currently assigned goals and quality standards.
  2. All applicants. All overseas applicants must meet the eligibility requirements for enlistment listed in Chapter 2 of this manual and the qualifications for the program for which the application is made. Enlistment dates must be scheduled to permit enlistees and re-enlistees to be transferred immediately, using government transportation facilities whenever available.
  3. Quotas. Request for enlistment and program quotas must include the following:
    - (a) Name, social security number, date and place of birth, and sex of the Navy applicant.
    - (b) If tested, test scores attained and test form used.
  4. Reports. Follow instructions in Chapter 5 for submitting required reports to CNRC from overseas activities effecting Navy enlistment and/or broken service reenlistments.

**d. District Commanding Officers****1. Kit Quality Control**

- (a) The NRD CO is responsible for ensuring that an acceptable level of quality control is maintained. This responsibility dictates that an adequate number of waiver and non-waiver residual/DEP files must also be reviewed. At a minimum, the CO and XO must review and document 15 percent or 30 (whichever is the lesser number) residual/ DEP files each month. This requirement cannot be delegated. The CO signs his or her name on the cover of the NAVCRUIT 1133/9, signifying that he or she has reviewed that residual/DEP file.
- (b) It is recommended that the NRD Executive Officer (XO) conduct the same review of the selected records prior to the NRD CO review. This XO level review is to be used as a training tool to prepare the XO for his or her future selection to a command position.
- (c) The NRD CO/XO will utilize Exhibit 2-5, Executive Review Check-Off Sheet, when conducting the quality checks.

**2. Education Verification Process**

- (a) Designate the Education Services Specialist (ESS) to provide necessary training, management, and command emphasis to ensure compliance with the provisions of this instruction.
- (b) Ensure adherence to quality control procedures and strict compliance with instructions as they pertain to certification of educational credentials.
- (c) Serves as the approving authority after reviewing the ESS certification of program tier level classifications and for all on-site visits to determine school and/or non-traditional non-accredited program tier-level classification. Signature and date is required on the **NAVCRUIT 1133/51** (See Exhibit 2-1).
- (d) Together with the XO, conduct records quality verification on at least 15% (no less than 30) of all NRD DEP kits each month. This requirement cannot be delegated.
- (e) The CO has ultimate responsibility and final authority for determining tier level classification. This authority cannot be delegated.

**e. District Executive Officer**

1. Together with the CO, conduct records quality verification on at least 15% (no less than 30) of all NRD DEP kits each month. This requirement cannot be delegated and is in addition to those conducted by the NRC CO.
2. Lead the Education Validation Process to verify the education documentation on at least 50% of all HSDG/12L individuals the DEPper-in the previous month. This is an inspection item for the NRD Command Inspection.

**f. District Education Services Specialist (ESS)**

1. The ESS is the primary certifying official for tier-level evaluations and serves as the NRD Commanding Officer's functional expert on all matters relating to education tier-level placement and tier-level evaluation. When the ESS is not onboard, the CO/XO shall seek assistance from other NRD ESS or from CNRC (N35D).



2. The ESS will serve as the certifying authority for all on-site visits to determine school tier-level classification and to ensure that all credentials certified meet sound education principles based on the educational standards in the state in which they were earned. Evaluations will be made using NAVCRUIT 1133/51, and each applicant evaluated will be assigned the appropriate education code. Signature and date is required on **NAVCRUIT 1133/51 and NAVCRUIT 1133/80** (See Exhibit 2-10).
3. Completion of NAVCRUIT 1133/51 requires the following:
  - (a) Section I will be completed by the recruiter.
  - (b) Section II will be completed and certified by the ESS.
  - (c) The Commanding Officer will approve or disapprove in Section III.
  - (d) Any dispute between the ESS and CO concerning tier-level evaluation must be referred to CNRC (N35D) for resolution.
4. The tier-level evaluation will determine the applicant's tier-level status. It is not the function of the ESS to assign an education enlistment eligibility code. **However, for clarity the ESS will determine the education code for each applicant evaluated on NAVCRUIT 1133/51. See Section 5B-2d (Item 12) for education codes and definitions of those codes.**
5. The EPDS will verify education codes on the DD Form 1966. When disagreement occurs between the EPDS coding and the ESS, the ESS will be informed of the change in coding via the chain of Command. The school and/or program may require another tier-level evaluation.
6. The ESS will provide necessary training for all recruiting personnel.
7. The ESS will ensure the district schools list and respective telephone numbers, facsimile numbers and emails (if available), are current and made available for use during the 12L education validation process.

## **1D Assistance to Recruiters**

### **1D-1 Recruit Quality Assurance Team and Recruit Affairs Office**

All recruiters are authorized and encouraged to telephone the Recruit Quality Assurance Team (RQAT) to obtain information concerning particular recruits. Recruiters may call RQAT to check on reports of unfilled promises, to ascertain the reasons a recruit is being discharged, or to obtain information for parents and relatives. When a parent or relative is in the Navy Recruiting Station and has questions a recruiter cannot readily answer, the recruiter should not hesitate to telephone RQAT. Parents **should not** be referred to the RQAT. If parents or relatives need to contact the Recruit Training Command (RTC), they should be referred to the Public Affairs Office at the RTC. Under the Privacy Act of 1974, the Public Affairs Office will give only general non-derogatory information over the telephone.

#### **Recruit Quality Assurance Team**

Recruit Training Command  
Building 1405  
Great Lakes, IL 60088-5522  
Commercial: (847) 688-2419/20  
DSN: 792-2419/20

#### **Public Affairs Office**

Public Affairs Office  
Recruit Training Command  
Great Lakes, IL 60088-3127  
Commercial: (847) 688-2405  
DSN: 792-2405

**Note:** Refer to Chapter 3 for information regarding Transient Personnel Units (TPUs) for prior service veterans not required to attend recruit training.

### **1D-2 Difficult Problems**

Specific problems that cannot be solved through the RQAT or the Public Affairs Office should be referred to the NRD Commanding Officer, or Commanding Officer, Navy Recruiting Region. Particularly difficult problems should be referred to:

#### **Inspector General**

COMNAVCRUITCOM N00IG  
5722 Integrity Dr.  
Millington, TN 38054  
Commercial: (901) 874-9030/31/33/34/35/36/38/54  
DSN: 882-9030/31/33/34/35/36/38/54

**HOTLINE:** 1-888-247-9321

FAX: (901) 874-9047

Emergency situations should be referred to:

**COMNAVCRUITCOM CDO:**

Cellular Phone: (901) 553-2232

**RED CROSS**

1-877-272-7337

(Provide the service members Name and Social Security Number)

**1D-3 Interpretations of Content**

- a. Personnel requiring an interpretation of the intent of wording in this instruction are to contact their Chain-of-Command. In the event the Chain-of-Command cannot provide a satisfactory explanation, the Region representing the NRD that raised the question will contact CNRC N35C.
- b. Applicants to the Navy are to be processed in accordance with this instruction. If their eligibility circumstances do not fall within the parameters described herein, they cannot be processed. Using the excuse that this instruction “does not say we can’t do that” is unauthorized.

**1D-4 Recruit Record**

Correspondence concerning Recruit Record (i.e. background checks, additions, or deletions) should be sent to:

Officer in Charge  
Personnel Support Detachment  
ATTN: Recruit Receipts  
2605 Kansas St.  
Great Lakes, IL 60088-5522

## **1E Punitive Applications of CRUITMAN-ENL**

### **1E-1 Content**

The CRUITMAN-ENL is published as COMNAVCRUITCOM Instruction 1130.8 series to prescribe enlistment eligibility requirements, provide information on various enlisted programs available to applicants for Naval Service, prescribe procedures for the enlistment and processing of men and women in the United States Navy and Naval Reserve, and to govern the actions and conduct of all personnel connected with the recruitment and enlistment processing of Navy applicants.

### **1E-2 Authority of Manual**

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

### **1E-3 Fraudulent Enlistment**

If procedures for enlisting and processing are not strictly followed because of the apparent misconduct or negligence of recruiting personnel it does make the applicant ineligible for enlistment. Nor is the CRUITMAN-ENL intended to abrogate jurisdiction for fraudulent reenlistment under Article 83, UCMJ.

**Exhibit 1-1. CRUITMAN-ENL Recommended Change Form**

<b>Recommended Change to CRUITMAN-ENL</b>	
	_____ Date
<p>From:</p> <p>To: Commander, Navy Recruiting Command (N35C)            5722 Integrity Drive            Millington, TN 38054</p> <p>Via: (1) Commanding Officer, Navy Recruiting District, _____            (2) Commanding Officer, Navy Recruiting Region _____ (if applicable)</p> <p>Subj: PROPOSED CHANGE TO ENLISTED RECRUITING MANUAL (CRUITMAN-ENL)</p> <p>1. Applicable page(s) _____ paragraph(s) _____            (Include all pages/paragraphs which will be affected by the recommended change.)</p> <p>2. Recommended change: _____            _____            _____            _____            _____            _____</p> <p>3. Justification: _____            _____            _____            _____            _____            _____</p> <p style="text-align: center; margin-top: 20px;">_____ Signature</p> <p>Copy to:            DIR, NTT</p>	

**Exhibit 1-1.(p. 2) CRUITMAN-ENL Recommended Change Form**

<b>Recommended Change to CRUITMAN-ENL</b>	
	_____ Date
<b>First Endorsement</b>	
From: Commanding Officer, Navy Recruiting District _____	
To: Commander, Navy Recruiting Command (N35C)	
Via: Commanding Officer, Navy Recruiting Region _____	
1. Forwarded, recommending _____	
2. Comments: _____	
_____	
_____	
_____	
_____	
_____ Signature	
-----	
<b>Second Endorsement</b>	
_____ Signature	

## Chapter 2 BASIC ENLISTMENT ELIGIBILITY REQUIREMENTS

### 2A General Blueprinting

#### 2A-1 Introduction

This chapter contains general information, specific requirements, and administrative guidelines for enlisting and reenlisting applicants for the Naval service.

#### 2A-2 Basic Requirements

- a. Specific eligibility requirements must be met before an applicant can be considered qualified for enlistment. To join the U.S. Navy, applicants must:
  - (1) Be 18-34 years old (17 with parental permission). Applicants must be accessed onto active duty prior to their 35<sup>th</sup> birthday. No exceptions.
  - (2) Be a U.S. citizen, permanent resident alien, or U.S. non-citizen national.
  - (3) Have a social security number.
  - (4) Be a high school diploma graduate (or meet High Performance Predictor Profile (HP3) criteria). Be proficient in reading, speaking, writing, and understanding the English language.
  - (5) Have a minimum acceptable Armed Forces Qualification Test (AFQT) score of 31. Applicants with AFQT scores of less than 50 must be high school diploma graduates (TIER I/HSDG).
  - (6) Have no more than one dependent (waivers are granted for financially responsible applicants with more dependents). If single, applicant cannot have custody of a dependent (see Section 2G of this chapter).
  - (7) Pass a physical exam.
  - (8) Not be under civil restraint, a substance abuser nor have a pattern of minor convictions or any non-minor misdemeanor or felony convictions (waivers are granted depending on number and severity). Applicants with lawsuits pending by or against them must not be enlisted without prior approval by the Special Assistant for Legal Affairs (CNRC Code 017).
- b. Additional qualifications for each program are contained in Chapter 3.

#### 2A-3 Recruiter Guidelines

- a. **Eligibility Requirements.** Before starting the administrative processing to enlist or reenlist an applicant, the recruiter should first review the basic enlistment eligibility requirements (BEERs) for enlistment discussed throughout Chapter 2.
- b. **Blueprinting.** Recruiters are guided in determining an applicant's eligibility by information obtained from interviews, administering prescreening mental tests, the *Record of Military Processing - Armed Forces of the United States* (DD Form

1966), the *Electronic Personal Security Questionnaire* (EPSQ) and record checks, and the *Applicant Medical Prescreening Form* (DD Form 2807-2).

- c. **Interview.** The preliminary interview is designed to reveal an applicant's desire to enlist or reenlist, any unusual circumstances in which they may be involved, their status (age, dependency, prior service, education) and such other information as may be required for the recruiter to make a preliminary determination of the applicant's eligibility.
  - (1) During this interview the recruiter should answer any questions the applicant may have and provide any other appropriate information, including an explanation of the Navy's Stay in School policy, if applicable.
  - (2) The recruiter is to obtain all necessary information and question in depth any vague answer given by an applicant to ensure BEERs eligibility.
  - (3) If any disqualifying characteristic or physical defect is revealed, the recruiter should tactfully inform the applicant and stop further processing. An applicant rejected for obvious physical defects by a recruiter may obtain a complete physical examination. However, any travel in connection with this is at the applicant's expense. Recruiters should not encourage this practice.
  - (4) Any applicant who appears to be eligible should be given an Enlistment Screening Test (EST) at this point to determine whether formal processing should be continued.

#### 2A-4 Navy Prescreening - Enlistment Screening Test (EST)

- a. **Description.** The only authorized EST for testing applicants is the computer assisted EST available on CNRC's WEB page, "**SHOWCASE**," for downloading or by requesting a disc copy from Code 70. During the first meeting with a recruiter, an EST is administered to prospects who do not have valid Armed Services Vocational Aptitude Battery (ASVAB) test results or have not been administered an EST previously. The EST is used to predict enlistment eligibility before the recruiter spends valuable time on a clearly unqualified prospect.
- b. **Procedures for Administering Tests**
  - (1) The Canvasser/Recruiter administers the EST to prospects either at the local Recruiting Station or any location acceptable for administering a test (free of noise and other distractions).
  - (2) The recruiter must see the applicant's Social Security Number from one of the acceptable documents listed in 2E-3 prior to administering the EST.
  - (3) The prospective applicant must be supervised or under the observation of Navy recruiting personnel at all times during the EST in order to prevent compromising of the EST.
- c. Care of computer assisted EST Materials



- (1) EST program disc must be transmitted by registered mail with an accompanying delivery receipt (email transmittal is prohibited for security reasons). EST material must be double wrapped, tape sealed, and plainly marked on the inner wrapper:

**"To be opened only by individuals authorized to handle EST test material."**

- (2) All EST material, to include software disc and profile sheets must be stored in a locked desk or file cabinet accessible only to canvasser/recruiters. EST material being transported must be stored out of sight (preferably in the trunk) in a locked, unattended automobile accessible only to a canvasser/recruiter.
- (3) EST profile sheets must be retained at the Navy Recruiting Station for 3 months and then destroyed by burning or shredding under the supervision of the Recruiter-In-Charge.
- (4) Loss or compromise of EST material is expressly prohibited and requires investigation and resolution under appropriate regulations. Prohibited actions as defined by Section 3A apply to the EST and must be reported to the CO, NRD who must take corrective action as appropriated.

## 2A-5 Character

The Navy would find it difficult to obtain the consent of parents for their children to serve in the Navy if they knew that their sons and daughters would be associated with individuals who are incapable of maintaining high moral standards. Therefore, an applicant must be able to demonstrate at the time of enlistment that he or she is capable of maintaining a satisfactory pattern of conduct. The individual who is not of the highest moral character would certainly be a liability when visiting foreign countries as a member of the Navy and as a representative of the United States. An individual's acceptability, insofar as character requirements are concerned, will be determined at the time of application after a careful review of his or her completed file and other information available.

## 2A-6 Concealing Civil Offenses or Previous Military Service

- a. **Civil Offenses.** Under no circumstances may recruiting personnel instruct an applicant to withhold any information about committing any civilian offenses, no matter how minor the offense, or any other information, including known medical defects, which would later cause the applicant to be susceptible to a fraudulent enlistment discharge.
- b. **Previous Military Service.** Inform applicants who state that they have had no previous service in the Armed Forces that should they be concealing previous service, the fact will become known as soon as their papers reach the Navy Department, and they will be subject to disciplinary action or discharge for fraudulent enlistment.

**2A-7 Non-Solicitation of Certain Individuals for Enlistment**

- a. In general, applicants will normally apply for enlistment or reenlistment at the recruiting activity nearest their place of residence. When applicants apply for enlistment or reenlistment at a station distant from their permanent home, recruiters must investigate to ensure that they have not been previously rejected or that they are not undesirable applicants. If necessary, initiate communication with the station nearest the applicant's home in an effort to obtain sufficient information with which to establish his or her status.
- b. Since a considerable amount of planning and administrative work is required in preparing Reservists for planned active duty and ultimate reaffiliation with a parent Reserve Unit, active recruiting of members of the Naval Reserve who have received orders to extended active duty is forbidden. However, this does not prevent any interested Reservist from voluntarily seeking information concerning enlistment in the Regular Navy or, in itself, deny enlistment any time prior to reporting for extended active duty.
- c. Recruiters should not actively solicit enlistment of registrants known to have been deferred from training and service under the Universal Military Training and Services (UMT&S) Act, Title 50, USCS 451, because they are engaged in endeavors considered necessary to the maintenance of the national health, safety, or interest. This does not bar the enlistment of such individuals who volunteer on their own initiative. The foregoing applies also to solicitation of members of components of other branches of the Armed Forces or of the National Guard.

**2A-8 Recruiter Promises**

- a. Recruiting personnel must never make a statement, written or verbal, that can be interpreted as a promise unless, in fact, it can be honored. This is particularly true with regard to duty assignment, training schools, terms of enlistment or reenlistment, and advancement. In addition, recruiters must never suggest or imply that correspondence to the Navy Department from the applicants' political representative will give them preference or result in their acceptance after rejection.
- b. While almost unlimited opportunities are available for self-study and educational advancement in the Navy, do not make promises as to high school and college credits an individual can earn while on active duty. Refer applicants inquiring about the availability of high school diplomas or state equivalency certificates to local high school, university, or college authorities or state department of education for the specific information desired.
- c. Do not use the possibility of entering the Naval Academy, or any other program leading to a commission through in-service procurement, as an inducement for first enlistment. When information is requested and provided relative to these programs, recruiting personnel must stress the following:
  - (1) Only a very small percent of enlisted personnel are selected to compete for these programs and then only after being recommended by their Commanding Officer.

- (2) The mental and physical standards are much more stringent than those for enlistment.
- (3) Those individuals who are recommended, tested, and fail to meet the standards are required to complete their terms of enlistment/reenlistment.

## 2A-9 Safeguarding Application Information

- a. **Non-divulgence.** Information obtained regarding an applicant must not be divulged to any source outside the Navy, except properly authorized USMEPCOM personnel. This requirement extends to information obtained verbally or in response to written request(s), e.g., test scores, character, employment, school, and police check references. It is expressly intended that the applicant and his or her family not be advised of the specific or general content of information received regarding the applicant. This is a most important aspect of recruiting of which all recruiting personnel must be continuously aware, since it would be impossible to obtain objective information from community associates if they were not totally assured of the privacy and privileged status that their information will receive in the hands of recruiters. Recruiters must clearly understand that this includes any and all information they obtain, regardless of the manner in which it is obtained.
- b. **Transmitting Files.** Whenever possible and practicable, applicants should not transmit their own or any other application file. However, in those isolated instances where an application file cannot be transmitted by any other means in enough time to avoid a processing delay, an applicant may hand carry an applicant file or files from the Navy Recruiting Station to the Navy Recruiting District, NRD Headquarters, or to MEPS, provided **all** of the following requirements are satisfied:
  - (1) Place each application file in the sealed *Recruiter's Enlistment-Reenlistment Checkoff Sheet* (NAVCRUIT 1133/9) and further enclose it in a second sealed envelope stamped with the Navy Recruiting Station seal or stamp with a signature across the seal or stamp.
  - (2) The application file(s) must be delivered to the MEPS Liaison Petty Officer or person designated in writing on the outer envelope, who will ensure that the envelope is still completely sealed and there is no evidence of tampering. If the receiving person suspects that the file has been opened or tampered with, he or she must immediately contact the referring recruiter for verification of enlistment data.

## 2A-10 Sending Recruitment Information or Material to a Foreign Country

- a. When written inquiries are received from nationals of foreign countries, forward them to CNRC (Code 356) for reply.
- b. Sending recruitment information or material into a foreign country without consent of the country concerned is a violation of international law and is prohibited regardless of the kind of communication used. However, recruitment information or material may be given to foreign nationals appearing in person at Navy Recruiting Stations in the United States or its possessions.

- c. Sending recruitment information or material to United States diplomatic officials in a foreign country is permissible.
- d. Recruiters assigned to recruiting duty in the continental United States are prohibited from operating a government vehicle or entering Canada or Mexico to conduct any recruiting business, no exceptions authorized.

## **2B General Waiver Information and Standards for Waiver Consideration**

- a. The standards for waiver consideration are identified with each enlistment eligibility requirement discussed in this chapter and program qualifications are discussed in Chapter 3.
- b. An applicant who requires a waiver of any enlistment eligibility requirement must not be processed unless they are considered to be a particularly desirable applicant.

**2B-1 Waiver Authority.** Waiver authority is identified with each enlistment eligibility requirement discussed in this chapter and program qualifications discussed in Chapter 3.

### **2B-2 District Level Waiver Procedures.**

- a. *“By Direction” Waiver Approval and Documentation Authority.*
  - (1) District Commanding Officers may authorize their Executive Officer (XO), Enlisted Programs Officer (EPO), or Director (DIR) of the Navy Recruiting Processing Station (NAVCRUITPROSTA), to grant “By direction” enlistment and program eligibility determinations that are within the Commanding Officer’s authority to grant. Additionally, Commanding Officers may authorize their Executive Officers authority to grant CO level waivers at any time. This authority must be detailed in a “by direction” letter.
  - (2) *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 type of official "out-of-office" recruiting related activities.
  - (3) *RTC Commanding Officer.* The Navy Recruit Training Command (RTC) Commanding Officer is granted commensurate waiver authority with NRD Commanding Officers. The following exceptions apply:
    - (a) Two alcohol/drug related "behind the Wheel" (BTW) convictions
    - (b) Two convictions of possession/use of marijuana
    - (c) Negligent homicide
    - (d) Indecent exposure
    - (e) Indecent, insulting or obscene language communicated directly or by telephone
    - (f) Sex crime related charges or child-molesting

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

- (4) District Commanding Officers 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, DIR NAVCRUITPROSTA, Enlisted Processing Division Supervisor, and MEPS Liaison Petty Officer (E-5 and above or equivalent civilian paygrade).
  - (5) Waiver approval and waiver documentation authority must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with CRUITMAN-ENL and acceptable to the Commanding Officer.
- b. In all cases when a district waiver is being considered:
- (1) The specific merits or liabilities of a request are carefully weighed. The "whole Person" concept is the general rule followed in deliberations, however, specific information may take precedence in some cases depending on the nature of the request. An important factor in all deliberations is the relative competitiveness of applicants requiring similar waiver consideration.
  - (2) An important aspect of a waiver request is the recommendations of the district staff. While even the strongest recommendation cannot make a noncompetitive applicant competitive, it does serve to influence significantly the outcome of determinations when a applicant cannot demonstrate overwhelming potential, yet is not sufficiently below standards to warrant disapproval of the request. In all waiver decisions, a detached, objective viewpoint is necessary to ensure success of the primary mission of Navy Recruiting Command.
  - (3) Either the district CO, XO, EPO, or DIR NAVCRUITPROSTA must conduct a personal interview with the applicant.
  - (4) **Waiver Briefing Sheet.** Districts must use a Waiver Briefing Sheet (see Exhibit 2-1) when considering waiver approval. Use of the Waiver Briefing Sheet (NAVCRUIT 1133/39) is required for all applicants requiring either a BEERS waiver or program eligibility determination. The Waiver Briefing Sheet may be telecopied by the EPDS or MLPO to their District headquarters or CNRC for waiver determinations. When applicable, the Waiver Briefing Sheet will be forwarded to CNRC for higher approving authority waivers. Final determinations must be annotated and signed on the Waiver Briefing Sheet. The District will retain the Waiver Briefing Sheet, which becomes a permanent part of the applicant's residual file. A Section VI, Remarks entry on DD Form 1966 will be made documenting the type of waiver and approval authority.
- c. If authorized by the District Commanding Officer, the XO, EPO, or DIR,

NAVCRUITPROSTA may forward waiver cases that are not under the purview of the district directly to CNRC along with a CNRC Waiver Cover Letter (see Exhibit 2-2). When waiver action is completed, CNRC will notify the district of the final waiver decision and enlistment authorization, if applicable.

- 2B-3 CNRC Medical Waiver Procedures.** Requests for waiver consideration of medical eligibility requirements must be sent to CNRC (Attn: Code 00M). Refer to Section 2J for requirements, standards for waiver consideration, and details concerning the Delayed Entry Medical Program. Forward waiver requests by fax with a CNRC 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", support medical documents (if applicable), surgical reports (if applicable), and applicant's statement concerning the condition (if applicable).
- 2B-4 CNRC Veteran Waiver Procedures.** Refer to Section 3N-5 for requirements, and standards for waiver consideration. For prior service veteran waivers requiring CNRC approval forward waiver requests by fax to CNRC (Code 334) with a Waiver Briefing Sheet and photocopies of the applicant's reenlistment kit.
- 2B-5 Delayed Entry Full Kit Waiver (DEF) Program.** The Delayed Entry Full Kit Waiver (DEF) program has been developed to expedite the waiver process by allowing enlistment in the Delayed Entry Program (DEP) based on a District Commanding Officer's Provisional DEF Waiver.
- a. Applicants eligible for a District Provisional DEF Waiver have:
    - (1) No Chart C or D 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 more than one drug or two behind-the-wheel alcohol convictions.
    - (3) Applicants must not exceed waivable limits in any category (i.e. applicants being considered for waiver in accordance with paragraph 2N-2).
    - (4) HP3 applicants requiring a CNRC waiver must be in "Q" or "W" status only.
  - b. Prior to contracting, prepare the waiver package according to section 2B-7. Use the Waiver Briefing Sheet and CNRC Waiver Cover Letter to indicate that a district provisional DEF waiver is requested pending the final determination of the waiver. Brief the applicant on the provisional status of the district waiver and have the applicant sign a NAVPERS 1070/613, Delayed Entry Full Kit Waiver Administrative Remarks, Exhibit 2-2.
  - 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 CNRC waiver. The shipping date

assigned must be more than 45-days from date the waiver request is forwarded to CNRC to allow adequate time to review the request.

- d. Seats bought through the DEF option will appear on the NETCON.
- e. In cases where CNRC disapproves the waiver, the DEF reservation must be cancelled and the applicant must be DEP discharged.
- f. Applicants bought through the DEF buying option who have their waiver disapproved must be converted to DEP prior to being canceled from PRIDE.

## **2B-6 CNRC Waiver Procedures.**

- a. Unless otherwise specified in this manual, requests for waiver consideration of enlistment eligibility requirement or program qualification and requests for determination of suitability for enlistment must be sent to Commander, Navy Recruiting Command (CNRC) (Attn: Code 334). In cases where a BUMED waiver and CNRC waiver are required, the BUMED will be run first, then the CNRC waiver using the following procedures:
  - b. To request a CNRC waiver, forward the applicant's applicable documents required by the Notes annotated on the CNRC Waiver Cover Letter (Exhibit 2-3). Also include any other substantiating documents or pertinent facts not listed in Exhibit 2-3. Securely staple the cover letter to the enclosures. Original documents are not required (photocopies are acceptable).
  - c. The applicant's pre-enlistment kit must include a handwritten statement by the applicant on why they want to enlist 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 on a plain sheet of white paper must include, where applicable:
    - (1) The receipt of a disqualifying reenlistment code or other than an 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 listed in Charts A, B, C, or D, **regardless of disposition** (except minor traffic violations that resulted in a fine of \$100.00 or less).
    - (4) All disclosures resulting in a MEPCOM Form 601-23 must have a statement explaining why the disclosure was not listed on DD Form 1966 or the *United States Navy Illicit Behavior Screening Certificate* (NAVCRUIT 1133/65). This statement will be documented in Section VI, Remarks of DD Form 1966 or the Remarks Section of NAVCRUIT 1133/65.
  - d. Any statements required by the *Electronic Personnel Security Questionnaire* (EPSQ). When a statement required by the EPSQ has been made in the appropriate remarks section of the applicant's completed Electronic Personnel Security Questionnaire (EPSQ), a separated handwritten statement is not required.



- e. The Navy decides on final acceptability for applicants who have been involved with civil authorities after considering the following factors:
- (1) Evaluation and recommendation of Commanding Officer.
  - (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 convictions.
  - (6) Record of behavior and attendance in 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 or her country in the Navy.
- f. The Waivers Branch (Code 334) receives requests for waivers submitted to or via CNRC. Upon receipt, all requests are checked for accuracy and completeness. The information required varies depending on 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, Waivers Branch requests clarification or additional detail from the originator. When the bulk of information received is incomplete, out-dated, or clearly erroneous, Waivers Branch returns the entire request with required action indicated.
- g. All recommendations the Waivers Branch makes on requests for waivers are the result of a thorough and careful review by officers assigned to the Division.
- h. In each request reviewed, the specific merits or liabilities of a request are carefully weighed. The "whole person" concept is the general rule followed in deliberations, however, specific information may take precedence in some cases 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 a felony waiver. While even the strongest recommendation cannot make a noncompetitive applicant competitive, it does serve to influence significantly 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 desired. An endorsement merely forwarding a request will not be considered favorably. In all decisions for waiver of eligibility requirements or program qualifications, a detached, objective viewpoint is necessary to ensure success of the primary mission of Navy Recruiting Command.

## **2B-7 Documentation of Waiver Approval**

- a. **Documents.** The approving authority must document and maintain a record of that approval for 2 years by one of the following:
  - (1) A signed letter listing all criteria requiring a waiver and whether each is approved or disapproved.
  - (2) A Telephonic Waiver Control Number issued by the approving authority. A statement is required on DD Form 1966, page 3, Remarks, which documents the waiver and corresponding Control Number.
  - (3) A signed copy of the Waiver Briefing Sheet.
- b. **MEPS.** The MEPS Liaison Petty Officer must:
  - (1) Document approval of all waivers on DD Form 1966 in Section VI Remarks.
  - (2) File all waiver approval/disapproval letters in both the Service Record and Residual File.

(Date): Waiver interview conducted via telephone between (CO, XO, EPO, DIR), and the applicant (Name of applicant).  
 (Enlistment/Program) waiver granted by (CO, XO, EPO, DIR), for (reason) on (date).

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(Signature of XO, EPO, DIR, EPDS or MLPO)  
 (Name, Rank/Rate/Grade, Title)  
 By direction of the CO

- c. **Other Waiver Material.** Include a copy of any other waiver approval correspondence in the applicant's service record and residual file.

## 2B-8 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 chapter 5.
- b. The Military Entrance Processing Station (MEPS) Liaison Petty Officer shall enter the appropriate waiver codes in *Item 17g/18e* of DD Form 1966 per instructions in chapter 5 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 17g/18e* of DD Form 1966 into the Pride System.

## 2B-9 Waiver and Non-Waiver Kit Quality Control

- a. **File Review.** The District CO is responsible for ensuring that an acceptable level of quality control is maintained. This responsibility dictates that an adequate number of waiver and non-waiver residual/DEP files must also be reviewed. As a minimum, the CO must review and document 15 percent or 30 (whichever is the lesser number) residual/DEP files each month. The CO signs his or her name on the cover of the NAVCRUIT 1133/9, signifying that he or she has reviewed that residual/DEP file.

## 2C Rejections

### 2C-1 Mandatory Rejection/Waivers Not Authorized

- a. **Automatic Rejections.** Applications for enlistment from individuals in the following categories must be rejected:
- (1) Any applicant who is awaiting trial, awaiting sentence, or on parole.
  - (2) Any applicant who has pending civil unpaid fines/court dates.
  - (3) Any applicant who is on supervised conditional probation or deferred sentence.
  - (4) Any applicant who has been a trafficker (supplier) of illegal drugs.
  - (5) Any applicant whose religious beliefs conflict with the principle that voluntary enlistees/reenlistees are subject to unrestricted service on a 24-hour-a-day, 7-day-a-week basis.
  - (6) Any applicant who has reservations about military service because of religious, moral, or ethical reasons.
  - (7) Any applicant who 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) A woman applicant who is pregnant.
  - (9) Transsexualism and other gender identity disorders.
  - (10) Exhibitionism, transvestitism, voyeurism, and other forms of deviant behavior.
  - (11) Any un-married (single) applicant with custody of minor children.

**NOTE:** CNRC (Code 017) 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.

b. **Homosexuality**

- (1) **Policy.** An applicant must be rejected for enlistment if he or she has engaged in homosexual conduct, or has volunteered a statement that she or he is a homosexual, unless such acts are a departure from the applicant's usual behavior; such acts are unlikely to recur; such acts were not accomplished by force, coercion, or intimidation; and the applicant does not have a propensity to engage in homosexual acts.
- (2) **Procedures.** Recruiters must not question an applicant about his or her sexual preference. If, however, the applicant makes a statement that she or he 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 an accession qualification standard. Do not question the applicant. Stop processing and contact CNRC (Code 017) for further guidance in resolving this issue.

c. **Medical Rejections.** See 2J-5 for disqualifying medical conditions.

d. **Domestic Violence Rejections**

**Rule:** Any **applicant** who has been **convicted** of a felony or misdemeanor **crime of domestic violence** shall be **ineligible** for enlistment.

(1) **Policy**

(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 service. There are some exceptions to the rule, which are spelled out below. CNRC 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 or assault and battery 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:

- Current or former spouse, parent or guardian of the victim; or
- The perpetrator and victim are parents of a child; or
- The perpetrator cohabitated with the victim as a spouse, parent or guardian; or
- The perpetrator was serving in a role similar to spouse, parent or guardian of the victim.

**Note this definition does NOT include cases where the victim is a parent/guardian or sibling.**

(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.

**Note that juvenile court proceedings should not be treated as convictions. Prospective recruits whose cases were adjudicated in juvenile court are exempt from this rule.**

(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.

**(2) Procedures.**

- (a) If an applicant has never been convicted of a crime of domestic violence, including, but not limited to, assault or assault and battery, he/she is eligible for service under this provision; however, the underlying offense would be charted.
- (b) If the applicant indicates during processing that he/she is a convicted offender, you must request he/she state in writing:
  - Whether he/she was represented by counsel or knowingly waived counsel. If the individual stated that he/she did not waive counsel and was still denied access to counsel, the applicant must provide proof in the form of certified documentation from the court. Such proof shall then be forwarded to CNRC Code 017 (Legal) for review to determine if the individual is exempt.
  - Whether he/she was entitled to trial by jury and, if so, did the applicant knowingly waive the right to trial by jury for a bench trial. If the applicant states that he/she did not waive the right and was not afforded a jury trial, he/she must produce proof in the form of certified court documentation that he/she did not waive his/her right. Forward the documentation to CNRC Code 017 (Legal) for review to determine if individual is exempt. Failure or inability to address both questions presented in the first and second bullets of subparagraph 2C-1d(2)(b) above will preclude enlistment. Further processing will stop until the applicant provides the information requested.
- (c) If you have notice or evidence that an applicant was a convicted offender, but has been pardoned or had the conviction expunged, the applicant must provide proof in the form of certified court documents that the conviction has been expunged or pardoned. All such documents shall be forwarded to CNRC Code 017 (Legal) for review. (See Exhibit 2-4)
- (d) Applicants who do not know the answers to the questions on the form shall not be processed further until they produce credible evidence, (usually a letter from the court or district attorney), resolving the issue.
- (e) Applicants for enlistment or commission who have an adverse adjudication as defined in paragraph 2N of the CRUITMAN-ENL, but who are not barred from enlistment because of a domestic violence conviction, still require a moral waiver for enlistment.
- (f) DEP MEMBERS. The same steps as set forth above will be followed for all members of the Delayed Entry Program. Any DEPper who was convicted of a crime involving domestic violence shall be discharged. Commanding Officers shall ensure that all DEPpers are apprised on this policy change in a timely manner.

**2C-2 Treatment of Rejected Applicants**

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

<b>If:</b>	<b>Then:</b>
Rejecting an applicant may be cause for disrupting good local community relations.	Send all pertinent information bearing on the situation to the NRD 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 CNRC (Code 334) for further action.

- b. In complying with Department of Defense (DoD) Instruction 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 to visit the local State Employment Service Office to obtain assistance in pursuing their civilian careers.
- c. Informing applicants who are not qualified for enlistment:
- (1) If applicants are rejected for enlistment because of medically disqualifying conditions, the MEPS examining physician is responsible for informing the applicant of the disqualifying condition, either in person or in writing. **Only** MEPS physicians may convey medical information concerning a disqualifying diagnosis to the applicant.
  - (2) If applicants are rejected for enlistment for non-medical reasons, the recruiter is responsible for informing the applicant of the disqualification for enlistment in the Naval Service.

## 2D Citizenship and Birth Certificate

### 2D-1 Eligibility

- a. **Who May Enlist?** Only U.S. Citizens, U.S. non-citizen nationals, and aliens lawfully admitted for permanent residence are eligible for enlistment in the U.S. Navy or Naval Reserve. Exceptions exist for citizens from the Marshall Islands, the Federated States of Micronesia, and Palau.
- b. **Burden of Proof.** The applicant must demonstrate eligibility for enlistment. Recruiters must tell applicants without the necessary eligibility documents to obtain them if they want to enlist. Recruiters should provide reasonable help in advising applicants how to obtain this documentation.
- c. **Information Provided.** This section provides information to assist recruiters in determining citizenship eligibility of applicants. It cannot cover every situation because of the wide variety of circumstances faced by recruiters. Recruiters should seek assistance from higher authority for situations that do not fit squarely within this guidance.
- d. **No Waiver Authorized.** No waiver is available for lack of U.S. citizenship, U.S. non-citizen national status, or lawful permanent resident alien status. By operation of law, the INS regards certain American Indians born in Canada as lawful permanent residents. Further, most citizens of the Marshall Islands, Federated States of Micronesia, and Palau are enlistment eligible without lawful permanent resident alien status.
- e. **Employer-Sponsored Aliens.** 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, by citing the Navy as the prospective employer, any alien seeking admission as a lawful permanent resident alien.

### 2D-2 Classification.

Every person in the United States may be classified within one of three categories: U.S. citizen national; U.S. non-citizen national; or alien.

- a. **U.S. Citizens.** All persons born in the United States are, with rare exceptions, U.S. citizens. Included are persons born in the United States to a member of an Indian, Eskimo, Aleutian, or other aboriginal tribe. All persons born in the Commonwealth of the Northern Mariana Islands, with rare exceptions, are U.S. citizens. Others born abroad may acquire U.S. citizenship by birth to an U.S. citizen parent or parents. In addition, every year the Immigration and Naturalization Service (INS) naturalizes many aliens as citizens. An alien's long residence in the United States or marriage to an U.S. citizen **does not** confer U.S. citizenship or admission to lawful permanent residence.

- b. **Non-citizen Nationals.** Non-citizen nationals of the United States are the inhabitants of American Samoa and Swains Island, both 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.
- c. **Aliens**
- (1) ***Classes of Aliens.*** Classifications for aliens include lawful permanent resident aliens, immigrants, non-immigrants, parolees, asylees, refugees, and stowaways. Inadmissible or deportable aliens are “removable” under the Immigration and Nationality Act (INA). To enlist, an alien must demonstrate lawful admission for permanent residence.
- (2) ***Aliens in the United States.*** Most aliens in the United States are legally here and should have, except for certain Canadians and Mexicans, some kind of immigration document. Still, the INS recently reported that more than five million illegal immigrants reside in the United States. Many illegal immigrants came to the United States as children and may not understand their immigration status. Many reside here for years pending adjudication of asylum applications and adjustment of status applications. **Recruiters should expect to come across aliens who cannot demonstrate lawful admission for permanent residence.**

### 2D-3 Definitions

- a. **National.** A person owing permanent allegiance to a state.
- b. **U.S. National**
- (1) ***U.S. Citizen.*** A U.S. citizen, or
- (2) ***U.S. Non-citizen National.*** A person who, though not an U.S. citizen, owes permanent allegiance to the United States. Persons born in American Samoa and the Swains Island are non-citizen nationals of the United States.
- c. **United States.** The 50 States, Puerto Rico, Guam, and the Virgin Islands, when used in a geographical sense.
- d. **Outlying Possessions of the U.S.** American Samoa and Swains Island. Western Samoa is not an U.S. possession; it is an independent foreign state.
- e. **U.S. Citizen**
- (1) ***U.S. Citizen at Birth.*** A person who at birth automatically became a U.S. citizen either through birth in the United States, or through birth abroad to a U.S. citizen parent or parents. See 2D-4 for conditions for acquiring citizenship. Birth to alien parents on U.S. military vessels or aircraft outside



the United States **does not** confer U.S. citizenship. Likewise, birth to alien parents on an U.S. merchant vessel in international waters **does not** confer U.S. citizenship. In like manner a child born at an American military installation overseas or at an American embassy or consulate **does not** acquire U.S. citizenship based upon place of birth.

- (2) **Naturalized U.S. Citizen.** A person who became an U.S. citizen after birth by whatever means.
- f. **U.S. Non-citizen National.** Inhabitants of American Samoa and Swains Island owe permanent allegiance to the United States even though they are not U.S. citizens. They cannot vote or hold political offices in the United States. They qualify for U.S. diplomatic protection abroad and free entry into the United States under the same conditions as U.S. citizens. They are enlistment eligible.
- g. **Alien.** Any person not a citizen or national of the United States.
- (1) **Alien Lawfully Admitted for Permanent Residence.** An alien lawfully accorded the privilege of residing permanently in the United States as an immigrant. Known as *LPRs*, *green card holders*, or *permanent residents*, they can reside in the United States indefinitely unless their immigration status is changed. Unlike the requirements for naturalization, the INA does not require applicants for permanent residence to give allegiance to the United States.
    - (a) **Alien Registration Receipt Card.** The INA requires adult lawful permanent resident aliens to carry with them and have in their personal possession an alien registration receipt card or *green card*. For this purpose, INS currently issues INS Form I-551. The card displays in bold letters *Resident Alien*. Most versions of Form I-551 also contain an expiration date on the front. The Form I-551 expires 10 years after the alien's admission or adjustment of status to lawful permanent resident. This date ("adm/adj date") is given on the form's reverse if it lacks an expiration date. The old alien registration receipt card, INS Form I-151, is obsolete and the holder should take it to INS for replacement. Recruiters should treat Form I-151 as an expired alien registration receipt card. **Lawful permanent residents with unexpired alien registration receipt cards (INS Form I-551) are eligible to enlist.**
    - (b) **Other Cards Issued by INS.** Some aliens may present cards issued by INS demonstrating that the bearer is a *Temporary Resident* or has *Employment Authorization* (INS Forms I-688, I-688A, and I-688B). Temporary residents and many holders of employment authorization cards are applicants for lawful permanent resident status but have not achieved it. The INS also issues employment authorization cards to a wide range of other aliens who are not lawful permanent residents.
  - (2) **Alien Lawfully Admitted for Conditional Permanent Residence.** An alien lawfully accorded the privilege of residing permanently in the U.S. on a conditional basis. The INS grants this status based upon the alien's marriage to

an U.S. citizen or lawful permanent resident. The INS also grants this status to the alien's children. This classification includes only those marriages entered into less than 24 months before acquiring permanent resident status. The status is subject to ratification or revocation 2 years later. The INS issues these aliens an *Alien Registration Receipt Card* (Form I-551) with an expiration date 2 years from date of issue. On its front, the card displays in bold letters *Resident Alien*. **Conditional lawful permanent residents with unexpired alien registration cards (Form I-551) are eligible to enlist.**

- (3) ***Nonimmigrant Alien.*** Aliens admitted temporarily into the U.S. by the INS. The INS admits non-immigrants for specific purposes and periods of time. The INS does not admit non-immigrants as lawful permanent residents. Examples include visitors for pleasure, visitors for business, crewmen, treaty traders and investors, students, fiancées, fiancés, foreign government officials, and temporary workers. Generally, the INS issues them an *Arrival-Departure Record* (INS Form I-94). **Nonimmigrant aliens are not eligible to enlist.** Exceptions exist for citizens from the Marshall Islands and the Federated States of Micronesia, and Palau.
- (4) ***Immigrant Alien.*** Any alien not classified as a nonimmigrant. The term “immigrant alien” does not imply status as a lawful permanent resident by this section nor by the INS. The INS uses the category immigrant alien for aliens who do not fit any nonimmigrant classification. Immigrants without proper immigration documents are inadmissible and are subject to removal from the United States by the INS.
- (5) ***Aliens Residing Illegally in the United States.*** Sometimes known as illegal aliens, undocumented aliens, undocumented immigrants, illegal entrants, and migrants. These aliens enter the United States illegally, or enter legally but remain beyond the period authorized by INS. They lack proof of admission as lawful permanent residents. **They are not eligible to enlist.**
- (6) ***Asylees and Refugees.*** The INS and State Department, respectively, grant this status to aliens who have established claims for persecution, or fear of persecution, in their home country due to race, religion, nationality, membership in a particular social group, or political opinion. After residing in the U.S. for one year, aliens admitted as asylees and refugees are eligible, and should apply, for adjustment of status to lawful permanent resident alien. **Asylees and refugees are not eligible to enlist.**
- (7) ***Immigration and Nationality Act (INA).*** The Act of Congress that provides the body of law governing immigration to the United States and citizenship.
- (8) ***U.S. Immigration and Naturalization Service (INS).*** The agency charged with carrying out the INA. The INS is a part of the United States Department of Justice.

**2D-4 The Child Citizenship Act of 2000**

- a. On October 30, 2000, President Clinton signed into law H.R. 2883, The Child Citizenship Act of 2000. The new law, Public Law 106-395, amends the Immigration and Nationality Act (INA) to permit foreign-born children -including adopted children -to acquire citizenship automatically if they meet certain requirements. It became effective on February 27, 2001.
- b. Beginning February 27, 2001 certain foreign-born children -including adopted children -currently residing permanently in the U.S. will acquire citizenship automatically. The term "child" is defined differently under immigration law for purposes of naturalization than for other immigration purposes, including adoption. To be eligible, a child must meet the definition of "child" for naturalization purposes under immigration law, and must also meet the following requirements:
  - (1) The child has at least one U.S. citizen parent (by birth or naturalization);
  - (2) The child is under 18 years of age;
  - (3) The child is currently residing permanently in the U.S. in the legal and physical custody of the U.S. citizen parent;
  - (4) The child is a lawful permanent resident;
  - (5) An adopted child meets the requirements applicable to adopted children under immigration law.
- c. Acquiring citizenship automatically means citizenship acquired by law without the need to apply for citizenship. A child who is currently under the age of 18 and has already met all of the above requirements acquired citizenship automatically on February 27, 2001. Otherwise, a child will acquire citizenship automatically on the date the child meets all of the above requirements.
- d. The new law is not retroactive. Individuals who are 18 years of age or older on February 27, 2001 do not qualify for citizenship under Public Law 106-3951 even if they meet all other criteria. If they choose to become U.S. citizens, they must apply for naturalization and meet eligibility requirements that currently exist for adult lawful permanent residents.
- e. Proof of citizenship will not be automatically issued to eligible children. However, if proof of citizenship is desired, beginning February 27, 2001, parents of children who meet the conditions of the new law may apply for a certificate of citizenship for their child with the INS and/or for a passport for their child with the Department of State. To enlist in the Navy, proof is required.

**2D-5 Conditions for Automatic U.S. Citizenship of Children Born and Living Abroad.**

- a. Automatic citizenship is not available for children born and living outside the U.S. In order for a child born and residing outside the U.S. to acquire citizenship, the U.S. citizen parent must apply for naturalization on behalf of the child. The naturalization process for such a child cannot take place overseas. The child will need to be in the U.S. temporarily to complete naturalization processing and take the oath of allegiance.

- b. To be eligible, a child must meet the definition of "child" for naturalization purposes under immigration law, and must also meet the following requirements:
  - (1) The child has at least one U.S. citizen parent (by birth or naturalization);
  - (2) The U.S. citizen parent has been physically present in the U.S. for at least five years, at least two of which were after the age of 14;
  - (3) The child is under 18 years of age;
  - (4) The child is residing outside the U.S. in the legal and physical custody of the U.S. citizen parent;
  - (5) The child is temporarily present in the U.S. - having entered the U.S. lawfully and maintaining lawful status in the U.S.;
  - (6) An adopted child meets the requirements applicable to adopted children under immigration law;
  - (7) If the naturalization application is approved, the child must take the same oath of allegiance administered to adult naturalization applicants. If the child is too young to understand the oath, the INS may waive the oath requirement.
- c. Further information can be found on the INS website - <http://www.ins.usdoj.gov/>.

## 2D-6 Adopted Children

- a. **Child Adopted by U.S. Citizens.** An alien child adopted by U.S. citizens does not automatically become a lawful permanent resident alien or an U.S. citizen. The child can adjust status to lawful permanent resident once the INS approves the parents' petition. The child can file a petition for naturalization at age 18 if otherwise eligible.
- b. **Child Adopted by Alien Parents.** An alien child adopted by lawful permanent resident aliens does not automatically become a lawful permanent resident alien. The adopted child can adjust status to lawful permanent resident once the INS approves the parents' petition. Alien parents adjusting status to lawful permanent resident can include their children unless they have reached age 21.
- c. **Naturalization.** The naturalization of alien parents results in the naturalization of their lawful permanent resident children who have not reached age 18 and adopted children who reside with the parents and have also not reached age 18.

## 2D-7 Documenting U.S. Citizenship

- a. **Birth Certificate.** For persons born in the geographical United States, Commonwealth of the Northern Mariana Islands, American Samoa, and Swains Island, a valid birth certificate issued by a civil authority establishes U.S. citizenship or U.S. nationality. A vital statistics-issued birth certificate may be an 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 birth registration, a certificate in the form of a transcript of abstract from the birth record, a computer produced birth verification card, or a hospital issued birth certificate. To be acceptable, the government agency (or hospital in the case of hospital certificate)

must certify such documents in accordance with its certification practices. A recognized credentialing authority must fully recognize and service credential a hospital before the recruiter can accept its birth certificates. This precludes acceptance of birth certificates from establishments such as commercial birth centers and clinics, and delayed birth certificates. A valid birth certificate meets the following criteria:

- (1) **Full Name—First, Last and Middle Names.** The birth record should include a complete middle name as well as a first and last name. If a middle name is omitted, or is represented by initials and lacks the abbreviation (NMN) or other notation to signify that no middle name exists, the applicant must obtain a standard birth certificate or confirmation by *Request for Verification of Birth* (DD Form 372N). Recruiters can accept birth certificates and other long form documents issued by vital statistics offices, including DD Form 372N verified by vital statistics offices (with or without a middle name). Recruiters can accept non-appearance of a middle name on these documents as reliable evidence that none exists. Do not accept birth certificates issued with “Baby Boy” or “Baby Girl” (such as “Baby Boy Smith” or “Baby Girl Morales”) instead of a given name.
  - (2) **Birth Date.** All birth certificates must include a birth date.
  - (3) **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 birthplace, county and state.
  - (4) **Birth Record Validation.** A birth record must bear appropriate validating 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 or combination of these official validation methods is acceptable. Hospital birth certificates and short form birth verification cards issued by vital statistics offices are the most likely documents to not have the required authentication. In such cases, the recruiter must use the long form birth certificate or DD Form 372N certification procedure.
- b. **Request for Verification of Birth (DD Form 372N).** Recruiters can fulfill the requirements for Section IV, *Item 29c* (citizenship), of DD Form 1966 through a completed DD Form 372N returned by an appropriate government vital statistics agency. See 5B-3. Do not use DD Form 372N to obtain birth record information from hospitals.
- c. **Report of Birth Abroad to a Citizen of the U.S.** Children born abroad to U.S. citizens usually, **but not always**, acquire U.S. citizenship at birth. Certain parents cannot transmit citizenship for lack of physical presence in the United States during a stipulated period.
- (1) **Department of State.** Congress charges the Secretary of State with determining the “nationality of a person not in the U.S.” Consular officers

posted overseas make this determination. Consular officers making a favorable determination issue a *Report of Birth Aboard of a Citizen of the United States* (Form FS-240). The form is also called *Consular Report of Birth*. **The report of birth is proof of U.S. citizenship.** The State Department also furnishes the parents with a *Certification of Birth* when issuing its report of birth.

- (2) **Application.** Upon application by the parents or their representative, a consular officer may record the birth of an U.S. citizen child in his or her consular district. The applicant must submit evidence meeting the requirements set forth in the State Department regulations governing evidence of U.S. citizenship or nationality for passport purposes, including proof of the child's birth and citizenship.
  - (3) **How to Obtain Copies of FS-240.** Overseas State Department posts send a copy of each FS-240 to the State Department at Washington, DC, for its file. An individual can obtain a certified copy of the FS-240 or a Certification of Birth for a fee. The State Department generally will furnish the recruiter with a copy of Form FS-240 at no cost. The address for requesting these documents is: Passport Correspondence Branch, 1111 19th St., NW, Washington, DC 20524, phone (202) 955-0307.
  - (4) **U.S. Citizen Identification Card (INS Form I-197 and INS Form I-179).** The INS no longer issues this card. Applicants rarely present it. A passport serves to identify a citizen. Possession of the citizen identity card is not mandatory for any purpose.
- d. **U.S. Passport.** An U.S. passport is often the easiest way to document U.S. citizenship. An unexpired or expired passport issued for the maximum period has the same force and effect as proof of U.S. citizenship as certificates of naturalization or citizenship. Passport applications can take anywhere from a few days or weeks to several months. Recruiters can expect that some applicants will claim U.S. citizenship but lack appropriate evidence. Recruiters should recommend that they apply for an U.S. passport or certificate of citizenship.
  - e. **Citizenship Certificate.** The INS issues certificates of citizenship to U.S. citizens upon application with INS Form N-600. The INS takes as long as 3 to 4 years to process the application.
  - f. **Naturalization Certificate.** Upon an alien's admission to citizenship, the INS issues a Certificate of Naturalization, which is proof of U.S. citizenship. Through *Document Verification Request* (INS Form G-845), the recruiter can verify that INS issued a certificate of naturalization or certificate of citizenship. If the form has an expiration date it **must not** expire prior to accession onto active duty, otherwise the applicant is ineligible. When an INS office checks Block 1, stating "This document appears valid and relates to a lawful permanent resident alien of the U.S." and delivers it directly to Navy recruiting personnel or another military command, the form is sufficient for enlistment. The INS may also check Block 3 in conjunction with Block 1. The applicant lacks enlistment eligibility if INS checks only block 3 or any other block.

- g. **U.S. Citizens from the Commonwealth of the Northern Mariana Islands.** Virtually all persons born in the Northern Mariana Islands are U.S. citizens. The Commonwealth's primary islands are Saipan, Tinian, and Rota. Proof of their U.S. citizenship includes:
- (1) U.S. Passport.
  - (2) Birth Certificate. A certificate of live birth (with raised seal) issued by the Northern Mariana Islands government, or
  - (3) Northern Mariana Islands Identification Card. For a 2-year period INS issued a Northern Mariana Islands identification card. The 2-year period ended July 1, 1990. This card identifies the holder as an U.S. citizen. These cards are valid indefinitely. Applicants rarely present it.

## 2D-8 Documenting U.S. Non-citizen Nationality American Samoa and Swains Island

- a. **U.S. Passport.** The U.S. Department of State issues U.S. passports to natives of American Samoa and Swains Island. These passports identify the bearer as an U.S. non-citizen national.
- b. **Birth Certificate.** A birth certificate of live birth (with raised seal) issued by the government of American Samoa or Swains Island.

## 2D-9 Documenting Lawful Permanent Resident Alien Status

- a. **Alien Registration Receipt Card (INS Form I-551 and INS Form I-151).** Upon the recruiter's request, a lawful permanent resident alien applicant should readily display INS Form I-551.
- (1) **Unexpired Form I-551.** An unexpired Form I-551 (alien registration receipt card) verifies that the applicant is a lawful permanent resident alien.
  - (2) **Expired Form I-551.** An expired Form I-551 (alien registration receipt card) **does not** verify that the applicant is a lawful permanent resident alien. The recruiter should determine the applicant's immigration status with INS using INS Form G-845.
  - (3) **Obsolete Form I-151.** A Form I-151 **does not** verify that the applicant is a lawful permanent resident alien. Form I-151 is now obsolete and no longer valid. The recruiter should determine the applicant's immigration status with INS using INS Form G-845.
- b. **Application for INS Verification of Information (INS Form G-845).** This form is sufficient when an INS office properly notes at the bottom and delivers it directly to Navy recruiting personnel or another military command. If the form has an expiration date, it **must not** expire prior to the applicant's accession onto active duty, if so, the applicant may DEP, but must provide acceptable "unexpired " INS documentation prior to accession. The INS must check either of the following:
- (1) **Block 1.** Stating "This document appears valid and relates to a Lawful Permanent Resident alien of the U.S.",

Or

- (2) **Block 2.** Stating “This document appears valid and relates to Conditional Permanent Resident alien of the U.S.”

Note: The INS can also check Block 3 along with either Block 1 or Block 2. If the INS checks only Block 3, or any other block, the applicant is **not** eligible to enlist. Use INS Form G-845 when the applicant has no INS Form I-551, or displays an expired INS Form I-551, or if the applicant displays an INS Form I-151.

- c. **Arrival-Departure Record (INS Form I-94).** The INS issues this form with a class of admission and expiration date. In most cases, the INS Form I-94 **does not** constitute evidence of registration as a lawful permanent resident alien, and does not establish eligibility to enlist. However, it may be issued to a legal permanent resident alien as a temporary Alien Registration Receipt Card. When issued for this purpose, the action block in the lower right-hand corner will be annotated “**TEMPORARY I-551.**” It will give the alien’s lawful permanent residency date and port of entry. The INS attaches the alien’s picture to the form and partially covers the picture with the impression of the INS seal. Only when issued in this format, the INS I-94 verifies that the bearer is a lawful permanent resident alien and eligible for enlistment.
- d. **Memorandum of Creation of Record of Lawful Permanent Residence (INS Form I-181).** INS dates and stamps the *Memorandum of Creation of Record of Lawful Permanent Resident* (INS Form I-181) “approved” upon adjusting an alien’s status to lawful permanent resident. The INS maintains this form with its administrative file for the alien. INS Form I-181 **does not** constitute evidence of registration as a lawful permanent resident alien, and does not establish eligibility to enlist. Obtain status verification from INS with INS Form G-845.
- e. **Non-U.S. Passport Stamped “Admitted with Temporary Evidence of I-551” or “Processed for I-551 (Temporary Evidence of Lawful Admission for Permanent Residence).”** The INS processes certain aliens at the port of entry for lawful permanent resident alien status. During this processing, INS stamps the alien’s passport to show class of admission, alien registration number, and an expiration date for the passport to substitute for an alien registration card (INS Form I-551). The INS gives up to 12 months for this purpose. This annotation suffices as acceptable evidence of admission for lawful permanent residence. If the date of expiration has expired, obtain status verification from INS with INS Form G-845.
- f. **INS Form I-688 (Temporary Resident Alien Card) with Black Sticker or Stamp.** Aliens who have passed their INS interview and have been accepted for permanent residence usually wait 3-6 months for their I-551. As an interim measure, the INS puts a black sticker or stamp on the back of the Temporary Resident Alien Card to verify permanent residence. The black sticker or stamp states: “Temporary evidence of lawful admission for permanent residence and employment verification. Valid for 1-year of expiration date on reverse of this I-688. Valid for travel outside U.S. if the named bearer has not abandoned his residence and is returning after temporary absence abroad not exceeding 1-year. Presentation of a valid document will authorize a transportation line accept the name bearer aboard for travel to the U.S. without liability under Section 273 of the



Immigration and Nationality Act. **This card is void if altered and must be carried at all times.** With this sticker or stamp affixed, the Card is acceptable evidence of admission for lawful permanent residency and the bearer is enlistment eligible. An I-688 without this sticker or stamp, an I-688a (Resident Employment Authorization Card), is **not** valid evidence of permanent residency nor valid for enlistment.

#### **2D-10 Documenting Status of Citizens from the Marshall Islands and the Federated States of Micronesia, and Palau.**

Citizens of the Marshall Islands and the Federated States of Micronesia 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.

- a. **Eligibility.** These applicants do not need status as lawful permanent residents to either reside in the U.S. or to qualify for enlistment. A birth certificate can verify enlistment eligibility. They may also carry employment authorization cards (INS Form I-688).
- b. **Primary Islands of the Marshall Islands.** The primary islands of the Marshall Islands are Kawajalein, Ebeye, and Majuro.
- c. **Primary Islands of the FSM.** The primary islands of the Federated States of Micronesia are Yap, Truk, Ponapae, and Kosrae.

#### **2D-11 Documenting Persons Born in the Panama Canal Zone or Republic of Panama.**

Persons born in the Panama Canal Zone or Republic of Panama did not become U.S. citizens simply by reason of their place of birth. The following are U.S. citizens or former U.S. non-citizen nationals:

- a. **Citizens.** Persons born in the Canal Zone acquired citizenship if (1) born to a father or mother with U.S. citizenship at the time of the child's birth and, (2) the U.S. government or the Panama Railroad Company employed the U.S. citizen parent. Expect citizenship documented with an U.S. passport or certificate of citizenship.
- b. **Former Nationals.** Other persons born in the Canal Zone on or after February 26, 1904, were U.S. non-citizen nationals until September 27, 1979, until termination of their status when U.S. sovereignty over the Canal Zone ended. These persons cannot establish enlistment eligibility as former U.S. non-citizen nationals.

#### **2D-12 Documenting American Indians Born in Canada.**

American Indians born in Canada are not U.S. citizens simply because they are Indians. However, those who demonstrate at least 50 percent of "blood of the American Indian race" may freely pass the borders of the United States. They are not U.S. citizens or U.S. non-citizen nationals. However, they are regarded as having been lawfully admitted for permanent residence. Once they are in the United States they are eligible to enlist because they can lawfully reside here permanently.

- a. **Documenting.** The applicant must document 50 percent blood of the Indian race and birth in Canada. Documents may include a birth certificate and tribal counsel registration.

- b. **No Travel to Canada.** Recruiters may not travel to Canada to recruit or to process these persons for enlistment.

**2D-13 Name/Age/Citizenship Verification Documents.** See Exhibit 2-6

## **2E Social Security Number**

### **2E-1 Eligibility**

As authorized by Executive Order 9397 of 22 November 1943, and as directed by MILPERSMAN 1000-060, the social security number (SSN) shown on the applicant's Social Security Number Card, OA-702, is the military personnel identification number assigned to each member upon first entering the Navy. Accordingly, all applicants must have a social security number before enlistment. An applicant who has applied for a social security number but has not received it, may not be processed. To facilitate processing and examination, applicants reporting to the Military Entrance Processing Station (MEPS) or Mobile Examining Team (MET) sites for their initial examination (normally Armed Services Vocational Aptitude Battery (ASVAB) testing)) may be required to present documentary evidence to verify their SSN as listed on the Request for Examination (MEPCOM Form 714A). Therefore, instruct applicants to report to the MEPS/MET site with documentary evidence of their SSN.

**2E-2 Waiver.** No waiver of the requirement may be made.

### **2E-3 Social Security Number Verification Document**

Any of the following documents verify an applicant's SSN:

- a. A SSN card or replacement card issued by a Social Security Administration Officer.
- b. The SSN stub (which has the SSN number listed thereon) issued by the Social Security Administration in conjunction with the original SSN card.
- c. Any Social Security Administration system printout that lists the applicant's name and SSN. The printout is acceptable with or without a SSA stamp (of any sort), or signature.
- d. The applicant's SSN as shown on records/statements. Two different types of documents or two similar documents issued by two different agencies must be reviewed.
  - (1) Document issued by a Federal, state, or local government agency (tax form or statement, valid driver's license, vehicle or other registration, or unemployment card).
  - (2) Document issued by an employer or former employer (wage or tax statement).
  - (3) Statement from a bank or other savings institution (statement of savings account earnings or other earnings statement for tax purposes).
  - (4) High school or college transcripts.
  - (5) *Certificate of Release or Discharge from Active Duty* (DD Form 214) for prior service veterans.
- e. A letter on official Social Security Administration letterhead, signed by a Social Security representative.

## 2F Age

### 2F-1 Eligibility

- a. **Minimum Age.** The minimum age for first enlistment (male and female) is 17 for high school diploma graduates (HSDGs). Minimum age for first enlistment of high school graduates (HSGs) and non-high school diploma graduates (NHSDGs) is 19 (18 with a District Commanding Officer eligibility determination). HSDG applicants who have not reached 18 years of age at the time of enlistment must have consent of their parent(s). Parental consent for enlistment will be obtained and documented in Section VII of *the Record of Military Processing - Armed Forces of the United States* (DD Form 1966). Instructions for completing DD Form 1966 are in Chapter 5. Processing 17 year old HSDGs without parental consent is prohibited with the following exceptions:
  - (1) If an applicant is 17 years of age and has been legally emancipated from his or her parents through **court order**, parental consent is **not** required to enlist.
  - (2) If an applicant is 17 years of age and is married, (or was married and is now divorced) that individual may or may not be emancipated, depending on state law. Call CNRC (Code 017) for verification.
- b. **Maximum Age**
  - (1) The maximum age for enlistment for non-prior service (first enlistment) males and females enlisting in USN, USNR Two Year Enlistment Program, USNR Three Year Enlistment Program, and USNR TAR Enlisted Program (TEP) is 34 (applicant must not have reached 35<sup>th</sup> birthday). **In all cases, however, non-prior service applicants must begin active duty by a date that will permit completing enough service creditable for transfer to the Fleet Reserve before their 55<sup>th</sup> birthday or completing 30 years active duty service before their 65<sup>th</sup> birthday. Pay particular attention to ensure that 34-year old DEP applicants will not have reached their 35<sup>th</sup> birthday before beginning active duty.**
  - (2) The maximum age for reenlistment USN or enlistment USN with prior service is determined as follows: Applicants must be able to complete enough service creditable for transfer to the Fleet Reserve before reaching their 55<sup>th</sup> birthday or complete 30 years active duty service before their 65<sup>th</sup> birthday.
- c. **Documentation.** Refer to Exhibit 2-6 for list of documents authorized for use in verifying applicant's age.

### 2F-2 Waiver

- a. The 17-year old age requirement for enlistment set forth in 2F-1 is prescribed by Section 505(a), Title 10, U.S. Code and is not waivable.
- b. The 19 year old age requirement for enlistment of HSG and NHSGs is prescribed by SECNAV, eligibility determinations may be made by the District Commanding

Officer for 18 year old proven performers. Enlistment of 17-year-old HSG or NHSDG applicants is prohibited.

- c. Requests for waiver of **maximum** age requirements for various enlisted programs are not desired unless otherwise indicated in the specific program chapter.

## 2G Dependency and Custody

### 2G-1 General Provisions

- a. **Dependency** is not terminated when **custody** of child(ren) is transferred to another individual.
- b. Applicants must present marriage certificates, divorce documents, and children's birth certificates for DEP-in and recruiters must list them in Block 28f of DD Form 1996. In addition, **all** divorce documents from the applicant's and his/her spouse's previous marriage(s) must also be included. DD Form 372 cannot be used as documentation for dependents birth verification. CNRC N322 may grant an exception to policy to enlist a member unable to attain dependent's birth certificates on a case-by-case basis (see Chapter 5 for appropriate DD Form 1966, Page 3, Section VI, Remarks entry).

### 2G-2 Who is a Dependent?

- a. An applicant's spouse is always listed as a dependent, regardless of financial support or spouse's military status, unless terminated by **final** divorce decree.
- b. An applicant's child(ren), including illegitimate child(ren), are always his or her dependents regardless of whether or not:
  - (1) A male applicant is named as the father on the birth certificate,
  - (2) The applicant has transferred custody of the child(ren) to a third party, or
  - (3) The applicant is providing financial support.

Such dependency status is terminated only by legal adoption of the child by someone else.
- c. Unborn child(ren) of married applicants: To determine enlistment eligibility, the unborn child(ren) of a male applicant's wife is considered a dependent child. For example: a male applicant with a wife pregnant with twins and one dependent child is considered to have four dependents.
- d. Unborn child of unwed male applicant: 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 purposes.
- e. Stepchildren from the applicant's spouse's previous marriage, of whom the spouse has custody, are counted as the applicant's dependents.
- f. Aside from children, spouse or stepchildren, dependency depends on whether the applicant is providing financial support to the "dependent."

### 2G-3 Briefing

All applicants must be briefed on Navy policies regarding members' moral and legal obligations to provide support for their dependents and that members with families receive no preferential treatment. They must also be informed that Navy members who

are single parents or who have an active duty spouse are required to comply with the requirements of OPNAVINST 1740.4, including completing a Dependent Care Certificate. All applicants enlisting in the Delayed Entry Program (DEP) must complete Exhibit 2-7, *Enlistment Statement of Understanding Regarding Family Members* (NAVCRUIT 1133/71). Married applicants must also complete Exhibit 2-8, *Married Applicants and Spouses Fact Sheet*.

## 2G-4 Eligibility

- a. Applicants with no dependents are eligible to enlist.
- b. Married applicants with one dependent are eligible to enlist unless they are disqualified based on the provisions of the Enlistee Financial Statement. Married applicants with more than one dependent require a waiver to be eligible for enlistment. **Note:** Because of the difficulties encountered by personnel of lower paygrades in the areas of subsistence, housing, shipment of household effects, etc., do not encourage married applicants with more than one dependent to enlist in paygrade E-1 through E-4, if they are not otherwise restricted from enlisting by this paragraph.
- c. Unmarried applicants who have dependents, but who do not have custody of the dependents, are considered eligible for enlistment or reenlistment, with regard to dependency, only as follows:
  - (1) Applicant **may not have more than one dependent** or be contributing to the financial support of more than one individual/dependent to enlist without a waiver. Unmarried applicants with three or more dependents are not eligible to enlist, no waivers authorized. Members who reenlist with continuous service do not fall within this group unless separated for dependency or hardship reasons, but must comply with MILPERSMAN Article 1160-030.
  - (2) Definite legal custody of the dependent has been awarded to a former spouse, parent, or another adult and such transfer is documented by an order of a court of competent jurisdiction. See paragraph 2G-6 for custody determination procedures.
- d. Married applicants with dependent children whose spouse is an active member of the Armed Forces or applying for enlistment in the Armed Forces require a waiver (see 2G-7).
- e. There are no dependency restrictions for married applicants enlisting or reenlisting in paygrade E-7.
- f. Pregnant women are ineligible for enlistment or reenlistment.

## 2G-5 Enlistee Financial Statement (NAVCRUIT 1130/13)

- a. **Requirement.** An Enlistee Financial Statement, Exhibit 5-2, is required of all applicants who indicate they have someone either fully or partially dependent upon them for financial support. Before preparing the statement, the applicant must read a Privacy Act Statement. The completed Enlistee Financial Statement must be **hand written** by the applicant only, not by the recruiter. The completed Enlistee Financial Statement and Privacy Act Statement are retained in the residual file.

- b. **Enlistment Eligibility.** Do not enlist or reenlist an individual whose financial status is such that it appears he or she cannot fulfill current or expected financial obligations with service pay. The applicant's recurring debt payment listed in item 14a of the Enlistee Financial Statement cannot exceed the figures listed in Exhibit 5-3. Individuals exceeding acceptable recurring monthly debt payments per Exhibit 5-3 are not eligible for enlistment without a CNRC waiver. The recruiter must verify the information on this form as far as possible. See 5B-17 for instructions.

## 2G-6 Custody

- a. **Transfer.** The transfer of custody of child(ren) to another adult does not alleviate the applicant from having dependents. Dependency is not terminated when custody of child(ren) is given to another individual. The only exception is when transfer of custody is through legal adoption.
- b. **Definition.** "Custody" is a concept involving the duty of a person to care for, control and maintain another person. The exact nature of the duty is controlled by state law and varies somewhat from state to state. Most commonly, the persons involved are parent and child.
- c. **Eligibility.** Single applicants who have custody of another person are ineligible for enlistment. This is a non-waiverable requirement, so there is no such thing as a "custody waiver." Note, however, that this applies only to single applicants. Married applicants may be enlisted even if they have custody of another person. The problem that usually arises is one of determining whether an applicant has custody of another person.
- d. **Custody Determinations**
- (1) In all cases where an applicant has been divorced and has children who are the issue of the marriage, the divorce decree must be forwarded to CNRC Code 017 for an enlistment eligibility determination.
  - (2) Unmarried male applicants who have had no more than two child(ren) out of wedlock, and have never had custody of the child(ren), and do not intend to obtain custody, are eligible for enlistment without the requirement to telephone CNRC (Code 017), provided they meet the following guidelines:
    - (a) The applicant is the natural father of the child(ren).
    - (b) The applicant's child(ren) reside(s) with their natural mother.
    - (c) The mother of the applicant's child(ren) has full care, control, and custody of the child(ren); that applicant has never had custody; nor does the applicant intend to obtain custody during the term of his enlistment.
    - (d) There is no court action pending, nor any notice of any court action for child custody or support.
  - (3) A telephonic CNRC (Code 017) review and approval is still required for unmarried male applicants if any of the following apply:
    - (a) The applicant's child(ren) do not reside with the natural mother.
    - (b) The applicant has had custody of his child(ren).



**Note:** An unmarried male applicant who has resided with his child(ren) will be deemed to have had custody of the child(ren). In such a case, a court order transferring custody of the child to an appropriate guardian will be required.

- (c) There is any type of court action pending or notice of any court action for custody or support.
- (4) In all other cases, the issue of custody must be referred to CNRC (Code 017) for determination. If a transfer of custody is involved, it must be pursuant to a written order of a court of competent jurisdiction. No other form of documentation of transfer of custody will be accepted. Any such documents should be forwarded to CNRC (Code 017) for review. In any event, approval is by telephone and must be documented with an entry in Section VI, Remarks of DD Form 1966. Also, the relevant court documents must be included in the enlistment kit.
- e. **Examples.** The following commonly occurring examples are designed to further clarify CNRC policy with respect to custody determinations. The mere fact that an applicant falls into one of the following categories does not eliminate the need to get a custody determination from CNRC prior to enlistment.

(1) ***Mother of Child Born Out of Wedlock***

- (a) The applicant must have a court order transferring custody of the child to a third party. The order may not, on the face of it, show an intent to return custody to the mother after a temporary time period shorter than her initial enlistment. A court order giving guardianship of the child to a third party generally suffices, but this varies from state to state and is also dependent on the exact wording of the order.
  - (b) If the mother has given the child up for adoption and her parental rights have been terminated, the mother is eligible for enlistment. The documentation required in such a case is a copy of the court order terminating her parental rights, or a letter from the clerk of the court stating that her parental rights were terminated, or a letter on letterhead from a state licensed adoption agency stating that the adoption is complete.
- (2) ***Father of Child Born Out of Wedlock.*** If the applicant does not have legal custody of the child, he is eligible for enlistment. The problem is making the determination of whether or not he has custody. In general, courts still apply the old rule that custody of an illegitimate child resides with the natural mother. If such is the case and no one acted in any way to bring custody into question, the father does not need a court order showing he does not have custody. However, this rule varies, not only from state to state, but from case to case depending upon the facts. In order to get the child(ren) dependent benefits, there must be court order requiring financial support for the child(ren).

(3) ***Applicant Divorced with Children from the Previous Marriage***

- (a) If the applicant, male or female, is divorced, and there are no more than two children of the previous marriage, and the divorce decree clearly establishes custody in the other parent, then the applicant is eligible for enlistment.

- (b) If the divorce decree does not establish custody in the other parent, the applicant is not eligible for enlistment. Custody purportedly established by a separation agreement or a property settlement agreement will not suffice unless the agreement has been incorporated by reference into the divorce decree. Decrees that grant joint custody may, in some cases, be treated as if custody were established in one parent. CNRC (Code 017) can make this determination.
- f. **Recruiter Instructions.** Recruiting personnel are prohibited from having any involvement in an applicant's decision to relinquish custody of a dependent, or in acting upon this decision. Simply tell applicants that they are not eligible for enlistment by reason of custody of a dependent. **Navy recruiting personnel must not advise, imply, or assist an applicant with regard to the surrender of custody of a dependent under the age of 18.** If asked whether they would become eligible by surrendering custody, the recruiter's correct response is that it is not the intent or the desire of the U.S. Navy that any person relinquish custody of a dependent for the purpose of enlistment. If applicants persist, they may be informed that if they surrender custody of their dependent for personal reasons, the only transfer recognized by Navy is a valid court order that transfers custody and does not show an intent to return custody to the applicant after a temporary period.
- g. **Applicant Instructions**
- (1) Applicants with dependent child(ren) who are in the custody of another adult must initial the final paragraph on NAVCRUIT 1133/71, *Statement of Understanding Regarding Family Members*.
  - (2) The nature of Naval Service dictates that members must be ready to deploy throughout the world on short notice and be able to fully execute their military and professional duties. For dual military couples with dependents the ability to meet this requirement is directly related to the degree of prior family care planning. Married applicants with a spouse serving in any branch of the armed forces must initial all paragraphs on NAVCRUIT 1133/71, *Statement of Understanding Regarding Family Members*. Applicants with a spouse serving in any branch of the armed forces who have dependent children must complete NAVPERS 1740/6, *Department of the Navy Family Care Plan Certificate*, and NAVPERS 1740/7, *Family Care Plan Arrangements*.

## 2G-7 Dependency Waiver

- a. **Guidelines.** Refer to Exhibit 2-9 and use guidelines below to help determine if a dependency waiver is required.
- (1) Applicants enlisting or reenlisting in paygrade E-1 through E-4:
    - (a) With one dependent, require no waiver.
    - (b) Married or unmarried with two dependents require a CO, NRD level waiver.
    - (c) Married with three dependents require a CNRC waiver.
    - (d) Married with four or more dependents, or unmarried with three or more dependents, cannot enlist. **No Waiver Authorized.**

- (2) Applicants enlisting in paygrade E-5 and above:
  - (a) Continuous service (out 90 days or less) may enlist without any waiver requirements.
  - (b) Broken service (out 91 days or longer) with three dependents require a CO, NRD waiver.
  - (c) Broken service (out 91 days or longer) with four or more dependents require a CNRC waiver.
- (3) Any applicant with a spouse who is active duty military, and has any children, requires a CNRC waiver.
- (4) Any applicant whose spouse is also applying for enlistment on active duty, and they have any children, requires a CNRC waiver. (Applying for enlistment means they are at MEPS processing along with their spouse.)

**b. Waiver Requests**

- (1) Recruiters should submit waiver requests **via the appropriate chain of command** to CNRC (Code 322). Only consider **exceptional** applicants, and in all cases thoroughly consider an applicant's financial status, maturity, and motivation for Naval Service.
- (2) The waiver interviewing officer must:
  - (a) Evaluate the applicant's ability to handle his or her present affairs in a mature, competent and responsible manner, and
  - (b) Discuss with the applicant the problems that an enlistee can expect to encounter while on active duty. Complete *Waiver briefing Sheet, and CNRC Waiver Cover Letter* in its entirety.
- (3) Applicants married to a spouse serving in any branch of the armed forces must complete the *Department of the Navy Family Care Plan Certificate* (NAVPERS 1740/6) and *Family Care Plan Arrangements* (NAVPERS 1740/7).
- (4) A copy of the applicant's NAVPERS 1750/6 and NAVPERS 1740/7 signed by each spouse and caregiver must be included in the waiver request for dependency to CNRC (Code 334).
- (5) **Waiver requests that have not been review by the NRD CO prior to submission to CNRC will be rejected.**

- c. Applicants Discharged for Dependency.** When a dependency waiver is required for applicants discharged for dependency, the waiver request must include affidavits to the effect that the condition that caused such separation no longer exists.

## 2H Education

**2H-1 Discussion.** This instruction establishes educational policy, guidance, and procedures to be followed by personnel within CNRC when processing applicants for enlistment.

- a. The Navy uses Department of Defense education enlistment criteria to select applicants with the greatest likelihood of successfully completing a full term of service.
- b. First-term attrition cannot be eliminated. However, managing enlistment eligibility category by accurately identifying applicants who have a higher attrition rate allows the Navy to maintain its required end strength.
- c. Military and civilian personnel assigned to recruiting duties within CNRC shall familiarize themselves with, and adhere to, the provisions of this instruction.
- d. CNRC (N3) is the proponent of this instruction and has staff responsibility for deciding how education criteria should be applied when determining the tier-level status of prospective recruits. CNRC (N3) has staff responsibility for granting or denying exceptions to this instruction based upon requests submitted from NRD Commanding Officers via their respective Region Commanders.

### 2H-2 School Relations

Navy personnel assigned to recruiting duty must establish and maintain good relations with all secondary schools.

### 2H-3 Stay in School Policy

Students in secondary schools will be encouraged to remain in school and graduate. The Navy is a highly complex technical organization that requires personnel with greater capability to grasp today's advanced technologies. By encouraging students to remain in school and graduate, we can expect to obtain the necessary trainable manpower to meet these requirements. Continuing efforts must be made to assure educators and parents that Navy recruiters are not seeking entrance into schools for the purpose of recruiting students prior to graduation, but are there to assist in providing information relating to careers within the Navy.

**2H-4 Official Transcript.** An official transcript is the primary acceptable document for establishing Tier status. Transcripts shall meet all the following conditions:

- a. Contain date of entry into the school and date of graduation or exit.
- b. Be signed by an authorized school official.
- c. List courses taken, grades received, and credits earned.
- d. Official transcripts are required in order to:
  1. Detect invalid or manufactured diplomas
  2. Detect programs developed for the military to circumvent the requirements of the traditional high school diploma
  3. Evaluate classroom attendance
  4. Verify Carnegie credits or units for all requisite and elective courses

5. Verify attainment of passing scores on all parts of required State or local school district exit exams
6. Determine grade level

**Note:** It is the responsibility of the applicant to provide required official diplomas and transcripts. It is not the duty of the recruiter to obtain these documents.

e. **The issuing institution must provide the official transcript either personally or by direct mail to recruiting personnel. Recruiters shall not accept transcripts hand carried by applicants to verify education status.**

1. It is not the responsibility of the recruiter to obtain transcripts from schools. Applicants shall instruct the school to send the official transcripts to the recruiter.
2. Telecopied transcripts from another NRS, NRD, or directly from the issuing institution may be used for DEP purposes only and must meet the criteria specified in this paragraph. The original documents must be provided directly from the school to the NRS or NRD and will be placed in the original enlistment kit within 30 days; original transcripts must be received prior to the shipping date.
3. Applicants attending a college or university with the capability for students to access unofficial transcripts via a web site may use the unofficial transcripts for DEP purposes only. These individuals shall not ship to RTC until official transcripts have been received.

**Note:** This does not apply to high school applicants!

**Note:** The intent of this paragraph is to alleviate the difficulties encountered when requesting official transcripts from school systems that have closed and/or in which records have been transferred to a central repository or records center. It is not intended to circumvent the requirements to examine and/or obtain those documents.

**2H-5 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, transferring a TIER II or III credential to a TIER I or II credential solely for the purpose to meet the Navy’s TIER education enlistment requirements.”

- a. **Recruiters are prohibited from participating in credential laundering activities.** Participation is punishable under the UCMJ.
- b. Any public high school diploma that raises doubt as to its validity will be referred to the local ESS. Validation of Education, Section 2H-14, will be used to determine whether questionable diplomas are valid.
- 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 for enlistment. Recruiters may transport applicants to education institutions to obtain HS letters, transcript or diplomas, or other required documents for the enlistment kit.
- d. Under no circumstances will 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. Any recruiter involvement with school officials for the purpose of developing an alternative HS degree completion program is **prohibited**.

## 2H-6 NRD School Tier Directory

- a. The NRD Education Services Specialist (ESS) is responsible for publishing and maintaining an annual NRD School Tier Directory, which lists the Tier I high school level programs that may be used for enlistment as HSDG. The directory will include traditional high schools, public, non-public, and adult or alternative high school programs.
- b. School information required includes: Name and address of school and, for those schools and programs that require an on-site visit and/or tier-level evaluation, the date of the last on-site visit and tier-level evaluation, and the NAVCRUIT Form 1133/80. Other information (telephone number, type of institution, NRS and Zone) can be added but is not required.
- c. The ESS will provide a copy of the annual NRD School Tier Directory to the CO, XO, EPO, CR, ZS, RINC, EPDS. Other NRDs, Regions and CNRC staff can receive a copy on request. The ESS will maintain a file copy and is responsible for keeping the school directory up to date. Updates to the NRD School Tier Directory can be sent as hard copy through distribution or electronically via email as necessary.
- d. Applicants from schools and/or programs not listed in the NRD School Tier Directory cannot DEP until an ESS has visited and evaluated the school. If a school or program is not listed in the school directory, the ZS/RINC should contact the NRD ESS for tier-level classification.
- e. Education credentials from outside the NRD must also be verified. Verification by the NRD can be made by reviewing accreditation agency directories/web sites, or by contacting the NRD or ESS where the school is located to obtain Tier level information. **This verification shall be done by the NRD accessing the applicant, not the NRD where the school is located.** Tier-level classification for schools not listed in accreditation directories is the responsibility of the ESS at the NRD where the school or programs are located.

## 2H-7 On Site Visits

- a. On-site evaluation visits will be made to all district education programs including charter schools, continuation schools and non-public high schools. The ESS has the responsibility to determine whether the credentials issued by these schools meet the criteria established for HSDG/Tier I status.
- b. The purpose of the visit is:
  1. To determine the method(s) of instruction.
  2. To determine if more than one program is offered (general education development (GED), GED preparation, home study, individualized study, correspondence, adult education, Adult Basic Education (ABE), etc.).
  3. To determine school and/or education program tier-level classification.
  4. The ESS has the primary responsibility for conducting on-site visits. **NAVCRUIT 1133/80** is required for all on-site tier-level determinations. It is used to certify school and/or instructional programs tier-level classification. The ESS is required to complete the NAVCRUIT 1133/80. It will be maintained in

the NRD Tier Directory. The NRD Commanding Officer's signature is required on NAVCRUIT 1133/80 to approve tier-level classification.

5. On-site visits will be conducted every 3 years, or as necessary, to determine if any changes are necessary to tier-level classification.
6. Schools that have been classified as Tier II as a result of an on-site visit do not need to be revisited unless their programs have changed and there is a potential for upgrading the tier-level classification.

## **2H-8 Tier-Level Evaluation**

- a. The purpose of the tier-level evaluation is to determine whether the individual meets the criteria for education enlistment eligibility. Tier-level evaluations will be completed on all applicants whose program or credentials require further evaluation based upon an on-site visit. ESS's are not required to conduct tier-level evaluations on applicants enrolled in, or graduates from, accredited/recognized public or private high school. The schools should already have been listed in the NRD Tier-level directory. Tier level program descriptions are provide in Sections 2H-9, 2H-10, 2H-11.
- b. CNRC (N35D) has the responsibility to train, advise, and assist the NRD ESS. (N35D) is responsible to ensure ESS are properly trained to perform the following:
  1. Serve as the functional expert regarding education credentials and appropriate tier-level placement of applicants within the NRD.
  2. Provide the necessary training to district personnel regarding education credentials and educational enlistment eligibility requirements.
  3. Maintain school tier directories for schools within their area of responsibility.

## **2H-9 TIER I (Programs and Eligibility Criteria).** Applicants with the following education codes are Tier I/HSDG status: L, 8, B, D, F, G, H, K, M, N, R, S, U, W or X. (See Section 5B-2d, *Item 12.*)

- a. High School Diploma Graduate (HSDG)
  1. An applicant shall be classified as a High School Diploma Graduate when they meet the following program definitions. These applicants will be coded as 12L on the DD Form 1966.
  2. An applicant who attended, passed and graduated from a 12-year curriculum program recognized by the State and local governing boards of education. Documentation must support an instructor led program with scheduled in-classroom clock-hours of attendance. The documentation must show attendance for no less than the minimum number of days required for an academic year in the state where the school is located.
- b. High School seniors who successfully completed all requirements for graduation in school year 1999-2000 and thereafter, but fail a state-mandated secondary school exit exam, are authorized to be enlisted as Tier I/HSDG. These individuals will be coded as "12F" in Item 12, DD Form 1966.

- c. High School Senior (11S)
1. An applicant who has completed all academic credit requirements to be classified as a senior by the school district and can graduate within 365 days will be coded as an 11S on the DD Form 1966.
    - (a) Applicants classified as a senior by this definition may not have a shipping date reservation that is prior to their regularly scheduled graduation ceremony date.
    - (b) Senior status must be verified prior to DEP enlistment by an official or certified letter from the high school. The letter must be on school letterhead, signed and dated by an authorized school official, and must indicate the date the individual will complete graduation requirements and receive a diploma.
    - (c) If the school is closed for a period of 5 days or longer, an applicant may be enlisted into DEP without the letter, but the letter must be obtained immediately upon the school re-opening in order to confirm Senior status.
  2. Seniors who can complete graduation requirements by attending summer school, and are still within 365 days of DEP date, may remain an "11S". If required to remain in school past 365<sup>th</sup> days in DEP in order to complete graduation requirements, the individual must be DEP discharged.
  3. Seniors who enlist into DEP, subsequently fail to meet graduation requirements prior to active duty date, and do not qualify for enlistment under a different education standard, must be DEP discharged.
    - (a) These individuals should be encouraged to return to school.
    - (b) They may re-apply for enlistment after obtaining required education credentials.
    - (c) These individuals must be informed that this does not constitute a commitment on behalf of the Navy for enlistment upon completion of the education program they pursue.
    - (d) Should they obtain their education credentials and re-apply for enlistment, they must still be otherwise qualified based on DEP constraints and enlistment policies in effect at that time.
    - (e) Under no circumstances shall these individuals ship to RTC prior to the original graduation date before they became a fail to grad.
  4. NRDs shall **not** schedule an 11S to ship to RTC earlier than 14 days from projected graduation date on the applicant's "Will Grad" letter.
  5. Any applicant who enters DEP as an 11S **must**, upon graduation, provide an original diploma and/or signed and dated official transcripts to their recruiter. The recruiter will copy and include the copy in the DEPper's service record. **Only an 11S can bring originals to the recruiter, all others must take originals to the MEPS. NF applicants must provide the final signed/dated official transcripts.**
  6. Applicants that recently graduated from high school (within 14 days) and are unable to provide a diploma/final transcripts due to extenuating circumstances at the issuing authority shall:



- (a) Obtain most recent/final report card.
  - (b) Obtain a “Letter of Intent to Issue” from the school, on school letterhead.
  - (c) Submit the above documents to the NRD ESS for review and determination. If the ESS is unavailable, the NRD CO will make the determination (this shall not be delegated).
  - (d) If approved by the ESS/NRD CO, the applicant may DEP.
  - (e) An exception to this policy must be obtained from CNRC (N322) within 7 days prior to shipping to RTC. A Page 13 entry must also be made to ensure the applicant obtains the transcripts prior to completion of RTC.
- d. **Postsecondary Degrees.** An applicant who has earned an Associate Degree or higher from an accredited US college will be coded on the DD Form 1966 as follows:

<b>Associate Degree</b>	<b>14D</b>
<b>Baccalaureate Degree</b>	<b>16K</b>
<b>Masters Degree</b>	<b>18N</b>

- e. **Postsecondary Education with less than a Degree.** An applicant who attended a college or university and completed and passed at least 15 semester/22 quarter credits or 675 clock hour credits of postsecondary education from an institution listed in the current or applicable American Council on Education (ACE) Accredited Institutions of Postsecondary Education directory. All sections with the exception of candidates for accreditation may be qualified as Tier I.
1. Regional accrediting agency directories listed below may also be used for accreditation:
    - (a) NEA The New England Association of Colleges and Secondary Schools.
    - (b) MSA Middle States Association of Colleges and Secondary Schools.
    - (c) NCA North Central Association of Colleges and Secondary Schools.
    - (d) NWA Northwest Association of Colleges and Secondary Schools.
    - (e) SACS Southern Association of Colleges and Secondary Schools.
    - (f) WASC Western Association of Schools and Colleges.
    - (g) COE Current Commission of Occupational Educational accrediting agency.
  2. Signed and dated official transcripts from the institution issuing the diploma are required. If the transcript does not include credits from all other schools attended, then official transcripts from the other schools are also required. Code such individuals “\_ \_ 8”. The two spaces in front of the 8 are the highest secondary school grade completed on the high school transcript. An applicant who is enrolled and attending a college in one of the publications listed above may DEP. Code such individual “\_ \_ M”. Applicants currently in pursuit of Tier I status via college semester/quarter credits must have been enrolled and attending for a minimum of 30 days and must attain the required credits in no more than 180

- days to be eligible for DEP. DEP applicants require a pre-shipping review by the ESS to determine that all education requirements have been met.
3. Combining semester credits with quarter credits or combining clock hour credits with either semester or quarter credits is allowed using the following formula:
    - (a) 45 clock hours = 1 semester credit. (1 trimester credit equals 1 semester credit)
    - (b) 1.5 quarter credits = 1 semester credit.
  4. Clock hours from two or more accredited post-secondary vocational/technical schools may be combined for a total of 675 clock hour credits. Schools must be accredited by agencies listed above.
  5. Credits awarded for military service training (i.e., basic training, military training) or life experiences are not acceptable for tier-level status for enlistment purposes unless recorded on an official college transcript.
  6. College developmental, remedial, and institutional credits may not be used for Tier I status. For example: no credit for the following sample course would be acceptable - *Introduction to Math 001*.
- f. **ADULT HIGH SCHOOL DIPLOMAS.** An applicant awarded a secondary diploma on the basis of attending and completing an adult education or “external” program that meets or exceeds the definition of an HSDG will be coded “\_ \_B” on the DD Form 1966.
1. Official transcripts, meeting the requirements described in Section 2H-4, are required to establish Tier I status.
  2. Programs operated for the military to circumvent the requirements of the traditional adult high school diploma are “**not**” acceptable for Tier I status.
  3. Non-public schools shall be judged by the same measures as public schools.
  4. An adult education diploma that was obtained by attending remedial classroom instruction for adults to correct skill deficiencies, or to prepare for the GED examination, Adult Basic Education (ABE) or English as a Second Language (ESL), will be considered Tier II.
  5. The education code for an individual enrolled in adult education is “\_ \_M”, and will be changed to “\_ \_B” when the individual successfully completes all graduation requirements.
  6. Applicants in pursuit of Tier I status via an adult HS education program must have been enrolled and attending classes for a minimum of 30 days and must be able to earn the required number of credits, as determined by the local governing body of the State, in no more than 180 days to be eligible for DEP.
  7. If an applicant cannot provide documentation indicating the expected date of completion from an adult education program, they are ineligible for enlistment until after graduation. **No exceptions are authorized.**
  8. Documents and verification procedures required for applicants currently enrolled in approved adult education programs are as follows:
    - (a) For DEP: Official or certified letter from the educational institution indicating date of enrollment, class attendance (must be enrolled and attending), and the

date the individual is expected to complete the program and receive a diploma.

- (b) Upon completion from the approved adult education program, and prior to accessing and shipping for active duty, a second evaluation by the ESS is required to ensure all requirements of the program have been successfully completed for HSDG/Tier I status.
- g. **Home School Diploma.** Conference Report (Section 571) of the FY 99 National Defense Authorization Act established a five-year pilot program to permit home school diploma recipients **TIER 1** high school diploma graduate status. A home school is a 12-year curriculum based, instruction oriented academic experience, in the home, involving regular parental or guardian instruction and education. Attendance should be for at least an average of 4.5 hours daily and at least 170 days per academic/grade year. For applicable state laws governing home school see <http://www.hslda.org/central/states/xx/laws.html>. The **xx** is the state abbreviation.
1. Home schooled applicants must provide a diploma and transcript for review by the NRD ESS. The ESS will determine whether the applicant's home schooling meets State requirements for home school secondary graduation. In States that have no prescribed standards, the applicants' education credentials and supporting documents must meet the State of residence standards. NRD CO's are ultimately responsible for ensuring compliance with requirements for home school secondary education. The ESS must contact the parent or guardian to verify that the applicant was home schooled and for how long, and annotate the findings on NAVCRUIT Form 1133/51.
  2. Require that all home school applicants submit a home school secondary diploma and transcript containing the following information:
    - (a) Student's name
    - (b) Home address
    - (c) Date of birth
    - (d) SSN
    - (e) Date of enrollment in home school
    - (f) Date of graduation or projected graduation date if still enrolled
    - (g) Courses transferred from other educational institutions (if applicable)
    - (h) Courses attempted/completed with start and completion dates of each course during each home school grade
    - (i) Credits earned from Home school courses
    - (j) Signature of parent or guardian, date, and home phone number
  3. A letter from the applicant's parent or guardian describing in detail the education process is acceptable documentation for enlistment if it includes the same information as would be typically found on an official transcript. Code these applicants as "12H" on NAVCRUIT Form 1133/51 and DD Form 1966.
  4. Home school applicants have completed the required number of credits, and would be considered in a "Senior" status by the local district guidelines may be

- placed into DEP using the code “11M” provided they will graduate within 365 days from DEP-in.
5. Applicants claiming status as home school graduates must have completed a minimum of one home school academic year of education (12<sup>th</sup>) grade to qualify for home school (education code 12H) status.
  6. Home school applicants age 17-19 at the time of home schooling, who meet State standards for graduation may be enlisted by the NRD unless correspondence school, independent study or distance learning was part of the home school education program. If the Home School program included any correspondence school, independent study or distance learning it cannot be classified as Tier I.
  7. Those applicants who received home school diplomas at age 20 or older are required to submit education documents (public, private, correspondence, GED, home school, achievements test results, etc.) to CNRC (N35D) for review and approval or disapproval.
  8. In some cases, educational credentials issued by a correspondence school, private tutor, distance learning or independent study program may be considered as home schooling when incorporated as a legitimate part of the curriculum used by the parent(s) or guardians(s). To be applicable, the curriculum must be concentrated on the interaction between the student and the parent/guardian. Such applicants' educational credentials will be reviewed by CNRC (N35D) for determination of eligibility. In cases in which the parent(s) or guardian(s) had little or no involvement in the educational program, applicants will be coded as Tier II (education code – “\_ \_ 7).
- h. **DOD/DON Sponsored Programs.** The Department of Defense and Department of the Navy have either sponsored or shown special interest in the National Guard Youth Challenge Program (NGYCP) and the Seaborne Challenge National Guard Corps (SCNGC). Participants from these programs are granted **TIER I** status upon graduation provided they have completed the program and earned a GED, an adult education diploma, or 15 semester/22quarter credits of college-level credit. Participation and completion must be documented on letterhead of SCNGC or NGYCP and signed and dated by an authorizing official. Last grade of traditional school completed must be determined by a review of official school transcript. Any applicant enlisted into DEP as a “\_ \_ M” must be re-certified by the ESS upon successful completion of the program.
1. **NGYCP.** Graduates of the NGYCP must have successfully completed all program requirements to be eligible for TIER I. This includes earning a NGYCP certificate of completion and a GED certificate. These individuals will be coded as “\_ \_ X” on the DD Form 1966. Some NGYCP graduates who possess an adult education diploma will be coded “\_ \_ B”. NGYCP participants may be placed in DEP using the code “\_ \_ M”. Last grade of traditional high school completed must be determined by a review of official school transcript.
  2. **SCNGC** is a DOD/DON sponsored program presently operating only in Galveston, TX. It is a cooperative program with the Texas National Guard. Participants must meet the same requirements as the NGYCP.

- i. **JOB CORPS PROGRAMS.** Job Corps Centers sponsored by the Department of Labor:
1. A Job Corps applicant who has completed at least 675 clock hour credits of vocational/ technical education from an accredited Job Corps Center listed in the Accredited Institution Postsecondary Education or the COE directories are considered Tier I.
  2. A Job Corps applicant from a non-accredited Center must have completed the GED 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 in order to be considered Tier I. Applicants who have completed 675 clock hour credits or more and dropped out of the vocational/ technical program before earning a certificate of completion are not eligible for Tier I status.
  3. Job Corps graduates who meet the requirements above will be coded “\_\_ 8.” Job Corps participants **who are enrolled and have been attending for a minimum of 30 days** may be placed in DEP using the code “\_\_ M.” Last grade of traditional high school completed must be determined by a review of official school transcript. The transcript review shall be conducted by the ESS.
  4. Hours spent completing a GED shall **not** be counted as part of the 675 clock hour credits required when completing a Job Corps vocational/technical program.
  5. Applicants from Job Corps programs that are not listed in ACE, but are accredited by a Regional Accrediting Association, must have the following documented on the NAVCRUIT Form 1133/51:
    - (a) Name and Title of Job Corps and accrediting official contacted
    - (b) Date, time and telephone number of the Job Corps and accrediting official contacted.
    - (c) The number of vocational clock-hours that are recorded on the official transcript as post-secondary.
- j. **DEP Enrichment Program.** This program provides for the provisional DEP enlistment of high school diploma graduates (code “\_\_ L”) with ASVAB scores between 28 and 30 AFQT. Individuals enlisted under the DEP Enrichment Program will be provided academic enhancement training, re-tested with the ASVAB, and accessed onto active duty provided they score 31 or higher on the subsequent ASVAB re-test. NRD Commanding Officers will ensure all qualified DEP Enrichment Program members are enrolled into a reputable learning center within 72 hours of HIV and DAT results. The following are program requirements:
1. Must meet BEERS requirements in this Chapter and program requirements in Chapter 3 of COMNAVCRUITCOMINST 1130.8F.
  2. Must have a valid AFQT score between 28 and 30. Once in DEP, the member will be required to re-test with the ASVAB and attain a minimum score of 31 prior to processing onto active duty. Members cannot re-test with the ASVAB until completing the DEP Enrichment course of study into which they have been enrolled. Members who fail to attain the AFQT of 31 or higher on the re-test

- shall not be allowed to access onto active duty. DEP Enrichment members are not required to be DEP discharged in order to re-test with the ASVAB.
3. Any misdemeanor (chart C) or felony (chart D) convictions or adverse adjudications are disqualifying. Additionally, applicants with more than four non-minor misdemeanor (chart B) convictions are not eligible. No exceptions authorized.
  4. This program is open to males and females.
  5. Classifiers will classify individuals into the GENDET (Seaman, Airman, and Fireman) programs only. After the individual re-tests, the classifier may reclassify the member into a program or rating based on the new line score.
  6. Once qualified applicants enrolled into the DEP Enrichment Program they are to be immediately enrolled into a program in order to boost their competency in mathematics and reading. Commanding Officers are authorized to enroll qualified DEP Enrichment Program members into a reputable program that meets the convenience of the member.
  7. HIV and DAT results must be confirmed prior to enrollment into any DEP Enrichment education program.
  8. Each qualified applicant can be signed up for only one DEP Enrichment Program. If the individual completes the course of instruction and subsequently fails the ASVAB, they cannot be re-enrolled into another DEP Enrichment Program.
  9. Commanding Officers are authorized to spend up to \$2500.00 per transaction, per vendor, using local procurement authority under the provisions of Government Purchase Card Program (GPCP). A maximum of \$25,000 may be expended per Area for the operation of this program. Region Commanders must monitor district expenditures to ensure the additive costs of all districts under their purview do not exceed this limit. Additional funding may be requested from CNRC (N8) if warranted. The following is a representative list of proprietary learning centers and academic enrichment programs that may be used:
    - (a) Bridges
    - (b) Sylvan Learning Center
    - (c) Navy Learning Centers (where available)
    - (d) Programs provided by local school districts and community colleges (i.e. Adult basic education)
    - (e) Learnscapes.com
  10. The NRD ESS is responsible for locating appropriate academic programs within their district's boundaries. The Zone Supervisor will ensure that the member is informed of the provisions of the DEP Enrichment Program, locations of authorized academic programs, and the responsibility for maintaining satisfactory attendance.

**2H-10 TIER II. Alternate HS Credentials or High School Graduate (HSG).** Applicants processing the following education codes are considered Tier II/HSG status: 7, C, E, or J.

- a. Test-Based Equivalency Diploma. An applicant receiving a diploma or certificate of general education development (GED) or other test-based high school equivalency

- diploma will be coded as an “\_\_ E” on the DD Form 1966. The first two digits indicate the applicant’s highest completed (see 5B-2). These include statewide testing programs such as the California High School Proficiency Examination (CHSPE) whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma.
- b. High School Certificate of Attendance or Completion. Applicants with an attendance-based certificate or diploma should be coded as “\_\_ J” on the DD Form 1966. The first two digits indicate the applicant’s highest grade completed (see 5B-2). These are sometimes called certificates of competency or completion, but they are based on course completion rather than on a test such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma.
  - c. Correspondence School, Distance Learning, Home Study, or Independent Study. Applicants who have earned a secondary school diploma or certificate awarded upon completion of correspondence school, distance learning, or independent study coursework are coded as “\_\_ 7” on the DD Form 1966. If the diploma was issued by an educational institution, code as “\_\_ E.” The first two digits indicate the applicant’s highest grade completed (see 5B-2).
  - d. Occupational Program Certificate. Applicants who are awarded a certificate or diploma for attending a non-correspondence vocational, technical, or proprietary secondary school program for at least 6 months and who have completed at least 11 years of regular day school should be coded as “\_\_ C” on the DD Form 1966. The first two digits indicate the applicant’s highest grade completed (see 5B-2).
  - e. In addition to the credentials listed above, there is a variety of miscellaneous education programs that employ non-classroom related instructional methodologies that issue credentials that are frequently found in TIER II. Some of the most frequently encountered programs of this type include:
    1. State Adult Basic Education (ABE) Programs. These programs are administered by a State GED or ABE administrator’s office within each State’s department of education or in some community colleges. ABE programs provide remedial classroom instruction for adults who wish to correct skill deficiencies or prepare for the GED examination. While all States issue a certificate on the basis of GED tests, the actual title of the credential varies from state to state. Most States issue a credential that bears the word “equivalency” or “State Diploma”; some States issue credentials with titles that may be almost indistinguishable from a high school diploma issued by established high schools.
    2. State Sponsored External High School Diploma Programs. These programs, originated in New York, comprise a variety of alternative or adult diploma programs and are designed to provide adults with an alternative to the GED. They are high school crediting programs for adults who have acquired skills through experiential (or life experience) learning. This diploma is usually test based and is earned by demonstrating competencies through an applied performance assessment system.
  - f. When in doubt consult your ESS.

**2H-11 TIER III. Non-High School Graduate.** An applicant who is unable to present any of the credentials listed above, as defined in 2H-9 or 2H-10. All HP3 applicants must have an enlistment eligibility determination conducted by the Region Commander.

**2H-12 High Performance Predictor Profile (HP3)**

- a. **Background.** HP3 is a recruiting tool designed to select the best-qualified high school graduate (HSG) defined in 2H-10, and the best qualified Non-high School Graduate (NHSG) as defined in 2H-11.
- b. **Eligibility.**
  1. All applicants must be screened by the NRD CO to determine enlistment eligibility using the Waiver Briefing Sheet (Exhibit 2-1).
  2. **Police Record Checks must be submitted on all applicants enlisted as an HP3.**
  3. **Enlistment Eligibility Requirements.** At a minimum, documentation of meeting the following requirements must be in the package submitted to the NRD CO for use in making the enlistment eligibility determination. At a minimum, this same information is to be submitted to the Region Commander when the eligibility determination is required to be submitted to that level:
    - Must have completed at least 9 years of education
    - Explanation for not graduating from high school
    - At least 19 years of age at enlistment (18 with age waiver from NRD CO)
    - AFQT test scores of 50 or better
    - Drug/alcohol record for potential disciplinary problems
    - Police involvement for disciplinary problems (**No felony Convictions**)
    - References showing constructive use of time (employment/school attendance/etc) during the time the applicant dropped out of school to present. The references must be on company/school/official letterhead and must show that the official who is writing the reference has knowledge of the applicant for a minimum of 90 days. References from activities that demonstrate maturity, character, perseverance, leadership potential, and ability to work with others will be considered.
    - Type of education credential presented.
    - Motivation for Naval Service.
    - Other documentation the NRD CO deems necessary to enable a determination based on the whole person.
- c. Any applicant potentially qualified as an HP3 by criteria listed in the “W” or “K” cells on Exhibit 2-12 must have an entire waiver package submitted to the Region Commander for determination. Region Commanders and Acting Region Commanders are the only personnel authorized to grant an HP3 enlistment eligibility waiver. By Direction authority does not authorize waiver authority for HP3 requirements.
- d. The NRD CO may only give an HP3 waiver for age. Any other waiver or enlistment eligibility determination for an HP3 applicant must be submitted to the Region



Commander for approval/disapproval. Submission to Region will include the NRD CO/XO recommendation. The NRD recommendation can only come from the NRD CO/XO. It cannot be delegated below NRD CO/XO.

- e. **HP3 Selection Criterion.** (See Exhibit 2-12). HP3 applicants must be 19 years of age or older (18 with NRD CO age eligibility determination), achieve an Armed Forces Qualification Test (AFQT) score of 50 or above, and satisfy **any one** of the following requirements:
1. **Unconditional Qualification.** Be in one of the “Q” cells in the HP3 Selection Table.  
*Example:* An applicant who attended 12 years or more of education, is AFQT Test Score Category IIIA, has no secondary education credential and is 18 years old may qualify unconditionally with a “Q” status.
  2. **Qualification with Youth Program.** Be in one of the “W” cells in the HP3 Selection Table, and have documentation of military youth program participation of at least 6 months duration with a certificate or signed letter indicating the dates of participation in one of the following programs: Naval Sea Cadet Corps, Young Marines, Junior ROTC, Civil Air Patrol, or other DoD-sponsored youth program.  
*Example:* An applicant who attended 11 years of education, is AFQT Test Score Category IIIA, has a Correspondence School credential, and is 18 years old would qualify with a “W” status if suitable documentation of military youth program participation of at least 6 months duration is provided. A NRD CO age waiver would be required as well as a Region Commander enlistment eligibility determination.
  3. **Qualification with enlistment eligibility interview.** Be in one of the “W” cells in the HP3 Selection Table and be interviewed by the CO, XO, or EPO. The results of the interview would be submitted, with the waiver package, to the Region Commander for approval/disapproval. Enlistment eligibility will be determined based on the total person concept, based on a personal interview to determine the applicant’s motivation, commitment and likelihood of completing the first term of enlistment.  
*Example:* An applicant who attended 10 years of education, is AFQT Test Score Category IIIA, has a GED diploma, and is 19 years old may qualify with a “W” status if determined best qualified during an enlistment eligibility interview by the NRD CO/XO/EPO, and the NRD recommends approval to the Region Commander who then makes the final determination. NRD recommendation must be from NRD CO/XO.
  4. **Qualification with CO, NRD Waiver.** Be in one of the “K” cells in the HP3 Selection Table and obtain an education waiver from the Region Commander based on the waiver package submitted from the NRD CO. Approved individual shall be coded as “KYD” in the waiver block on DD Form 1966.  
*Example:* An applicant who attended 9 years of education, possesses an AFQT Test Score Category IIIA, has a Correspondence School Certificate and is 18 years old may qualify with a “K” status if a Region Commander waiver is approved.

- f. **Verification of HP3 Enlistment Eligibility.** The eligibility of every High School Performance Predictor Profile (HP3) applicant must be verified on the NAVCRUIT 1133/39. HP3 Enlistment Validation must be recorded and signed in DD Form 1966, Section VI, Remarks, and entered in PRIDE at the prompt for “HP3 Code”.
- g. **Minimum Time in DEP.** All HP3 applicants contracted on or after 01 July 2002, and scheduled to ship to RTC in FY03, must spend a minimum of 120 calendar days in DEP, complete the DEP PQS and be able to pass the Recruit Physical Fitness Test (PFT) as outlined in the DEP Success Accelerator Guide.
- h. Applicants processing without any education credentials will be coded as “\_ \_ 1” and are considered to have Tier III/NHSG status.

### 2H-13 Eligibility

- a. **Criteria.** Applicants who do not meet criteria listed in Tier I, II, III or HP3 are **not** enlistment eligible.
- b. No applicant can intentionally drop out of school for the purpose of enlistment into the Navy. Applicants who have dropped out of school may not ship until after the date they would have graduated.
- c. **Documentation.** All other applicants, including non-traditional HSDGs, who graduated from high school may DEP and ship with either a Diploma or transcript. The **only** exception is a WILL GRAD who DEPs in as an “11S”, or “M”.
  - 1. In the case of an “11S”, a “Will Grad” letter as specified in paragraph 2H-9c is required prior to enlisting. This letter is to be retained in the applicant’s residual record.
  - 2. In the case of a “\_ \_ M”, a letter of enrollment stating that the member is enrolled and attending courses required to complete all graduation requirements, printed on the institution’s letterhead, stating that the applicant is enrolled and attending, includes a projected completion date and bearing an official signature, is required prior to enlisting. This letter is to be retained in the applicant’s residual record.
- d. **Coding.** See Section 5B-2 (Item 12).
- e. **Minimum Standards.** To be eligible for enlistment, applicants must meet the education requirements in 2H and provide documentation as outlined in Exhibit 2-14 to verify their education level. These are considered minimum standards. To meet accession quality goals established by the Chief of Naval Operations, CNRC periodically takes management action that exceeds these minimum standards. Amplification is provided in the current COMNAVCRUITCOMNOTE 1133. Additional requirements are:
  - 1. All non-prior service (NPS) applicants with ASVAB AFQT scores of 31 to 49 inclusive must be Tier I. All HP3 applicants must have an AFQT of 50 or above and no felony convictions to be enlistment eligible. Other Service Veterans (OSVETs) must be Tier I or Tier II.
  - 2. Applicants for certain enlistment programs must meet high school graduation or grade requirements as contained in the applicable program as discussed in Chapter 3.

**2H-14 Validation of Education**

- a. **Types of Documents.** See Exhibit 2-13 for documents to use to verify the applicant's education. Applicants must bring the original diploma and/or signed transcript to MEPS at the time of DEP-in. If the applicant is an 11S, the "Will Grad" letter will be used at time of DEP. MEPS personnel will make a copy of the document and give the original back to the applicant. See Exhibit 2-14 for additional guidance.
- b. **Education Validation Process.** Every NRD will conduct a validation of education credentials on 50% of all High School Diploma Graduates who are 12L following the processing gate after DEP-in. The NRD Executive Officer will be responsible for ensuring the following process occurs after each processing gate. If the NRD has no XO, then the CO is responsible. This process cannot be delegated.
1. The Executive Officer will identify 50% of all 12Ls entering DEP after each processing gate for education verification. Either the PRIDE SOLD Report or the PRIDE DEPMAN Report will be utilized when making the identification.
  2. The Executive Officer will utilize a random system, similar to that used for conducting random urinalysis, to determine which 12Ls on the SOLD/DEPMAN Report will have their education validated.
  3. The Executive Officer will designate, in writing, personnel to conduct the validation. The designated personnel will come from the following list: EPO, ESS, CMC, EPDS, MLPO, Classifier, or Processor. If the designated personnel are unable to conduct the validation by at the end of each processing gate, then the Executive Officer is responsible for conducting the validation.
  4. For every name identified by the Executive Officer on the SOLD/DEPMAN Report, the staff member designated to validate education will make contact with the school from which the DEPper indicated they graduated. Contact can be made via telephone, email or facsimile.
  5. Validation will be deemed accomplished only after the school has indicated that the DEPper has graduated from, never graduated from, or never attended the school.
  6. Once validated, the copy of the SOLD/DEPMAN Report provided by the XO will be annotated to indicate the results of the validation. The DD Form 1966, Item 30 and the Remarks section, will also be annotated to indicate the results of the validation.

**Entry:**

"Education confirmation conducted on \_\_\_\_\_ via \_\_\_\_\_.  
(Date) (Phone/Fax/Email)

School Official: \_\_\_\_\_ NRD Official \_\_\_\_\_."  
(Name) (Name)

7. The Executive Officer will identify an additional list names from the 12L list on the SOLD/DEPMAN Report for use as alternates. These names are to be used in the event a school that refuses to provide, or is unable to provide, validation for

one of the originally identified names. A name from the alternate list will be substituted in order to ensure the 50% validation has been attained.

8. If an individual used a signed and dated official transcript at the time of DEP-in, then they would not require validation. NRD's should not use these personnel as part of the required 50% 12Ls for validation.
- c. **Call Lists.** The list of school telephone numbers, facsimile numbers, and email addresses is currently maintained by the NRD ESS. Each DEPper has the school attended indicated on the DD Form 1966 and in the Electronic Personnel Security Questionnaire (EPSQ). If, while conducting the validation, it is discovered that the telephone number, facsimile number or email address are no longer accurate, then the ESS will update that list.
- d. **Additional Benefits.** The validation process can identify problems internal to district personnel integrity. It can also be used to develop better relations with schools within the NRD who currently are not friendly with Navy Recruiting. The list of non-responsive schools identified during this validation process will be used by the NRD CO and ESS to develop better relations with local schools.
- e. **Command Inspection Item.** The validation of education by using either the PRIDE SOLD Report or the PRIDE DEPMAN Report will be an inspection item during each NRD's Command Inspection.

## 2H-15 Foreign Education

- a. **Definition.** All education, with the exception of that received in the United States, Puerto Rico, Guam, the Virgin Islands of the United States, the outlying possessions of the United States (American Samoa and Swains Islands), Commonwealth of the Northern Mariana Islands, Republic of the Marshall Islands, the Federated States of Micronesia, and at overseas Department of Defense sponsored schools, is considered to be foreign education.
- b. **Eligibility Based on Foreign Education.** Foreign education may be recognized for enlistment for foreign nationals and for U.S. citizens educated in foreign schools. CNRC will use the Association of College Registrars and Admissions Officers' PIER World Series publications to evaluate education from foreign nations. Use the following procedures:
  1. Submit NAVCRUIT 1133/51 along with the applicant's foreign education documents (i.e., diplomas, certificates and degrees, with complete transcripts) to the NRD ESS to certify foreign education credentials for a 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 a 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 NRD ESS at least two working days (48 hours) prior to beginning MEPS processing of the applicant to ensure certification is completed.
  2. The ESS must match the education credentials with the database developed, maintained and provided by CNRC (N35D). After certifying the education

equivalency, the NRD ESS will send the NAVCRUIT 1133/51 to the CO for validation. Comprehensive records of the certification and resultant education coding will be maintained by the ESS for a period of two years. The ESS will also assist in the evaluation of foreign education credentials for advance pay-grade eligibility (see 4.2.2b). Education credentials not found in the database shall be sent to CNRC (N35D) for further evaluation and possible updating of the database.

- c. **For enlistment purposes**, use the following criteria:
  1. Applicants who have been awarded a secondary diploma based upon successful completion of secondary program of 10 to 12 years are considered to be **TIER I** and coded with the highest number of years completed followed by "L" ( \_ \_ L) for enlistment purposes.
  2. Applicants from the Philippines who have been awarded a secondary diploma for 10 years duration of secondary instruction are considered **TIER I** and will be codes "10L" for enlistment purposes. Advanced paygrade may be granted for postsecondary education from the Philippines.
- d. Questions involving foreign education evaluation will be forwarded to CNRC (N35D).

## 2H-16 English Language Skills

- a. **Requirement.** Applicants must have the ability to read, speak, and understand the English language. Since fluency in the English language correlates highly with successful job performance in the Navy, applicants who have difficulty expressing themselves or otherwise understanding English will not be accepted for enlistment. Although Military Enlistment Processing (MEPCOM) regulations include provisions to terminate processing of applicants who are identified as non-English speaking during ASVAB verification testing interviews, during medical examinations, or during MEPS pre-enlistment interviews, the Navy Enlisted Classifier must confirm the English capability of each applicant who is being processed for enlistment. During the course of the classification interview, the enlisted classifier should assess the applicant's capacity to communicate and to comprehend the routine and crisis language situations that one encounters in the U.S. Navy. No standard interview format is prescribed. If the Navy Enlisted Classifier detects any difficulty on the part of the applicant in understanding questions/directions or failing to adequately formulate replies, additional interviewing should be conducted to determine if there is a recognizable problem.

- b. **Processing Information.** Applicants for enlistment who are lawfully admitted aliens and/or English as a second language will have the following statement recorded on their DD Form 1966/3 by the Navy Enlisted Classifier:

**“(Date): “I have personally interviewed (Name of Applicant) and have determined that without further instruction, s/he is able to read, write, and speak the English language sufficiently to complete basic training, the program in which enlisting and is considered desirable for enlistment.**

\_\_\_\_\_  
**(Signature of Enlisted Classifier)”**

Applicants who are determined to have difficulty with English fluency are to be referred to the District Commanding Officer, Executive Officer, or Navy Recruiting Processing Station Director for further evaluation. Once it has been determined that a particular applicant does not meet English language fluency expectations, make the following page 13 (NAVPERS 1070/613) administrative remarks in the residual file, which is retained under 5.1.6.

**“(Date): During the classification phase for (Applicant’s Name), processing was terminated due to English language deficiencies. Application for enlistment may be reevaluated after a period of 90 days.”**

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**(Signature of Enlisted Classifier)”**

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## 2I Mental Aptitude (ASVAB)

### 2I-1 AFQT Scores

The minimum acceptable Armed Forces Qualification Test (AFQT) score for enlistment of non-prior service or other service veterans is 31. Applicants with AFQT scores of less than 50 must be HSDGs. Waivers are not authorized for non-prior service applicants. Prior service Navy veterans may enlist with AFQT scores from previous enlistment provided they are reenlisting into their previous rating, regardless of AFQT scores below 31. Prior Service Navy veterans enlisting via the PRISE III program must have an AFQT score of 31 or higher. AFQT waivers for other service veterans with skills directly convertible to a critically undermanned Navy rating may be submitted to CNRC (N32).

### 2I-2 Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is a multiple aptitude test battery, one of several measures used to determine enlistment eligibility, and qualification for programs and schools. Sponsored by the Department of Defense, the ASVAB is regulated by the Military Entrance Processing Command (USMEPCOM), and under the centralized management of Military Entrance Processing Stations (MEPS) in coordination with the USMEPCOM Interservice Recruitment Committees. Two versions of the ASVAB, Production and Student, are administered.

- a. **Production ASVAB.** The Navy uses the Production ASVAB solely to test individuals specifically applying for enlistment. MEPS personnel at a MEPS site, or a MEPS Mobile Examining Team (MET), using only the current generation of the test, administer and schedule this ASVAB. Testing with the Production ASVAB in an educational institution is prohibited. An applicant must be at least 17 years old to be administered the Production ASVAB.
- b. **Student ASVAB.** USMEPCOM offers the Student ASVAB at no cost to secondary and post-secondary school students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade. The Department of Defense does not encourage mandatory administration to students but will comply when requested by a school administrator. Student scores are returned to school counselors for use in curriculum planning, vocational and career counseling and group assessment. The program also provides recruiters access to the high school market and pre-qualified recruiting leads. When authorized by the school, MEPS provides recruiters the names, addresses, future plans, and classification scores concerning students tested in grades 11 and above.
  - (1) Student ASVAB results are valid for enlistment for a period of 2 years from the date of test administration. Applicants with valid Student ASVAB qualifying scores are not required to retest for enlistment but may voluntarily retest at MEPS when allowable under retest policy. MEPS maintains documentation of Student ASVAB test scores for a period of 2 years.



- (2) USMEPCOM provides test materials and administers, scores, and provides reports for the Student ASVAB testing program.
- (3) District COs provide assistance to the USMEPCOM Interservice Recruitment Committee as follows:
  - (a) Navy Education Services Specialists (ESS) coordinate the introduction and the promotion of the Student ASVAB test to high school and post-secondary school administrators; and scheduling, post-test liaison, and counseling for high school and post-secondary school administrators.
  - (b) Recruiters introduce and promote the Student ASVAB test to high school and post-secondary school administrators; schedule, and provide post-test liaison and counseling to schools; and proctor the Student ASVAB test when requested by the USMEPCOM Interservice Recruitment Committee.
  - (c) Recruiting personnel should encourage school administrators to provide parents and students with ASVAB information such as *Time of Decision - A Parent's Guide to ASVAB* and *Your Career Starts Here - A Student's Guide to ASVAB* at least one week prior to testing.
- (4) ASVAB testing overseas is closely coordinated with USMEPCOM and administered, scored, and reported by an authorized Service Test Control Officer (TCO).
  - (a) Recruiting personnel may serve as proctors in a test session; otherwise, they are prohibited from performing any duties related to testing.
  - (b) The Service TCO and overseas recruiter must ensure that a USMEPCOM Form 714A, *Request for Examination*, is accurately completed and signed before administering the test.
- (5) By direction of the Secretary of Defense, all publicity materials on Student ASVAB testing published by the Armed Services, including recruiting field activities, must contain the following statements:
  - (a) *Purpose.* The ASVAB is used by the Armed Forces for recruiting purposes and by school counselors for vocational guidance counseling. The ASVAB's ability for determining civilian job skills has not yet been proven.
  - (b) *Distribution of Test Scores.* Test scores are provided to the school counselor (who in turn furnishes them to the student), the recruiting services of the Armed Forces, and the U.S. Coast Guard.
  - (c) *Retention of Information.* Information about individuals who have taken the ASVAB will be maintained on a computer tape for recruiting purposes for not more than **2 years**. Scores are kept for a longer period of time for research purposes to assist in evaluation

and updating test materials; however, personal identifying information (name, social security number, street address, telephone number) will be removed from existing records.

- (d) *Release of Test Information.* Names and other information **may not** be released to any agency outside of the Department of Defense, except to the U.S. Coast Guard and the student's school. Information on test results **may not** be used for any purpose other than recruitment in the Armed Forces and high school counseling. Test data provided to school systems are disposed of per guidelines of the state, local, or school policy.

### 2I-3 Use of ASVAB Test Scores

- (a) **Enlistment Eligibility.** The most recent valid test score is used for enlistment purposes. The Armed Forces Qualification Test (AFQT) score is calculated from Navy Standard (line) scores. It is used to determine mental eligibility for enlistment.
- (b) **Program Guarantee.** Navy Standard (line) scores are calculated from ASVAB raw scores and used to establish eligibility for a program guarantee. Chapter 3 provides the line scores 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

- (c) **Special Program Requirements.** Certain programs require applicants to attain qualifying special purpose, supplementary, or performance test scores. Chapter 3 provides requirements and qualifying scores for each program.

### 2I-4 Retest Policy and Procedure

When used in this section, *retest* means testing a person a second time with either the same test, or a different test. Any retest must be accomplished on a version other than that used for the previous test.

#### (a) ASVAB Retest Policy

- (1) **DEP.** Retesting of persons in the Delayed Entry Program **is not** authorized.

- (2) **Students.** Student ASVAB retesting within 6 calendar months of a production ASVAB or student ASVAB is not authorized. Students taking the Student ASVAB are informed of retest prohibitions when they take the test. The most recent valid ASVAB test results are used for enlistment.
- (3) **Production.** Production ASVAB retests are authorized on or after one calendar month has elapsed from the date of the initial test. The following examples are given for clarification.

<b>Initial Test</b>	<b>First Retest (on or after)</b>
30 June	30 July
1 November	1 December
18 February	18 March
31 August	1 October (because there's no 31 September)
30 or 31 January	1 March (because there's no 30 or 31 February)

**b. Retest Procedures**

- (1) Recruiters request a retest on the *Request for Examination Worksheet* (USMEPCOM Form 714A-E), *Item 16*. The previous test version must be listed in *Item 16*. After two retest, **6 calendar months must elapse from the retest before another retest can be requested on the USMEPCOM Form 714A-E**. This applies also when the initial test is a student ASVAB. Recruiters must be extremely careful not to request a retest before one calendar month has passed, or before 6 calendar months, as appropriate. Retests given before one calendar month has passed from the initial and first retest or before 6 calendar months from the second retest will result in invalid applicant scores. Applicants must wait 6 months from the date of the invalid test before retesting. Recruiters will submit a USMEPCOM Form 714A-E in advance with "conversion" entered on the blank line in *Item 16*. The MEPS will then generate a new 714A-E ADP giving date of ASVAB and version.
- (2) The MEPS Commander for applicants tested under adverse conditions or considered to have attained inflated scores through improper means may authorize an immediate retest. These individuals may be retested with an alternate test form. A USMEPCOM Form 714A-E must be submitted in these cases also. The MEPS will know through their database that the applicant has been authorized a retest by the MEPS Commander.

- c. Supplementary Retest Policy.** See 3B-3, and 3I-3 for retesting for special programs.

**2I-5 Documentation of Test Scores**

- a. Recording.** MEPCOM personnel record ASVAB scores in *Item 16* of the *Record of Military Processing - Armed Forces of the United States* (DD Form 1966). All test information entered in *Item 16* of DD Form 1966 **must** relate

to one test and the same test. Classifiers and processors will ensure that the MEPCOM Form 714A-E ADP (automated computer printout that reflects the applicant's standard scores) is included in each applicant's service record. Classifiers also enter in Section VI, Remarks of DD Form 1966, the date when the ASVAB was administered, the version of ASVAB, line scores, and the date when the classification interview was conducted. The Navy classifier records supplementary test (NAPT, DLAB, Typing, etc.) results in Section VI, Remarks, of DD Form 1966, whether applicants pass or fail the test(s). If Coding Speed (CS) aptitude test is administered, the Classifier must record the CS standard score in item 19, blocks 88 and 89, of DD Form 1966.

**b. ASVAB Scores**

- (1) **Production ASVAB.** USMEPCOM Form 714A-E is the authority for MEPS testing personnel to administer the current production of the ASVAB to Navy applicants, except for the current high school ASVAB, which is used for student testing. Parts I and III of USMEPCOM Form 714A-E will be completed and accompany all Navy applicants to the MEPS or a MET site for testing. Navy liaison personnel must accurately enter standard component scores in *Item 16b* of DD Form 1966 in the order presented on the USMEPCOM Form 714-ADP. Once an individual is scheduled to process for a Navy enlistment, the Navy Standard Scores are derived from USMEPCOM Form 714A-E ADP. MEPS Liaison Petty Officers must ensure that USMEPCOM Form 714A-E ADP is filed in each individual's service record at the time of enlistment or reenlistment USN or start of active duty or active duty for training as USNR.
- (2) **Student ASVAB.** ASVAB test results from student testing are maintained at a 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 714A-E ADP. For determining an AFQT percentile for the ASVAB, the standard scores of the test components of Mathematics Knowledge (MK), Arithmetic Reasoning (AR), and twice the Verbal Score (2VE) are added together and converted to an AFQT percentile score. Navy Recruiting Personnel **are not** responsible for computing an AFQT percentile score but will verify the accuracy of these AFQT percentile scores.

**2I-6 ASVAB Familiarization/Coaching**

- a. **Materials.** Several information devices are available for familiarizing the applicant with the ASVAB to assist the applicant in feeling at ease when taking the ASVAB:
  - (1) The USMEPCOM publication, *Your Future is Now*, 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 may recruiters use a commercial ASVAB study guide to familiarize applicants with ASVAB.
- 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 service to these schools, act as a distributor for their information materials, or become involved with them in any way.

## 2I-7 Loss or Compromise ASVAB Materials

- a. ASVAB compromise is defined by 3A-6. The Navy Recruiting Command must provide full assistance to HQ, USMEPCOM to support efforts to eliminate test loss and compromise.
- b. All hands should 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 dealt with severely.
- c. No applicant will be tested at MEPS or a Mobile Examining Team Site without a completed applicant USMEPCOM Form 714A-E.
- d. Personnel assigned as test proctors by NRD Commanding Officers must be thoroughly familiar with test security procedures.
- e. Recruiting personnel should 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 CO, NRD designated representative must report all ASVAB test compromise incidents, whether identified at MEPS or by the NRD, 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 involving a member of USMEPCOM/MEPS Testing Team*, report to USMEPCOM with a copy to the CNRC Inspector General.

- (2) *If involving a Navy member, either military or civilian, who is not assigned to USMEPCOM/MEPS **Testing Team**, report to CNRC Inspector General with a copy to USMEPCOM.*
- (3) *If involving only non-DoD civilian personnel (e.g., applicants), report directly to HQ, USMEPCOM with copy to the CNRC Inspector General.*
- (4) *If Navy or civilian members of the Navy Recruiting Command involved in a loss or compromise situation, the cognizant CO, NRD should convene an investigation concurrent with the submission of the report discussed in 2I-7g above. A full report of the investigation should be forwarded to CNRC Inspector General as soon as completed. Send a copy of the report and Commanding Officer's endorsement to USMEPCOM.*
- (5) *If a member of the USMEPCOM/MEPS Team or non-DoD civilian is involved, do not convene an investigation. Such cases would fall under the jurisdiction of USMEPCOM, which would conduct an investigation subsequent to receipt of the report discussed in 2I-7g above.*

## 2J Medical/Physical Information

### 2J-1 General Information

- a. **Parental Consent for Physical Examination of Minors.** All applicants under 18 years of age must have their parents' or legal guardian's consent for a physical examination when they report to MEPS for a physical examination. A completed Section VII (Parental/Guardian Consent for Enlistment) of the *Record of Military Processing* (DD Form 1966) is required. Parental consent obtained for enlistment is recognized as proper consent for physical examination at MEPS of 17-year-old Navy applicants. See Chapter 5 for instructions for completing Section VII of DD Form 1966. For exceptions to this policy, refer to 2F-1a.
- b. **Correction of Minor Disqualifying Defects**
  - (1) Recruiting and medical personnel may assume no responsibility, either for themselves or 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 and 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 with exceptions as stated in 2J-8, the decision of MEPS as to profile, physical condition, and physical eligibility for enlistment/reenlistment is considered a definitive decision on whether the accession requirements of the DoD 6130.4 are met or not. However, if the applicant still considers himself able to serve and the NRD Commanding Officer (CO) concurs, the NRD may refer such cases to CNRC (Code 00M). The NRD will not attempt to sway the opinion of the MEPS CMO, but may request the MEPS CMO to reconsider his decision if the NRD CO believes it is in clear error of fact or interpretation of the DoD 6130.4. Code 00M will not initiate any such request, but may advise and consult with the NRD CO or CMO if so requested.
  - (3) The forwarding letter, accompanied by *Report of Medical Examination* (DD Form 2808) and *Report of Medical History* (DD Form 2807-1), must contain such medical consultation as considered pertinent to the case. The decision rendered by MEPS in no way prevents the Commanding Officer from requesting a waiver of physical defects from CNRC (Code 00M), nor does it prevent the CO's requesting re-examination by MEPS. Applicants previously rejected for physical reasons that request reconsideration of their physical qualifications based on changes in their physical status must undergo a complete physical re-examination, unless waiver is requested from CNRC (Code 00M) and approved by CNRC based on additional medical information from medical sources as provided by the applicant at own expense and without obligation to the Navy, *and* such waiver is approved.

**Note:** Generally this route is more expeditious than re-exam by MEPS. Re-exam would be requested only when verification of treating physician assertions is needed, or specific medical findings need to be confirmed and the information is not available from the treating source.

**Note:** To ensure timely processing of waivers NRD personnel are not to make phone calls, or any other inquiries, to CNRC (Code 00M) or the waiver shop regarding, the status of their submitted waiver.

- (4) Enlisted Processing Division Supervisors must ensure that copies of medical consult reports and the Chief, Bureau of Medicine and Surgery (BUMED) letters recommending waivers are attached (i.e., stapled) to the DD Form 2808 in shippers' records forwarded to Recruit Training Command (RTC), Great Lakes. This facilitates thorough medical evaluation at RTC of recruits with BUMED waivers.

**c. Requirements for Re-examination**

- (1) All applicants and DEP members must undergo a complete physical re-examination if a period of 24 months has transpired since the date of the last complete physical examination, providing medical screening immediately prior to enlistment includes the following:
  - (a) Re-examination of visual acuity and refractive error for individuals initially examined more than 12 months previously.
  - (b) Specific medical evaluation of conditions previously waived. (Waivers are valid for as long as the corresponding physical examination is valid or until the applicant begins active duty, whichever occurs first).
- (2) A complete physical re-examination and report are required in each instance in which the applicant has suffered an illness or injury resulting in material change in his or her physical condition since the date of the last physical examination.
- (3) Prior Service applicants who have a copy of their separation physical, performed less than 12-months ago, do not require a complete physical examination. A complete physical examination is required if the prior service member's last separation exam was conducted over 12-months ago or is not available at the time of processing.

- d. Copies of Medical Surveys or Relative Information.** Recruiting officers may not request copies of medical surveys or information relative to reasons for medical surveys from either the Chief of Naval Personnel or Chief, BUMED. Submit requests with DD Form 2808 and DD Form 2807-1 for determining physical qualifications for enlistment or reenlistment of desirable applicants who were discharged from previous military service for physical conditions, including those who received disability severance pay.

- e. Statements from Civilian Examiners.** Statements from optometrists are accepted on all matters pertaining to eye examinations, except 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, providing the examiner is qualified to supply it. In all instances, tell the examiner precisely what information is desired. If necessary to obtain an opinion from another examiner, consider the professional reputation of the original examiner and arrange the consultation according to accepted practices. If a medical officer finds definite evidence of eye disease about which he or she would like to have the opinion of an ophthalmologist, the medical officer may request the examinee to obtain it, but should explain fully what is needed and why it is needed. Use caution not to give the impression of maligning any individual or profession. When all that is desired is information that could be supplied by either an optometrist or an ophthalmologist, don't indicate a preference to the examinee.

f. **Validity Period for Reports of Medical Examinations of Prior Service**

**Applicants.** A medical examination for separation from active duty in the case of prior service applicants for reenlistment is valid for a period of one year from the date of medical examination for separation from active duty, provided there has been no significant change in the applicant's physical or medical condition. The copy of the former service member's separation physical examination (DD Form 2808) given at time of release must be presented to the MEPS liaison petty officer for review of *Item 74a* by MEPS medical personnel to determine if the former member was, in fact, fit for separation and/or reenlistment.

## 2J-2 Physical Eligibility for Enlistment

- a. **Purpose of Standards.** Physical standards establish uniformity in conducting physical examinations and in interpreting physical fitness of candidates for the 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 who would be likely to endanger the health of other personnel; those who are likely to require repeated admissions to the sick list, prolonged hospitalization, or invalidating from service; and those who present any condition that would be likely to form the basis of a claim for physical retirement benefits. The standards, therefore, are intended to define a degree of physical fitness in applicants that best meets the Navy's needs and yet incur an acceptable minimum of risk of liability in regard to health hazards, repeated or prolonged medical care or hospitalization, assignment problems, and eventual pension or retirement benefits. This required degree of physical fitness is correlated with the available supply of applicants for military service and normal service needs. Depending upon the personnel needs of the Naval Service at any given time, these standards are subject to change.
- b. **Determining Fitness.** The MEPS at which enlistment is performed is responsible for final determination of an applicant's physical qualifications for enlistment. Army Regulation 40-501 and Chapter 15 of the Medical Department Manual govern physical qualification for enlistment in the U.S. Navy and U.S. Naval Reserve.

- (1) Procedures for complete physical examination and correction of minor disqualifying defects are contained in 2J-1.
  - (2) Recruiters should conduct a preliminary screening of applicants to detect those who are obviously physically unfit for military service. DD Form 2807-2 facilitates preliminary physical screening of applicants and must be completed as set forth in Chapter 5.
- c. **Standards.** The following guidelines should assist recruiters in conducting physical prescreening interviews:
- (1) **Height.** The minimum height for enlistment for males is 60 inches and 58 inches for females. The maximum height for enlistment, male and female, is 78 inches.
  - (2) **Weight.** See Exhibit 2-15 for acceptable weight standards (in pounds) as related to height. See also information in 2J-4 concerning the Navy Health and Physical Readiness Program.  
**Note:** Waivers of height and weight are not considered medical waivers, but are processed as administrative waivers.
  - (3) **Orthodontia.** Applicants wearing orthodontic **retainer** appliances, either fixed or removable, are acceptable for enlistment with a PI profile and immediate active duty. However, applicants wearing orthodontic appliances (**braces**) are not qualified for active duty. Individuals wearing fixed orthodontic appliances, which are otherwise mentally and physically qualified, may enlist in the Delayed Entry Program (DEP). These applicants must present a letter from their orthodontist on the date of initial physical examination that states that orthodontic therapy will be concluded and the appliances removed, at the individual's expense, before final processing for entry into active duty. Individuals returning from DEP who have not completed orthodontic therapy, or who have fixed orthodontic appliances still in place at the time of physical examination are medically disqualified from entering into active duty. This will result in discharge from the DEP until the therapy is completed and the orthodontic appliance is removed. Individual applicants 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 therefore disqualifying.
- d. **Guidance for Recruiters on Mental Health Screening**
- (1) **Records.** If an applicant has a positive history of psychiatric/mental health treatment or hospitalization, obtain the relevant medical or counseling records, when available, for Chief Medical Officer (CMO) review.
  - (2) **Definitions of Positive Psychiatric/Mental Health History**
    - (a) Any hospitalization or treatment for which a medical psychiatric diagnosis has been made. Common psychiatric diagnoses are any neurosis, psychosis, or organic brain syndrome.
    - (b) Personality disorders are considered inherent character-behavior defects that

will likely render the applicant unsuitable for Naval Service. These are: affective personality, (strong emotional personality), anajstic personality, avoidant personality, borderline personality, dependent personality disorder, explosive personality, narcissistic personality (egocentric), paranoid personality, passive-aggressive personality, schizoid (split) personality, or sociopathic or asocial manifestations.

(c) Any treatment or counseling by a mental health professional (psychiatrist, psychologist, social worker, marital or family counselor), regardless of diagnosis given, or court directed primary prevention.

- (3) **Definition of Non-positive Psychiatric History.** Counseling that is obviously not of a mental health/crisis intervention nature does **not** constitute a positive psychiatric history, does not require record review, and should not be listed on any medical history forms such as DD Form 2807-2 or DD Form 2807-1. This category includes financial and career counseling, school guidance counseling when not given because of behavioral problems, spiritual counseling by a cleric, premarital counseling as required by some religions, group counseling for an event such as the death of a classmate, and similar situations.
- (4) **Review of Records.** Applicants should obtain all available treatment/counseling records for any positive history as defined in 2J-2, and forward them to the CMO for review before the date of the physical examination. In situations where these records are unavailable (the court refuses to release them, the private clinic has gone out of business, etc.), the applicant may be examined without them, with the CMO evaluating the available information.
- (5) **Questions for Recruiters.** Positive answers to *Items 16, 23, 26, 28, 48, or 71* of DD Form 2807-1 MAY indicate an underlying psychiatric/mental health condition. “Yes” answers in these areas should prompt the recruiter to ask further questions, such as, “What was the medication for?” and “Why were you rejected for the Army?” In ALL cases in which further inquiry by the recruiter indicates a definite or possible psychiatric/mental health condition, the applicant should obtain civilian medical/counseling records for CMO review.
- (6) **Dial-a-Medic Program.** Recruiters are strongly encouraged to use the MEPS “Dial-a-Medic” program if they have any questions concerning documents required for psychiatric or other medical issues.

e. **Allergies and Seizure Disorders**

- (1) **Bee Sting Allergy.** Any “bona fide” history of moderate or severe generalized (as opposed to local) allergic reaction to insect bites or stings is cause for disqualification. Depending on the basic severity of the allergic reaction *or* success of desensitization treatment, a waiver may be considered if applicants no longer require active desensitization although they may be on maintenance therapy.
- (2) **Single Seizure.** An applicant who has a history of a single seizure as a result of one of the following conditions may be considered a candidate for a waiver depending on results of the background medical history and evaluations from

treatment sources, and *may* also require a neurological, MMPI, or psychiatric evaluation:

- Simple syncope (fainting spells)
- Carotid sinus syndrome (dizziness, fainting; convulsion)
- Psychogenic reactions (emotional/psychological origin)
- Character and behavior disorders
- Alcohol and drug withdrawal

(3) ***Paroxysmal Convulsive Disorders, Disturbances of Consciousness, All Forms of Psychomotor or Temporal Lobe Epilepsy or History.*** Applicants with these conditions are not eligible for enlistment. Waiver consideration may be given under the following circumstances:

- (a) Applicant has had no seizures since age 5.
- (b) Applicant has had seizures since age 5 but has been totally seizure-free during the 5 years immediately preceding examination for military service, and has not been taking any type of anticonvulsant medication for the entire period. These applicants may be considered on an individual basis. Attending or consulting physician must document these cases and include a detailed report of an EEG both awake, with sleep, and stimulations, taken within the preceding 3 months.
- (c) Seizures secondary to other conditions, such as febrile - fever induced, acute illness (recent or sudden, usually severe illness), injury, or withdrawal from alcohol, drugs.
- (d) Applicants experiencing recurring seizures following recovery from the acute condition should be regarded as having a seizure disorder and therefore may not be recommended for a waiver.

(4) ***Wool Allergies.*** Applicants with a significant history of wool allergy, such as unequivocal history of immediate allergic reaction or delayed reaction with chronic skin changes, are disqualified. Such individuals are considered eligible for waiver consideration *so long as* there has been no history of anaphylaxis to *any* substance. Skin testing is of minimal value and a negative skin test will not qualify an applicant with a significant history.

### 2J-3 Medical Tests

- a. **Color Perception Examination.** MEPS administers the Pseudoisochromatic Plate (PIP) test to all applicants. Applicants who pass the PIP test 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 Farnsworth Lantern Test (FALANT). Those 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 eligible for enlistment for all programs except those requiring 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 vision. Applicants who enlisted for a program requiring normal color vision will be reclassified into programs for which they are eligible.

b. **HIV Antibody Screen**

- (1) 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 may not be shipped under any circumstances until negative results on the test have been entered on the DD Form 2808, *Item 49*. Applicants who have positive HIV results are disqualified. The Chief Medical Officer (CMO) will encourage applicants disqualified because of the presence of HIV antibody to consent to a second HIV antibody test. 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: For overseas shippers not being processed by MEPCOM, it is the responsibility of the recruit processing station to ensure the HIV/DAT tests are conducted and the results are received prior to allowing the applicant to ship to RTC.**

- (2) If the applicant is a minor, MEPS sends a registered letter (return receipt requested; address correction requested) to the parent/legal guardian.
- (3) 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 will still be medically disqualified.
- (4) Applicants may consult with a private physician (at the applicant's expense) to disprove the presence of the HIV antibody and to be sure the applicant shows no signs of immuno-incompetency (inability to resist disease because of breakdown of the immune system). Forward cases disputed by private physicians via CNRC (Code 00M) to Chief, BUMED for final determination using the normal waiver procedures. Requests for waiver of other medically disqualifying conditions cannot be forwarded until all HIV antibody test results are final.
- (5) 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 before test results are final. As in the past, applicants should be DEPped and sent home to await their shipping date. Recruiters must not speculate about the test or the results of the test. If an applicant asks about the test, the response is "You will be given a blood test which screens for the HIV antibody. Presence of this antibody implies past exposure to the disease that causes Acquired Immune Deficiency Syndrome (AIDS). It does not indicate the presence of the disease AIDS."
- (6) After blood is drawn at the initial physical, all original DD Form 2808 and the 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.

- (7) The MEPS Medical Section will provide the MEPS Liaison Petty Officer (MLPO) with a reproduced copy of the 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 of results.
- (8) Upon receiving negative HIV results, MEPS personnel annotate *Item 49* of the DD Form 2808 and deliver the medical record to service liaisons who initial receipt of the medical control U.S. Military Enlistment Processing Command (USMEPCOM) Form 727 provided. Under no circumstances may an applicant be DEPped out or shipped without the above action on the DD Form 2808.
- (9) The procedures for notifying applicants who have a positive return on the HIV antibody screening are detailed and must be followed exactly. All recruiting personnel must act in a compassionate manner when using these procedures. Preserving the individual dignity of the applicant is a primary concern. These procedures apply to all applicants, whether DEPped or not, including those already disqualified and qualified but not enlisted (QNEs). At no time may recruiting personnel speculate on the means by which the individual became exposed to AIDS.
  - (a) When an applicant's HIV antibody test is found to be positive, MEPS annotates *Item 49* of the DD Form 2808 and makes other standard medical disqualification entries. The medical control U.S. MEPCOM Form 727 is marked "Western Blot Positive" (name of HIV antibody test).
  - (b) MEPS then releases 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 or her recruiter to arrange transportation to the MEPS. The CO, NRD will receive an "Eyes Only" copy of the letter concerning the results of the applicant's test.
  - (c) The CO, NRD notifies the Enlisted Programs Officer (EPO) to cancel the school seat and make it available for use by other applicants. The rest of DEP discharge procedures begin immediately after MEPS confirms that the applicant has been officially notified. Use DEP discharge procedures in Chapter 5 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 confirmation of applicant notification of HIV test results, and within 90 days for discharge of inactive duty reservists.
  - (d) The CO, NRD will also notify the Chief Recruiter who will direct the Zone Supervisor and recruiter to stand by for a phone call from the applicant. When the applicant calls, the recruiter should ask when the applicant is available for a meeting (not a consult) with the MEPS doctor. The recruiter

coordinates with the MEPS Liaison Petty Officer (MLPO) to arrange a meeting between the applicant, MEPS Commanding Officer and CMO within 30 days.

- (e) The recruiter, or other responsible representative of CNRC, must personally escort the applicant from his or her home to the MEPS and back home. The applicant's parents may be present during the meeting at the MEPS; however, family members are not authorized to be transported 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, through media coverage, realize that the nature of the medical problem is HIV antibody (AIDS). The applicant may likely seek confirmation from the recruiter. The recruiter should stress that he or she is not a medical consultant and has been ordered only to arrange the meeting and transportation to the MEPS.
  - (g) At the time of the meeting at MEPS, the applicant will be encouraged to submit to a second HIV test to settle any doubt the applicant might have. If the applicant is a minor, MEPS sends a registered letter (return receipt requested; address correction requested) to the parent/legal guardian. The MEPS CMO handles all further contact with the applicant concerning the second HIV test.
  - (h) The recruiter should note on the applicant's prospect card any phone calls or visits subsequent to the letter notice in case such information is germane 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 the 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 must request assistance from the local recruiting commander in locating the individual.
- c. **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 the DD Form 2808 and DD Form 2807-2. DEP and reserve enlistees may **not** enter active duty without negative DAT results. Persons who test positive through DAT, but question the validity of the test, will not be retested or reconsidered, regardless of the circumstances.

**Note: For overseas shippers not being processed by MEPCOM, it is the responsibility of the recruit processing station to ensure the HIV/DAT tests are conducted and the results are received prior to allowing the applicant to ship to RTC.**

- (1) Applicants with positive results are not eligible for enlistment and must be discharged. Use the following cancel codes in PRIDE:
  - (a) RCJ - drug positive.
  - (b) RCK - alcohol positive.
  - (c) RCL - drug and alcohol positive.
- (2) There are **no waivers** to the following ineligibility periods for applicants testing positive. Only the Assistant Secretary of Defense (Force Management Policy/Military Personnel Policy) is authorized to grant exceptions to policy for any portion of DAT.
  - (a) Applicants who test positive for alcohol or marijuana (THC) on their initial test are ineligible for military service for a period of 45 days from date of test. Individuals may retest on or after their 46th day following initial test. Applicants testing positive on their second test are ineligible for military service for a period of 24 months (730 days) from the date of second test. Applicants testing positive on their third test are permanently ineligible for military service.
  - (b) Applicants who test positive for cocaine on their initial test are not eligible for military service for a period of 12 months (365 days). Applicants may, at Service discretion, re-test on the 366th day following the date of initial test. Applicants testing positive on their second test are not eligible for military service for a period of 24 months (730 days). Applicants testing positive on their third test are permanently disqualified for military service.

#### 2J-4 Navy Health and Physical Readiness Program

- a. **Importance.** Maintenance of a high state of health and physical readiness throughout the service is essential to ensure combat readiness and personal effectiveness. Excess body fat is a serious detriment to health, longevity, stamina, and military appearance. All Navy applicants must become familiar with and understand physical readiness standards contained in OPNAVINST 6110.1.
- b. **Measuring Body Fat.** Physical readiness standards include a Height/Weight Screening Table (Exhibit 2-15), and a backup procedure for measuring body fat percentage.
  - (1) Only applicants not meeting the Navy weight standard for their height will be measured for body fat percentage.
  - (2) Applicants may DEP provided they weigh at or below the maximum accession weight, regardless of his body fat percentage. However:
    - (a) Male applicants must meet the following weight/body fat standards to ship to boot camp: (1) Be within Navy standards; or (2) Not exceed maximum shipping weight, and not exceed 23 percent body fat.



- (b) Female applicants must meet the following weight/body fat standards to ship to boot camp: (1) Be within Navy standards; or (2) Not exceed maximum shipping weight, and not exceed 34 percent body fat.
- (3) Applicants who fail the MEPS physical due to height/weight/body fat standards will be RBJ'd to Navy weight and body fat standards.
- (4) **A CO eligibility determination and Statement of Understanding (Exhibit 2-16) must be completed for eligible applicants exceeding Navy weight standards.**
- c. OPNAVINST 6110.1 outlines procedures for measuring body fat, which must be conducted in a controlled environment at all times. **Recruiting personnel may not measure body fat on applicants of the opposite sex.**
- d. **Instruction.** Commanding officers must ensure that all Navy applicants for enlistment or reenlistment become familiar with and understand the basic requirements contained in OPNAVINST 6110.1 series prior to enlistment or reenlistment.

## **2J-5 Disqualifying Physical Conditions.**

- a. In the interest of cost savings, applicants with any of the following conditions, who are obviously not qualified for enlistment, need not and should not be referred to MEPS for a physical examination.
- Absence of one kidney.
  - Acromegaly, or gigantism, enlargement of hands, feet, and face due to disease of pituitary gland.
  - Addiction to drugs.
  - Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), HIV antibody, or history of any of the above.
  - Alcoholism, chronic.
  - Alcohol addiction/dependency within last one year.
  - Amputation of arm, leg or limb.
  - Anaphlaxis, severe, to insects or food.
  - Aphakia, surgical or traumatic.
  - Aphonia, loss of voice.
  - Blindness, one or both eyes.
  - Body Art/Tattoos: No visible tattoos on the neck, face or scalp. NRPS staff shall review the DD-Form 2808 and personally verify each tattoo annotated by medical staff. Tattoos that are excessive, obscene or advocate sexual, racial ethnic or religious discrimination are disqualifying. Gang related symbols/tattoos are disqualifying. Clarification of all questionable tattoos shall be referred to the appropriate Region Commander for final disposition.
  - Body mutilation, piercing, branding/intentional scarring that are excessive or eccentric are disqualifying. Some examples are:
    - (1) A split or forked tongue. This is a surgical procedure done to make the tongue appear serpent-like;
    - (2) foreign objects inserted under the skin that creates a design or pattern;

- (3) enlarged or stretched-out holes in the ears (other than a normal piercing) This typically occurs when rings of a progressively larger size are inserted in the ear lobe. After time the hole is expanded. Any occurrence of this type is considered faddish and therefore disqualifying. All questionable cases will be referred to the appropriate Region Commander for final disposition.
- (4) Gold veneers on the teeth or any type of dental ornamentation are also disqualifying.
- (5) branding/intentional scarring that appears on the neck, face or scalp is disqualifying. All brandings/scarring that are offensive in nature, excessive or eccentric are also disqualifying. All questionable cases will be referred to the appropriate Region Commander for disposition.
- Bronchiectasis or Atelectasis.
  - Brain, hernia of.
  - Cancer with treatment within the last five years.
  - Cataracts.
  - Cirrhosis.
  - Corneal transplant, history of same.
  - Crohn's Disease and Ulcerative Colitis or history of other chronic inflammatory bowel disease.
  - Deafness, complete, both ears.
  - Deformities, severe, of the mouth, throat, or nose which interfere with speech or mastication of ordinary food.
  - Deformities of marked degree which seriously interfere with normal body functions and weight bearing power; severe scoliosis, kyphosis.
  - Diabetes.
  - Drug therapy.
  - Eating Disorders: Anorexia Nervosa.
  - Elephantiasis, severe, swelling of extremities.
  - Emphysema or unhealed sinuses of the chest wall following surgery for emphysema.
  - Eye, loss of, and diplopia.
  - Glaucoma any degree, regardless of control
  - Harelip, severe, causing speech defects.
  - Head injury, severe, within the last five years.
  - Hearing loss, total, unilateral or bilateral; hearing loss greater than 60 db.
  - Headaches, recurrent, severe, which require prescription medication or interfere with daily activity.
  - Heart Conditions, valvular, with more than a trace or trivial regurgitation.
  - Hepatitis, chronic: Hepatitis B or Hepatitis C carrier.
  - Hermaphroditism (state characterized by presence of both male and female sex organs).
  - Idiocy (extreme mental deficiency).
  - Imbecility (feebleness of mind).

- Intestinal Obstruction: more than one episode.
- Keratoconus of any degree (protrusion of cornea).
- Keratorefractive Surgery (RK). Waivers may be requested for PRK and LASIK.
- Leprosy.
- Malignant Hyperthermia/Hyperpyrexia.
- Medullary Sponge Kidney, Nephrotic Syndrome or Minimal Change Kidney Disease.
- Multiple sclerosis (nerve disease involving muscle weakness and uncoordination).
- Muscular dystrophy (progressive atrophy/wasting of the muscles).
- Mutism, unable to speak, regardless of cause.
- Neck, tumor of the thyroid, including enlarged lymph nodes, if the enlargement is of such degree as to interfere with wearing of ordinary clothing.
- Neurosyphilis of any form (syphilis of central nervous system).
- Obesity, intestinal bypass surgery for treatment thereof, all types.
- Ocular implants.
- Optic Neuritis or history of same.
- Orthopedic injuries that result in functional limitations secondary to residual muscle weakness or decreased range of motion.
- Osteochondroma, recurrent.
- Otitis Media, chronic and currently active.
- Paraplegia (paralysis of legs and lower part of body).
- Pes Cavus, severe, symptomatic.
- Pneumonectomy, removal of entire lung.
- Pregnancy.
- Prosthetic replacement of joints.
- Psychiatric Conditions: Schizophrenia. (For the previously disqualifying disorders of: Major depression, recurrent; Bipolar disorder; Panic disorders; Sexual disorders; and Personality disorders, severe; recommend courtesy review first, but NRD can request MEPS exam. MEPS examiner usually will decline and instruct that courtesy review be requested first.
- Pseudofolliculitis Barbae (PFB) **severe** active pustular). Mild cases now are accepted at RTC.

- Retinal detachment.
- Seizure disorders, unless the seizures were associated with fever before the 5<sup>th</sup> birthday or if a single seizure occurred immediately after injury. In other instances when last seizure occurred, courtesy review first may be optimal.
- Silastic Implants (except breast).
- Shoulder dislocations, verified history of recurrent episodes with or without surgical correction.
- Skin disorders, chronic. Atopic dermatitis; Eczema, chronic; and Psoriasis with greater than two small patches.
- Spinal Fusion, greater than two vertebral spaces, congenital or surgical involving *any* number of vertebrae, by any method.
- Substance dependence.
- Tumor, malignant, documented and without confirmed cure and acceptable level of residual effects from treatment.
- Undescended testicle unless surgically removed or confirmed to be absent; congenital or surgical bilateral absence.
- Uveitis, chronic peripheral.
- Anabolic Steroid Use. Any applicant admitting steroid use within the previous 2 months is not enlistment eligible. The Chief Medical Officer at MEPS may consider waivers on an individual case basis after attaining internal medicine consultation or appropriate history. If a waiver is recommended, request must be forwarded to CHBUMED (Code 25) via CNRC (334). Send the following test results for waiver consideration: (1) microscopic urinalysis and (2) liver function study. Dosage strength of steroids used must also be documented. Use of steroids longer than 2 months before applying for enlistment is not medically disqualifying; however, any indication of high steroid dosage and/or chronic use must have internal medicine consultation to evaluate late or residual steroid effects.

## **2J-6 History of Physical Conditions That May Require Supportive Documents**

Applicants who appear to be, in all other respects, qualified for enlistment but reveal a history of one or more of the following conditions should be advised that a summary from their private or attending physician of any significant medical treatment received will be of value to the examining MEPS physician at the time for physical examination and may reduce the possibility of temporary medical disqualification.

- Hepatitis (dates of diagnosis and cure) within 6 months; liver function studies.
- Hernia surgery (date of operation).
- Stomach ulcer (copy of X-ray report) asymptomatic past 5 years, any pathology reports or laboratory tests regarding presence or absence of

Helicobacter as causation, and treatment records of same if provided even if less than 5 years in the past.

- Removal of bowel (operative report), pyloric stenosis (operative narrative).
- Deformity or loss extremity (finger(s) or toe(s) to include photographs).
- Foot trouble.
- Back trouble.
- Hearing problem, wearing of hearing aid.
- Ear surgery, except lancing of eardrums if in childhood only (operative report).
- Surgery of abdomen, except appendectomy (operative report).
- Bone or joint surgery (occasionally may require consultation regardless of documentation). Operative or endoscopy report of any hip, knee and shoulder surgery always is required, as well as reports of any MRI, CT or other scans performed of the joint pre- and post-operatively. If operative report is unavailable from both treating physician and surgical center or hospital, so indicate with waiver request. [Under current DoD 6130.4, MEPS GMO examination is all that is required for most applicants. Ortho consult is not required or suggested.]
- Painful or “trick” joint (shoulder, elbow, hip or knee).
- Surgery on female organs.
- Absence or interruption of menses.
- Brain surgery.
- Tumor surgery (except skin cysts and tumors of the skin).
- Heart or chest surgery.
- Rheumatic fever.
- Organic valvular heart disease.
- Dyslexia, any history of (learning disability).
- Allergies to bee stings.
- Hayfever requiring frequent treatment; or allergy desensitization.
- Illness or injury which required repeated treatment by a physician or surgeon, hospitalization over 30 days, or a surgical operation.
- Skull prothesis (plate).
- Albuminuria (protein/albumin in urine).
- Healed fractures with plates, screws, pins, rods, or other orthopedic devices in place.

- Enuresis (bed-wetting).
- Somnambulism (sleep walking).
- Acne, Grade III, pustular and/or draining.
- Pseudofolliculitis Barbae (PFB) (ingrown hairs on face).
- Hodgkins disease (lymph node enlargement).

## 2J-7 Eligibility Determinations and Waivers

a. **Administrative Physical Eligibility Determination.** When recommended by the MEPS Medical Examiner, NRD Commanding Officers are authorized to approve certain physical standards as listed below.

(1) **Weight.** See the height and weight tables (Exhibit 2-15). Underweight eligibility determinations for individuals must be documented in Section VI, DD Form 1966. MEPS Liaison Petty Officer enters code "W" in *Item 19*, block 70, DD Form 1966.

(2) **Height.** Minimum MANMED height standards no greater than 2-inches below the minimum height standard for male applicants. See the height and weight tables (Exhibit 2-15). Under height eligibility must be documented in Section VI, DD Form 1966.

MEPS Liaison Petty Officer enters code "H" in *Item 19*, block 69, DD Form 1966.

### b. Medical Waiver

(1) In addition to the medical requirements for enlistment contained in the Army Regulation 40-501 and the Manual of the Medical Department (Chapter 15), the following additional information is provided to determine whether a request for a medical waiver should be submitted:

a. *Medical Conditions not Generally Waiverable:*

- Single kidney - regardless of cause.
- Seizure disorder with seizure and/or medication within 5 years.
- Cancer with treatment within 5 years (except testicular cancer).
- Serious head injury within 5 years.
- Diabetes.
- Loss of one eye.
- Cataract surgery
- Vision refraction in excess of +/-9.25 diopters sphere, +/-4.00 diopters cylinder, or if sphere correction is more than 9.25, not generally waiverable if cylinder correction is >1.5 *or* there is any indication of retinal disease on complete retinal and slit lamp exams.

- Mental (psychiatric) conditions with current or recent treatment (within six months).
- Chronic, recurrent skin conditions.
- Psoriasis, unless limited to one or two small areas and without past history of more widespread involvement and no joint or nail involvement.
- Orthopedic injuries or surgery with residual muscle weakness, loss of range of motion resulting in functional limitations.
- Severe headaches or dysmenorrhea, which require prescription drugs or interfere with daily activity, i.e., stay home from work/school, go to bed/sleep, avoid light/noise, etc.
- Pregnancy.
- Undescended testicle(s) of undiagnosed cause.

**Note:** MEPS will not provide diagnostic studies to determine whereabouts of undescended testicle. Studies will be accepted if provided by applicant at no obligation to the Navy.

- Hearing loss greater than 40 dB at *all* frequencies or known speech discrimination less than 96% at 40 dB presentation level..
  - *Vision Defects.* The max refractive error considered for waiver is up to a Cylinder of 4.0 *if* the sphere is not greater than 9.25, AND a max cylinder of 1.5 for any higher sphere error (>+/-9.25).
  - *Asthma.* The Assistant Secretary of Defense (Health Affairs) has granted waiver authority for asthma in remission to CHBUMED. Prior to submitting an asthma waiver request, ensure that the examining physician has written in Block 25 of the DD Form 2807-1 the last date of occurrence of symptoms of asthma, reactive airway disease, exercise induced bronchospasm, wheezy bronchitis, asthmatic bronchitis, or any pulmonary symptoms that may interfere with duties or restrict activities, and the age of the applicant on that date.
- (2) Refer applicants who report experiencing any of the following asthma symptoms to CHBUMED via CNRC (Code 00M) for waiver consideration.
- (a) Episodes documented in the medical record as asthma, reactive airway disease, exercise-induced broncho-spasm, wheezy bronchitis, or asthmatic bronchitis.
  - (b) Documented history of a cough, wheezing, or shortness of breath generally lasting 6 months or longer.
  - (c) Complaints of any breathing problems that interfere with performance of duty or restriction of activities.
  - (d) History of using an inhaler for any reason.
  - (e) Cases where a clear determination cannot be made on the above symptoms.

- (f) History of asthma or suspected history thereof, at any point the applicant's past medical history.
- (3) Requests for medical waivers are received and processed by CNRC (Code 00M). Code 00M will review the medical waiver request and recommend approval or disapproval to CNRC. The final recommendation will be forwarded to the CO, NRD within 48 hours. The CO may request a BUMED review of a disapproved waiver by CNRC. The request is re-submitted to CNRC (Code 00S) who will either forward to BUMED or return with no action. Additional applicant information deemed necessary to make a final decision should be forwarded with the Flag review.
- Note:** To ensure timely processing of waivers, NRD personnel are not to make phone calls, or any other inquiries, to CNRC (Code 00M) or the waiver shop regarding, the status of their submitted waiver.
- (4) Applicants who are drawing (or have a claim pending for) a pension, disability allowance, disability compensation, or retired pay from the Federal Government by virtue of prior military service, who are found physically qualified and authorized to enlist by CHBUMED, must waive their disability compensation, if enlisted, effective the day they enlist. A sample letter request for waiver of disability compensation is shown in Exhibit 2-17.
- (5) Documentation of Approved Medical Waivers. A copy of the recommendation letter with CNRC approval stamp (CNRC Code 00M), and any relevant consultation sheets, must be attached to the DD Form 2808 forwarded to RTC/TPU. CNRC (Code 00M) waivers must be documented in Section VI, DD Form 1966. If the waiver was reviewed by CNRC, all documentation and letters from that review are also required (CNRC, BUMED, etc.).
- c. **Delayed Entry Medical Program.** To minimize waiver delays due to processing constraints, CNRC and CHBUMED created the Delayed Entry Medical (DEM) program to expedite the process and allow enlistment in the Delayed Entry Program (DEP) based on a CNRC Provisional DEM Waiver. A favorable CHBUMED medical waiver recommendation and CNRC waiver must be received prior to shipping applicants to boot camp on active duty. Fulfillment of DEM criteria does *not* guaranty waiver will be recommended or issued, and the medical information required for DEM are not the items of information required for waiver.
- (1) Physical conditions eligible for a Provisional DEM Waiver include:
- (a) Asymptomatic pes planus (flat feet).
  - (b) Excessive refractive error not greater than 8.00 diopters. Contact CNRC (Code 00M) for individuals with refractive error between 8.00 and 8.50 diopters sphere, +/-4.00 diopters cylinder for possible consideration.
  - (c) Stable tachycardia (elevated pulse count with no prior history – usually the result of being excited by exam “white coat syndrome.”)
  - (d) Common allergies with no prior reaction (non-systemic reaction).



- (e) Hearing loss in up to two (2) frequencies not greater than a 10-15 dB over standards.
  - (f) A favorable orthopedic consultation after knee surgery over one year ago.
  - (g) Applicants who discontinued processing after receiving a CNRC waiver on a MEPS physical dated within the last two years and MEPS CMO updates the DD Form 2808 indicating no new disqualifying condition or adverse change in the pre-existing disqualifying condition(s).
  - (h) Documentation of one-year successful employment or two years successful education after discontinuing use of medication related to Attention Deficit Disorder.
  - (i) Documented treatment and benign follow up (Papanicolaou's Strain) PAP smears after history of cervical dysplasia.
- (2) Applicants disqualified for medical conditions other than listed above are not eligible for a provisional DEM waiver and may not be enlisted in DEP using DEM waiver procedures. This includes applicants with:
- (a) A history of symptomatic pes planus.
  - (b) Use of orthotics prescribed by a physician or podiatrist.
  - (c) Deformities, disease, or chronic pain of one or both lower extremities that have interfered with function to such a degree as to prevent physical activity or interfere with walking, running, weight bearing, or the satisfactory completion of military training and duty.
  - (d) Ghost images, prismatic displacement, or unstable refractive error.
  - (e) Any prior history of treatment with medication for tachycardia and/or hypertension, even if applicant is not currently taking medication.
  - (f) A history of any systemic allergic reaction to include difficulty breathing or requirement of emergency treatment.
- (3) Upon medical disqualification at MEPS, Navy Liaison shall fax the applicant's Report of Medical Examination (DD Form 2808), Report of Medical History (DD Form 2807-1), and any supporting documents to CNRC (Code 00M) for review and screening. Forward requests for waiver consideration via the CNRC Waiver Cover Letter (Exhibit 2-3) along with applicable medical documentation and forms. Required supporting documents include:
- (a) Stable tachycardia requires six sitting pulse readings over a three-day period (morning and evening).
  - (b) Common allergies require a write-up that clearly states that the condition is non-systemic.
  - (c) Hearing loss in up to two frequencies not greater than a 10-15 dB over standards requires a minimum of two audiograms.

- (d) Knee Surgery requires an orthopedic consultation, medical documents pertaining to the injury, surgical report and applicant statement referring to level of activity.
  - (e) Discontinued Attention Deficit Disorder medication requires school transcripts (covering a two year period) or employer DD Form 370's (covering a one year period), attention deficit disorder medical documents and applicant statement referring to level of activity.
  - (f) History of Cervical Dysplasia requires all medical documents regarding the medical condition, last three negative reports and a favorable obstetrics gynecology consultation.
- (4) If no further documentation is required and the applicant meets waiver criteria, a CNRC Provisional DEM Waiver letter will be issued within 24 hours after receipt of the DEM request.
- (5) If a specialist consultation or additional information is required, the Navy Liaison will contact CNRC (Code 00M) to determine if the consultation should be conducted. If CNRC (Code 00M) determines that the consultation should be conducted, they will facilitate BUMED approval.
- (6) After approving a Provisional DEM Waiver, CNRC (Code 334) will forward the applicant's waiver package to CNRC (Code 00M) for expedited review, which will be completed in less than 30 days from time of submission.
- (7) Upon receipt of the Provisional DEM Waiver, Navy Liaison shall:
- (a) 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, Exhibit 2-18.
  - (b) 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 CNRC Medical (Code 00M) waiver recommendation and CNRC waiver. The active duty date assigned must be more than 30 days from date of classification to allow adequate time for CNRC (Code 00M) to review and determine their waiver recommendation.
  - (c) Seats bought through the DEM option will appear on the NETCOM.
  - (d) In cases where CNRC (Code 00M) recommends and CNRC disapproves the waiver, the DEM reservation must be cancelled and the applicant must be DEP discharged.

## **2J-8 Temporary Disability Retired List (TDRL)**

- a. **Reevaluation.** Personnel on the Temporary Disability Retired List (TDRL) are reevaluated at regular intervals. Final action must, however, be taken by 5 years after being placed on the TDRL, as Title 10, U.S. Code, Section 1210 (h) specifies that retired pay terminates at the end of 5 years.

- b. **Eligibility for Reenlistment.** Upon a finding of “fit for full duty” by the Secretary of the Navy, Navy members are notified of their eligibility for reenlistment by CHNAVPERs through the Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA. The Commanding Officer, Naval Reserve Personnel Center notifies appropriate recruiting activities when personnel on the TDRL are eligible for reenlistment. If the Navy member wants to reenlist, recruiters should use the following guidelines:
- (1) Arrange for physical from MEPS.
  - (2) If MEPS decides member is physically qualified and the member is eligible in all other respects, effect reenlistment under existing regulations. Reenlist member regardless of whether the member's rating is identified as an undermanned rating the Chief of Naval Personnel has approved for veteran reenlistment or the Career Reenlistment Objective (CREO) Category of the member's rating. If necessary because of NAVET goal constraints, the NRD must obtain NAVET oversight authorization from CNRC (Code 353).
  - (3) If MEPS decides that member is not physically qualified for reenlistment, submit physical examination results under a letter of transmittal to CHNAVPERs (PERS-821) via CNRC (Code 00M). CNRC (Code 00M) serves as a forwarding intermediary to BUMED-25, to whom review is delegated.
  - (4) Upon reenlistment, send a message in the following format:

TO: NAVRESPERSCEN New Orleans  
INFO: NAVFINCEN Cleveland, OH (Pass to Retired Pay Dept)  
SUBJ: ICO (Rate/Name/Social Security Number)  
A. Your LTR

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1. Per Reference A,

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Reenlisted for Years on (effective date).
  - (5) For additional information contact Chief of Naval Personnel (PERS-821) (DSN 882-3229/3245; Commercial (901) 874-3229/3245).
- c. **Other Service Veterans.** Other service veterans on the TDRL who are declared “fit for full duty” and authorized for reenlistment in their respective branch of service may apply for enlistment in the Navy when discharged from the other branch of service. If found physically qualified by MEPS, submit MEPS physical examination results under a letter of transmittal to CNRC (Code 00M) for determination. In such cases, the MEPS determination that the DoD 6130.4 is fulfilled and the individual is physically qualified no longer is final, and may be reversed by Code 00M. Consideration for waiver will be given automatically, if such occurs.
- d. **Waiver of Disability Compensation.** Applicants in this category who are found physically qualified and authorized to enlist must waive their disability compensation,

- if enlisted, effective the day they enlist. A sample letter for waiver of disability compensation is shown in Exhibit 2-17.
- e. **Physical Qualifications.** Waiver of special physical qualification requirements for enlisted programs is not authorized.
  - f. **Severance Pay**
  - g. Personnel previously discharged with 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, however, all such cases must be submitted to CNRC (Code 00M). In such cases, the MEPS determination that the DoD 6130.4 is fulfilled (passed) no longer is final, and may be reversed by Code 00M. Consideration for waiver will be given automatically, if such occurs.
  - h. Enlisted personnel in the above category who subsequently reenlist are not required to repay the severance pay previously received. Any disability compensation being received, however, must be terminated upon reenlistment.

## 2K Civil Restraint

### 2K-1 Eligibility

- a. **Ineligible.** Applicants under civil restraint **are not** eligible for enlistment. Do not begin processing an applicant during a period of supervised, conditional probation. Waiver of this restriction **is not** authorized.
- b. **Eligible.** Applicants are eligible for enlistment while under an **unconditional** suspended sentence or **unsupervised unconditional** probation. The terms *unconditional suspended sentence* and *unsupervised unconditional probation* are defined as any suspended sentence or probationary status imposed by a criminal or juvenile court that places no conditions upon the individual:
  - (1) Regarding his or her freedom of movement.
  - (2) Requiring the payment of damages (upon full payment, the condition would not be disqualifying).
  - (3) Requiring periodic reporting to an officer of the court (to include a probation officer).
  - (4) Involving supervision by an officer of the court (to include a probation officer).

### 2K-2 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:

- a. Processing **may not begin** during the probationary or parole period.
- b. Applicants who complete the full term of parole or supervised, conditional probation are eligible to **begin** processing immediately after termination of the parole or probationary period.
- c. Applicants who are released from parole or supervised, conditional probation **early** are eligible to begin processing at the time the **complete** term of parole or probation would have terminated **or**
  - (1) After a three month waiting period for early release from parole or probation for felony convictions.
  - (2) Immediately, for early release from parole or probation for misdemeanor or lesser convictions.
- d. Beginning processing following confinement. Confinement as used here 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:
  - (1) Three months after confinement of 15 days or more for adult offenders.
  - (2) Up to 3 months after confinement of 15 days or more for juvenile offenders when considered necessary by the Commanding Officer.
  - (3) Up to 2 months after confinement of less than 15 days when considered necessary by the Commanding Officer in adult or juvenile cases.

### 2K-3 Waiver of Mandatory Waiting Period after Civil Restraint

Waiver of the mandatory waiting period after civil restraint as prescribed in 2K-2d **is not** authorized. *Exception:* Navy Recruiting District Commanding Officers may waive the mandatory waiting period of 3 months after confinement of 15 days or more for adult offenders in cases where a jail term is awarded because an applicant is unable or unwilling to pay a fine. This waiver is limited to minor traffic violations listed in Chart A offenses and minor non-traffic and minor misdemeanors listed in Chart B convictions.

## 2L Pending Lawsuits

### 2L-1 Eligibility

- a. A civil suit is brought to recover some right, or to obtain redress of some wrong not being a crime or a misdemeanor. 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 with lawsuits pending by or against them **must not be** enlisted without prior approval of CNRC (Code 017).
- b. **Procedure.** Submit requests for determination of enlistment eligibility of applicants who are involved in civil suits (lawsuits) to CNRC (Code 017). A complete pre-enlistment kit is **not** required. Approval granted by CNRC for a pending lawsuit must be documented using the following DD Form 1966, Section VI, Remarks entry:

(Date): Phonecon between (Name and Rank) of NRD (Name of NRD) and (Name and Rank), CNRC (Code 017) on (date) authorizes enlistment notwithstanding pending civil suit (lawsuit).

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(Signature of the CO, NRD or (MLPO/EPDS)  
(Name, Rate, Title) By direction of the CO

- c. **Information to Provide.** To assist CNRC (Code 017) in deciding a given case, send a description of the nature of the case, together with a statement from the applicant's lawyer as to when the case will be tried and whether or not the applicant's presence in court at the time of trial will be required. If the applicant is a defendant in a suit for damages, include a statement from the applicant's lawyer or insurance company indicating whether the applicant is fully insured up to the amount sued for or claimed by the plaintiff.

## 2M Alcohol and Drug Abuse

### 2M-1 Policy

Department of the Navy policy is that drug and alcohol dependent applicants, current drug and alcohol abusers, and those persons 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, however, 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. **Statement of Understanding.** All Navy applicants must be informed of the Navy's policy regarding drug and alcohol abuse early in the processing stages. The recruiter must have the applicant initial the appropriate block on the *Enlistment Statement of Understanding* (NAVCRUIT 1133/53) concerning the Navy's policy about drug abuse. See Exhibit 4-1.
- 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 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.) are **generally** 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 what the State called the offense. As an example, a charge of DUI which is reduced to reckless driving is still considered a BTW if there was evidence presented that the driver was under the influence of drugs or alcohol. An applicant with multiple BTW convictions is ineligible for enlistment. However, an exceptionally qualified applicant who has shown evidence of having discontinued his or her abuse of alcohol or illegal drugs may request a waiver from CNRC provided that the person has no more than two BTWs **and** no other civil convictions within the last 1 year from date of last BTW conviction, other than minor traffic (Chart A) offenses. Submit waiver requests to CNRC (Code 322). The mandatory waiting period is **not** waivable.
- d. **Program Eligibility.** On a case-by-case basis, applicants granted a drug or alcohol abuse waiver for entry into a program and who were not eligible for certain special programs, may reapply to the Chief of Naval Personnel for consideration for these special programs after a minimum of 2 years active duty. Approval will be on a case-by-case basis and subject to the specific approval of Chief of Naval Personnel.

## 2M-2 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 that are concerned with personnel administration, medical care, or with determination of misconduct and criminal or civil responsibilities for persons' acts or omissions.

- 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.** The psychological and/or physiological reliance on alcohol resulting from use on a periodic or continuing basis. (See also *Physical/Psychological Dependence* and *Alcoholism*).
- c. **Alcohol - Induced Related Offense.** Any adverse adjudication involving alcohol.
- d. **Alcoholic.** An individual who is suffering from the disease of alcoholism.
- e. **Alcoholism.** A disease characterized by psychological and/or physical/physiological dependence on alcohol. (See also *Alcohol Dependence*).
- f. **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. See Exhibit 2-19.
- g. **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, Secobarbital), tranquilizers, or the benzodiazepines and methaqualone.
- h. **Detoxification.** Medical and psychological management of the alcohol and drug withdrawal processes.
- i. **Drug Abuse.** Illegal or non-medical use or possession of drugs.
- j. **Drug Paraphernalia.** All equipment, products, and materials that are used, intended for use, or designed for use in injecting, ingesting, inhaling, or otherwise introducing into the human body controlled substances in violation of law. Common forms of property that can fall within the definition of drug abuse paraphernalia include hypodermic syringes, needles, and other objects used, intended for use, or designed for use in injecting controlled substances into the human body, and metallic or other containers used for mixing or other preparation of heroin, morphine, or other narcotic substances prior to such an injection; objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chillums, bongs, ice pipes or chillers, and other pipes, with or without screens, hashish heads, or



punctured metal bowls, designed for the purpose of smoking marijuana or hashish; roach clips (meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand); or cocaine spoons.

- k. **Drug Dependent.** Having a psychological or physiological reliance on a drug resulting from use on a periodic or continuing basis. (**See also** *Physical/ Psychological Dependence* and *Prescription Dependence*).
- l. **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.
- m. **Drug-related Incident.** Any incident in which drugs are a factor. For the purposes of this manual, voluntary self-referral, use or 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.
- 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 use of marijuana. Marijuana use for more than a few times for reasons of a deeper and more continuing nature than those motivating the 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 dose, can cause disturbances in cognition and perception. Most common categories are: LSD; mescaline and peyote; psilocybin; and psychedelic amphetamine variants (STP, MDA). Although a unique drug, for purposes of this manual, phencyclidine (PCP) is labeled in this general drug class.
- q. **Marijuana.** Any intoxicating product of the hemp plant, cannabis (including hashish), or any synthesis thereof. For this manual, 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 drug or alcohol evidenced by a pattern of pathological use, impaired social or occupational functioning, intolerance or withdrawal symptoms when use is abruptly discontinued.
- t. **Prescription Dependence.** The dependence on drugs prepared for and dispensed to an individual under the written direction of a physician. An individual may become dependent upon prescription drugs either through no fault of his or her 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 the addiction.
- u. **Psychological Dependence.** The craving or need for the mental or emotional effects of alcohol or other drugs that manifests itself in repeated use and leads to a state of impaired social or occupational functioning.
- v. **Recovering Alcoholic.** A person whose alcoholism has been arrested through abstinence.
- w. **Recovered Drug Abuser.** A person whose illegal use of drugs has terminated and whose drug dependence, if applicable, has been arrested through abstinence.
- x. **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.

### 2M-3 Enlistment Eligibility

- a. **Matrix of Waiver Policy.** To determine enlistment and program eligibility, refer to the Matrix of Waiver Policy for Alcohol and Drug Abuse (see Exhibit 2-20). 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 CNRC (Code 334) for enlistment determination.
- b. **MEPS Drug Tests.** Applicants who test positive at MEPS for alcohol, marijuana, and/or cocaine are ineligible for enlistment in any Armed Service; if preliminarily enlisted pending receipt of drug test results, they must be DEP discharged.

**Note: Classifiers are directed to immediately attrite applicants upon receipt of a positive DAT in advance of the DAR.**

- (1) Applicants who test positive for alcohol or marijuana (THC) on their initial test are ineligible for military service for a period of 45 days from date of test. Individuals may retest on or after their 46th day following initial test. Applicants testing positive on their second test are ineligible for military service for a period of 24 months (730 days) from the date of second test. Applicants testing positive on their third test are permanently ineligible for military service.
- (2) Applicants who test positive for cocaine on their initial test are not eligible for military service for a period of 12 months (365 days). Applicants may, at Service discretion, re-test on the 366th day following the date of initial test. Applicants testing positive on their second test are not eligible for military

service for a period of 24 months (730 days). Applicants testing positive on their third test are permanently disqualified for military service.

- c. **Recruits Failing Accession Drug Testing (Reenlistment Code RE-3).** Recruits who fail an initial drug test at RTC are assigned reenlistment code RE-4. Commander, Naval Training Center, Great Lakes has the authority to assign reenlistment code RE-3 to a recruit who failed their initial drug test if they were in DEP less than 30 days, confessed to THC use during the moment of truth, subsequently tested positive for THC only, and are not drug dependent. If an individual remains drug free for a period of six months or longer may request a RE-Code waiver from CNRC Code 334 and subsequently return to recruit training for a second chance. Any individual with a RE-4 reenlistment code for failing their initial drug test for any drug other than marijuana is not enlistment eligible.
- d. **Use of Peyote by Native Americans**
- (1) **Religious Use.**
- (a) NRD Commanding Officers must personally interview Native American applicants who have used peyote. If the Commanding Officer determines that the drug was used strictly for religious reasons, in keeping with traditions of the Native American culture, no waiver is required. The CO makes the following entry in the Remarks Section of DD Form 1966, page 3:
- “Based on a personal interview conducted (Date), I have determined that the prior use of peyote by (Name of applicant) was in keeping with his/her religious beliefs. Therefore, no waiver is required. ”
- \_\_\_\_\_
- (Signature of CO, NRD)
- or-
- “Based on a telephonic interview conducted (Date), the CO, NRD has determined that the prior use of peyote by (Name of applicant) was in keeping with his/her religious beliefs, therefore no waiver is required.”
- \_\_\_\_\_
- (Name, Rank/Rate/Grade, Title)  
By direction of the CO  
(Signature of Dir, NRPS, EPO or MLPO)
- (b) In the Remarks Section of NAVCRUIT Form 1133/65, enter: “See DD 1966/3 entry regarding religious peyote use.”
- (c) Peyote for religious purposes as stated above is not to be documented on any other enlistment document.
- (d) The Director of Navy Nuclear Propulsion Program will review on a 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 on the Native American service member's sacramental use of peyote. This provision applies to personnel enlisted in or assigned to the Naval Nuclear Propulsion Program.

- (2) ***Non-religious Use.*** If it is determined that peyote was used for other than religious reasons, a drug waiver is required.
- (3) Native Americans who use peyote for religious use must be briefed to the 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 an 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, or aircraft or, except when permitted by the installation commander, on military installations.
  - (c) A Service member who has used peyote shall promptly notify his or her commander upon return to duty after such use. The Navy Department requires pre-use notification for Service members performing designated duties when it is in the interest of military readiness or safety to notify commanders of a member's intent to use peyote. Upon notification of use or intended use of peyote, the member's commander shall verify the member is an enrolled member of an Indian tribe, as defined by 42 U.S.C. 1996a(c)(2).

## 2N Criminal and Disciplinary Involvement

### 2N-1 Definitions

- a. **Conviction.** The act of finding a person guilty of a crime, offense or other violation of law by a court or competent jurisdiction or other authorized adjudicative authority. This includes fines and forfeiture of bond in lieu of trial.
- b. **Adverse Adjudication (adult or juvenile).** Any conviction, finding, decision, sentence, judgment, or disposition other than unconditionally dropped, unconditionally dismissed, or acquitted. Participation in a pretrial intervention program as defined below must be processed in the same manner as an adverse adjudication.
- c. **Pretrial Intervention/Deferment.** Every state has a program by which offenses are diverted out of the regular criminal process for a probationary period. While the programs vary from State to State, they all require the defendant to meet some requirement (e.g., reporting or non-reporting probation, restitution, or community service), after successful completion of which the charge is disposed of in a way that does not result in a final adjudication of guilt. Charges disposed in this manner must be processed as an adverse adjudication.
- d. **Stet Processes.** A judgment that all further action in a case be stayed. Frequently referred to as a “stet”, it is often used by prosecutors to dispose of criminal action without actually having to try a case on its merits. A “stet” may be considered as equivalent to dropping charges if the prosecutor does not contemplate any further proceedings on the case and the case has not been handled through a pretrial deferment program. A letter from the district attorney is required to verify a stet.
- e. **Nolle Prosequi.** Commonly called “nol pros”. A formal entry on the record that the prosecutor will not prosecute the case any further. A “nol pros” may be considered equivalent to dropping charges if the prosecutor does not contemplate any further proceedings on the case and the case has not been handled through a pretrial deferment program.

### 2N-2 Classification Procedure

- a. **General**
  - (1) Only offenses for which there are a conviction or adverse adjudication, or which have been processed through a pretrial intervention program require waivers.
  - (2) Applicants who have civil involvement in more than one category (i.e., minor traffic, minor non-traffic, etc.), must be waived at the level of the most serious offense.
  - (3) Applicants who have civil involvement that exceeds the limits in this section, but who are otherwise highly qualified for enlistment, may be enlisted with the approval of CNRC. The following applies to such enlistment or reenlistment requests:

- (a) An exception to the waiver limits must be clearly justified and in the best interest of the Navy. Evidence must be cited that the applicant's pattern of conduct before and after the incident(s) requiring waiver action supports granting the requested waiver.
  - (b) A complete CNRC waiver package is required and must include both a *Waiver Briefing Sheet* (NAVCRUIT 1133/39) (see Exhibit 2-1) and *CNRC Waiver Cover Letter* (see Exhibit 2-2).
- b. **Civil involvement while in DEP.** Enlistment and program eligibility determinations are based on the cumulative civil involvement of the individual before DEP enlistment and while in DEP. To determine eligibility, the additional waivers required, and the level of waiver authority, add the number of pre-enlistment offenses to the number of offenses committed while in DEP. Refer to Waiver Policy for Civil Offense charts and program matrixes to determine additional waiver requirements and level of waiver authority. Discharge the individual from DEP if no longer enlistment eligible or if the cumulative number of offenses exceeds the waiverable limit at the CO, NRD level. Any police involvement while in DEP resulting in supervised or conditional probation, parole, or confinement exceeding four days requires a DEP discharge. Any police involvement 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 time limit.
- c. **Court Costs.** The requirement to pay court costs following a court hearing or trial is not, by itself, indicative of an adverse adjudication. Cases in which an applicant is required to pay court costs despite the dismissal of **all** charges or a finding/verdict of "not guilty" should **not** be processed in the same manner as an adverse adjudication. This policy does not apply in cases involving a conviction or pre-trial intervention/deferment. "Payment of court costs" should not be confused with the payment of a fine or the forfeiture of bond in lieu of trial.
- d. **State classifications and adverse adjudication and waiver approval authority.** Criminal offenses are classified as minor traffic offenses, minor misdemeanors, non-minor misdemeanors, or felonies. To determine waiver approval authority refer to Exhibit 2-20 and Exhibit 2-21. State classification takes precedence over Charts A, B, C, and D (Exhibit 2-22). For example: An offense is considered a **felony** when it was classified **as a felony** by the state in which it was adjudicated, regardless of what chart the offense appears on. For adverse adjudication on offenses **not** listed in the charts, classify the offenses by using the rule of maximum imposed confinement under local law as outlined in the notes following each chart.
- e. **Violation of Probation.** All applicants charged with Probation Violation require a CNRC (Code 017) enlistment eligibility determination.

**2N-3 Special Provisions for Applicants Charged with Crimes Involving Physical Violence**

- a. All applicants charged with domestic violence require a CNRC (Code 017) determination of enlistment eligibility.
- b. Applicants who have convictions for domestic violence, as defined in Title 18 U.S. Code Sections 921,922 are ineligible for service. Policy, procedures and exceptions to the rule are spelled out in paragraph 2C-1d.
- c. An applicant who received a civil conviction/adverse adjudication for a crime involving physical violence requires an enlistment/program waiver. Refer to applicable offense Chart B, C, or D to determine if an enlistment/program waiver is required. If so, the District Commanding Officer/Executive Officer conducts the waiver interview. Document this waiver interview with the following entry in Section VI, Remarks of DD Form 1966:

(Date): A waiver interview regarding (civil conviction) has been conducted this date between the CO, NRD (Name of NRD) and the applicant (Name of applicant). (Enlistment/Program waiver granted on (date)).

---

(Signature of CO, NRD)

-or-

(Date): A waiver interview regarding (civil conviction or confinement) has been conducted via telephone on this (date) between CO, NRD (Name of NRD) and the applicant (Name of applicant). (Enlistment/Program waiver granted on (date)).

---

(Signature of XO, EPO, OIC, or DIR)

- d. The District CO or XO must conduct a physical violence interview with an applicant who has been arrested and charged with the commission of child molesting, sex crimes, or crimes involving physical violence and has had charges dismissed or where the applicant does not require an enlistment/ program waiver. A telephonic physical violence with the District Commanding Officer is authorized provided an individual with "By direction signature authority is present with the applicant during the interview. Document this interview with the following entry in Section VI, Remarks of DD Form 1966:

(Date): An interview regarding (civil charge) has been conducted on (date) between CO, NRD (Name of NRD) and the applicant (Name of applicant).

---

Signature of the CO, NRD

-or-

(Date): An interview regarding (civil charge) has been conducted via telephone on (date) between CO, NRD (Name of NRD) and the applicant (Name of applicant.)

---

(Signature of the XO, EPO, OIC, or DIR

- e. Certain police or juvenile records may be waived after interview and review of pertinent information. All offenses that involve the intent or actual commission of child molesting, sex crimes, or a violent physical act toward another individual are especially grievous and require very careful review during waiver determination. Police and juvenile records on otherwise desirable applicants may be considered for waiver of basic enlistment requirements as shown in Exhibit 2-20 and Exhibit 2-21.

#### **2N-4 Special Provisions for Certain Juvenile Offenses**

- a. Certain juvenile felony offenses which would normally require a Commander, Navy Recruiting Command waiver may be waived by the Navy Recruiting District Commanding Officer providing the following criteria is met:
  - (4) Age at which offense was committed is 14 or younger.
  - (5) Applicant shall not have committed any other offense that resulted in a conviction, adverse adjudication, or processed through a pre-trial diversion or intervention program, except minor traffic offenses. Additionally, a minimum of three years (36-months) must have elapsed since the date of final adjudication of the offense.
  - (6) Offenses involving alcohol, drugs (other than marijuana of 1-ounce or less and not involving trafficking or distribution), weapons, sex crimes, or physical violence and multiple offenses committed under circumstances that would otherwise allow them to be treated as single offenses, may not be waived by this section. A waiver must be submitted to CNRC.
  - (7) Applicant must be a High School Diploma Graduate (HSDG). Applicants requiring enlistment via the High Performance Predictor Profile (HP3) Program are not eligible for this special provision.
- b. Commanding Officers shall personally interview the applicant, verify that he or she meets all of the criteria set forth above and sign the waiver document. This requirement may not be delegated below the Executive Officer, with commensurate waiver authority.

#### **2N-5 Program Eligibility**

Certain programs have special reliability requirements and therefore have more stringent regulations concerning police and juvenile involvement. See Chapter 3 for specific requirements.



**Exhibit 2-1. Wavier Briefing Sheet**

<b>WAIVER BRIEFING SHEET</b>				
NRD:	NRS:	Recruiter:		
Applicants Name:		SSN:		
Type of Waiver(s) Required:				
Applicant is Eligible for: DEF [ ] DEN [ ] DEM [ ]				
Medical Data (as documented on DD Form 2808): Height _____ Weight _____ Body Fat _____ Lab Work Received and Applicant Successfully Cleared: HIV [ ] DAT [ ]				
Marital Status:		Number of Dependents:		Ages:
Applicant' Age:	Education Level:	AFQT Score:	NAPT Score:	
<b>Employment History</b>				
<i>From</i>	<i>To</i>	<i>Employer/Company</i>	<i>Position</i>	<i>Reason For Leaving</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
HP3 applicants require references. Continue on a separate sheet of paper if necessary				
<b>Civil/Criminal/Police Offenses</b>				
<i>Date</i>	<i>Original Charge</i>	<i>Adjudicated Charge</i>	<i>Chart</i>	<i>Disposition</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
List all offenses regardless of disposition (Must match SF-86/EPSQ). Handwritten statements required per CRUITMAN. Continue on a separate sheet of paper if necessary				
<b>Drug and Alcohol Abuse</b>				
<i>Type</i>	<i>Number of times used</i>	<i>Date of last use</i>	<i>Civil/Police Involvement</i>	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Continue on a separate sheet of paper if necessary				

**Exhibit 2-1. (p. 2) Wavier Briefing Sheet**

<b>WAIVER BRIEFING SHEET</b>							
Applicants Name:			SSN:				
<b>Prior Service Record</b>							
<i>From</i>	<i>To</i>	<i>Branch (Active/Reserve)</i>	<i>Type of Discharge</i>	<i>RE-Code</i>	<i>Discharge Paygrade</i>		
_____	_____	_____	_____	_____	_____		
Continue on a separate sheet of paper if necessary							
<b>Financial/Debt</b>							
Has the applicant ever filed for bankruptcy? [ ] Yes [ ] No If yes, date: _____							
Has the applicant ever been more than 60 days late on any payment? [ ] Yes [ ] No							
Does the applicant have any liens or judgements pending? [ ] Yes [ ] No							
<i>Applicant must provide a handwritten statement to explain the details to any "Yes" answer above.</i>							
<b>HP3 Screening</b>							
Selection Criteria Code: _____ (PRCs and 3 references required) Must be age 18 or older.							
Eligibility determination required? [ ] Yes [ ] No							
<b>Supplemental Comments and Recommendation:</b>							
<b>NRD Commanding Officer's Determination:</b>							
[ ] Approved [ ] Disapproved [ ] Forward for Higher Authority Purview							
<b>Signature:</b>				<b>Date:</b>			
Reviews (for CNRC Waivers):							
Initials:	33425 _____	334 _____	33 _____	30B _____	30 _____	00B _____	00 _____

**Exhibit 2-2. Delayed Entry Full Kit Waiver (DEF) Program NAVPERS Form 1070/613  
Administrative Remarks.**

\_\_\_\_\_ It has been explained to me that I have been granted a provisional waiver on a disqualifying basic enlistment requirement for the purpose of enlistment into the Delayed Entry Program. However, this waiver is subject to review by higher authority, which must be completed prior to my entry onto active duty. I understand that should higher authority rule that a waiver of enlistment standards is not appropriate in my case, I will be disqualified for enlistment and will be discharged from the Delayed Entry Program.

\_\_\_\_\_  
(Applicant's Signature)

**Exhibit 2-3. CNRC Waiver Cover Letter**

From: Commanding Officer, Navy Recruiting District \_\_\_\_\_

To: Commander, Navy Recruiting Command

Subj: Enlistment Eligibility Waiver Request ICO (Applicant's Name and SSN)

Ref: (a) COMNAVCRUITCOMINST 1130.8F

Encl: (1) See Notes Below for Required Enclosures

1. Under reference (a), enclosures (as appropriate) are forwarded for consideration of an enlistment eligibility waiver for (type of waiver).
  
2. Supplemental comments, if desired, and Commanding Officer's recommendation.

\_\_\_\_\_  
/s/ Commanding Officer, NRD \_\_\_\_\_

Note 1: For all CNRC waivers other than medical/physical waivers requiring BUMED review, submit the following enclosures:

- (a) Waiver Briefing Sheet (NAVCRUIT 1133/39).
- (b) Minimum of 3 references (DD Form 370). References should be from employers or school officials. References from family members or relatives are not acceptable.
- (c) Completed Police Record Checks (DD Form 369).
- (d) Other civil involvement documents (i.e., court documents, letters from prosecutors, etc).
- (e) Handwritten statements (IAW paragraph 2B-6c).
- (f) Handwritten statements for any "Yes" response to NAVCRUIT 1133/65 questions.
- (g) Proof of education (not required for applicants enlisting as 12Ls).
- (h) Standard Forms 88 and 93 (only for applicants requiring a drug or alcohol waiver).
- (i) NAVCRUIT 1130/13 (only for applicants with dependents).
- (j) DD Form 214 (when applicable).

Note 2: Submit the following documents for BUMED waivers:

- (a) Waiver Briefing Sheet (NAVCRUIT 1133/39).
- (b) Standard Forms 88 and 93 (medical packages with "working copy" stamps will be rejected).
- (c) Consults and supporting documents.
- (e) Applicant activity letter.
- (f) DD Form 214 (prior service applicants only).

**Exhibit 2-4. CNRC Code 017 Legal Determination Cover Sheet**

<b>CNRC Code 017 Legal Determination Cover Sheet</b>		
Phone: (901) 874-9111/9115/9472	Fax: (901) 874-9479	DSN: 882
FROM: _____		
POC: _____		
PHONE: _____		
APPLICANT: _____ SSN: _____		
ATTENTION: _____		
Provide explanation of requested determination(s) (Include issue(s) and punishment(s) if applicable):		
_____		
Listed below are the documents needed to make various types of legal determinations. Please provide an explanation in the space provided above if you cannot obtain and forward these documents to Code 017.		
A. For Custody Determination (Please check if forwarded):		
1. Court order signed by Judge	_____	
B. For drug possession, domestic violence, sex crimes, other civil convictions, and dismissed charges (Please check if forwarded):		
1. Police record Checks	_____	
2. Court Documents and minutes if applicable	_____	
3. Applicant's hand written statements	_____	
4. Any other significant documentation	_____	
<b>FOR CODE 017 USE ONLY</b>		
Determined By and Date	_____	Charted Offense(s):
Determination Number:	_____	_____

**Exhibit 2-5. Executive Review Check-Off Sheet**

<b>Enlistment Documents</b>		<b>Yes</b>	<b>No</b>
A	DD Form 1966 (Pages 1, 2, 3, 4 & 5 if Required)		
B	EPSQ/SF-86		
C	Illicit Behavior Screening (NAVCRUIT 1133/65)		
D	Enlisted Statement of Understanding (NAVCRUIT 1133/53)		
E	Enlisted Statement of Understanding Regarding Family Members (NAVCRUIT 1133/71)		
F	Fraudulent Enlistment Statement of Understanding (Warning Statement)		
G	Nuclear Field Medical Statement of Awareness (Page 13) ** Required for all Nuclear Field Applicants		
H	Nuclear Field Navy College Fund (Page 13) ** Only if applicant accepted Navy College Fund		
I	Nuclear Field Enlistment Bonus (EB) (Page 13) ** Only if applicant accepted EB		
J	Enlistment Bonus Statement of Understanding (Page 13) ** Only if applicant accepted EB		
K	Submarine Volunteer Statement of Understanding (Page 13)		
L	Fast Statement of Understanding (Page 13)		
M	Ace Statement of Understanding (Page 13)		
N	NAVET/OSVET Statement of Understanding (1966/4 Entry)		
<b>Birth Verification Documents</b>		<b>Yes</b>	<b>No</b>
A	Birth Certificate Number:		
B	Original DD 372 issued by:		
C	Other:		
<b>Education Verification Documents</b>		<b>Yes</b>	<b>No</b>
A	Diploma/Transcripts/Letter of Past Issuance (12L)		
B	Will Grad Letter		
C	Adult Education and HP3 Completion Forms		
D	H.S. Transcripts (for all HP3's, Nuke applicants and for "M", *, and (alternative Education)		
E	GED Certificate		
F	Education Specialist Letter (EDVRE) for all HP3's, Adult Education and Foreign Education		
G	Official College Degree/Transcripts		
H	ROTC Certificate		
I	References (DD Form 370) 3 required for all HP3		
<b>Civil/Program Waiver Documents:</b>		<b>Yes</b>	<b>No</b>
A	Handwritten Statements (required for all RE-Codes, DEP Discharges, Chart A's=\$100, & Charts B, C, D		
B	Completed PRC's (DD Form 389) (Required wherever waiver able offenses occurred, and wherever the applicant lived within last 3 years (city and county). Also for all HP3's and NF applicants)		
C	Waiver Briefing Sheet (NAVCRUIT 1133/39)		
<b>Miscellaneous Forms</b>		<b>Yes</b>	<b>No</b>
A	DD Form 368 or DD Form 214 (Prior Service and Drilling Reservist)		
B	Marriage Certificate/Children's Birth Certificate(s)		
C	Divorce Decree (Applicants/Parents(s))		
D	Financial Statement (NAVCRUIT 1130/13) (Required for any Dependents)		
<b>Classification Checklist:</b>		<b>Yes</b>	<b>No</b>
A	Is a new Physical Required		
B	DD Form 1966/3 signed by applicant and MLPO		
C	Verified (ASVAB scores/Vision/Hearing/Color Perception/Education) for program guaranteed?		
D	Verified DD Form 1966/4, Section VI, (for NAPT/MASS/ASVAB/WAIVER/TRANSCRIPTS/PRC) entry?		
E	Annex (job Guarantee) initiate and signed by applicant and classifier?		
F	Drugs (EPSQ/Illicit Behavior/SF86) all match		
G	Residual Signed by (RINC/Processor/Classifier/MLPO)		
<b>DD Form 1966/4 entry for Executive Screening Made BY:</b>		Date:	
Verified By:		Date:	

**Exhibit 2-6. Name/Age/Citizenship Verification Documents**

<b>Document</b>	<b>Name</b>	<b>Age</b>	<b>Citizenship</b>
Vital Statistic Issued Original Birth Certificate	YES	YES	YES
Certificate of Birth Registration	YES	YES	YES
Report of Birth Abroad (FS-240)	YES	YES	YES
Certificate of Birth (FS-545 or DS-1350)	YES	YES	YES
Certificate of Citizenship or Naturalization Issued by INS	YES	YES	YES
U.S. Citizen Identification Card Issued by INS	YES	YES	YES
Valid or Expired U.S. Passport	YES	YES	YES
Sworn affidavits of applicant and parents/guardian or two responsible persons having full knowledge of the fact	YES	YES*	YES*
Marriage Certificate (married females only)	YES	NO	NO
Divorce Decree (divorced female applicants using maiden name only)	YES	NO	NO
Copy of Court Proceedings to Change Name	YES	NO	NO
Request for Verification of Birth (DD Form 372) as defined in 2D-7	YES	YES	YES
INS Form I-551	YES	YES	YES
Certificate of Release or Discharge from Active Duty (DD Form 214)	YES	YES	NO
Document Verification Request (INS Form G-845)	YES	YES	YES
INS Form I-688 (Temporary Resident Alien Card) <u>with Black Sticker or Stamp</u> . See 2D-9f for details and guidance.	YES	YES	YES
Foreign Passport when stamped by INS for temporary evidence of lawful admission for permanent residence. See 2D-9e for details and guidance.	YES	YES	YES
INS Form I-94 (Arrival/Departure Records) when properly stamped and annotated. See 2D-9d for details and guidance.	YES	YES	YES

\* Secondary evidence documentation seen under 2D-7 only if primary evidence does not exist.

**Exhibit 2-7. Enlistment Statement of Understanding Regarding Family Members**

<b>ENLISTMENT STATEMENT OF UNDERSTANDING REGARDING FAMILY MEMBERS</b>	
<p>APPLICANTS WILL ACKNOWLEDGE EACH RELEVANT ENTRY BY PLACING INITIALS BY THE ENTRY. THE ORIGINAL SHALL BE PLACED IN THE SERVICE RECORD. ONE COPY SHALL BE PROVIDED TO THE ENLISTEE AND ONE COPY SHALL BE PLACED IN THE RESIDUAL FILE.</p>	
<p>1. I understand that if I am/become married and my spouse is serving in any branch of the armed forces, no promise or guarantees can be made regarding assignment with or near my spouse. _____ (initials)</p>	
<p>2. I understand that if I now have, or later have, children, I must ensure that the care of my children does not interfere with the performance of my duties. If my child/children is/are currently in the custody of another adult pursuant to a court-ordered transfer, I understand that I may not regain custody or have the child/children reside with me if it will interfere with the performance of my duties. I understand that duty assignments are based on the needs of the Navy and no preferential treatment is granted to members with families. I understand that inability to perform my duties, repetitive absenteeism, or non-availability for worldwide assignment because I cannot arrange for childcare during my required absences for duty may result in disciplinary action and involuntary separation from the Navy. _____ (initials)</p>	
<p>3. I understand that should I in the future regain custody or have my child/children reside with me, I understand that government-funded transportation will not be provided for my child/children. I further understand that should my child/children reside with me in the future while I am a single parent or am married to an active duty member, I would be required to complete a Dependent Care Certificate and comply with the requirements of OPNAVINST 1740.4. Failure to do so may result in disciplinary action and my involuntary separation for the convenience of the government on the basis of parenthood. _____ (initials)</p>	
<p>4. I understand that if I now have or later have children, I have a moral and legal obligation to provide support at all times for my children. I understand that I must provide proof of dependency status prior to obtaining dependent allowances. I understand that government family housing is often not available. _____ (initials)</p>	
<p>5. I understand that if I now have or later have children and am a single parent, or my spouse is on active duty, I must complete a Dependent Care Certificate and comply with the requirements of OPNAVINST 1740.4. Failure to do so may result in disciplinary action and involuntary separation for the convenience of the government on the basis of parenthood. _____ (initials)</p>	
<p>_____</p>	<p>_____</p>
<p>SIGNATURE OF APPLICANT (DATE)</p>	<p>SIGNATURE OF NRD PERSONNEL (DATE)</p>
<p>_____</p>	<p>_____</p>
<p>TYPE OR PRINT NAME</p>	<p>TYPE OR PRINT NRD PERSONNEL</p>

**NAVCRUIT 1133/71 (05/00)**



**Exhibit 2-8. Married Applicants and Spouses Fact Sheet*****Ship  
Deployment/  
Underway  
Schedule***

The Navy has dozens of different sizes and types of ships to which you could be assigned. These range from hydrofoils with crews of 24 to the super-carriers with 6,000 people aboard. Your ship will spend much of the time in, or operating near, her homeport. Ships normally spend about 10 to 14 days at sea per month operating out of their homeports for local training. Homeports may be located in the United States or overseas. Normally, your ship will also deploy on the average of two or three times in a four-year period. Each deployment is approximately six months in duration. When deployed, your ship may make port calls (visits) to cities in the area of your deployment. Remember, before your ship deploys, ensure that your family is taken care of as far as housing, adequate funds for living expenses, power of attorney, etc. **Note:** Operational commitments can change at any time depending upon the situation.

**Enlisted personnel in paygrades E-3 and below with dependents are not assigned to duty in an overseas area, including Hawaii, on afloat units overseas or shore-based activities overseas.**

***Unaccompanied  
Assignments***

Family members are **not** authorized to accompany service member to schools that are less than 20 academic weeks or on TAD orders. Family members who do accompany service member without prior approval are not eligible for government funded move to next duty station.

***Housing***

Before moving your family members, contact the local Housing Referral Office to obtain information on government and civilian housing. On most bases, government housing **will not** be available immediately. If housing is not available, you might be placed on a waiting list, if you desire, until housing is available. If government housing is available, you **will not** receive your Basic Allowance for Housing (BAH).

Housing, depending upon the area, can be very expensive. Monthly rental rates for a one-bedroom apartment can range from \$160.00 on the low side to as much as \$1,300.00 on the high side. Security deposits, which are generally equal to one month's rent, are required in advance. **This does not include security deposits on utilities, sewage and water, garbage, cable TV, etc.**

The Navy provides BAH. BAH will normally only cover 75 percent of your rental rate. If government housing is accepted, your BAH will be discontinued on the day housing is accepted (not the day you move in).

***Child Care  
Facilities***

If your spouse plans to continue working during your enlistment, the Navy Family Service Center can provide lists of military and civilian day care centers. Depending upon the area you are assigned, day care may not be available on some bases. The cost of military day care can range monthly from \$169.00 to \$351.00 or higher depending upon family income. Childcare normally accommodates ages 6 months to 12 years. For *newborn* care, you will have to look at civilian day care centers or private day care providers. The cost of newborn care can be very expensive, ranging from \$100.00 per week to

**Exhibit 2-8. (p. 2) Married Applicants and Spouses Fact Sheet**

\$900.00 per month. In most day care centers you will still have to provide food, diapers, and whatever other necessary items are needed that the day care center does not provide.

***Moving Household Goods.***

Career military service members have a somewhat nomadic lifestyle and over a 20-year career, will move several times. Even though the government pays for the move, there are still expenses the service member is required to pay. The Navy's Personal Property Office will provide information on the requirements to move your household goods. The government has set weight allowances on household goods. For paygrades E-1 through E-3 (with dependents), you will be allowed to ship 5,000 pounds of household goods.

Your weight allowance includes the total weight of household goods shipped, those put in storage and those sent as unaccompanied baggage. Service members' are responsible for staying within their weight allowances; so a good estimate of the weight of household goods is essential. Make the first estimate before visiting the transportation office to set up the move. A fairly dependable method for estimating is to figure on 1,000 pounds per room (excluding bathrooms and storage rooms). Then, add the estimated weight of large appliances and items in the garage and storage.

Keep in mind that estimated weights are not official. Actual charges are based on the weight tickets submitted by the carrier.

Service members who exceed their weight limits must reimburse the government for moving the excess weight; this can cost thousands of dollars.

**Finally...** The above information is very general but provides a beginning for understanding things that will affect you and your family once you enlist. Always contact the local Navy Housing Office and Family Service Center, where available, for the most updated information on the area to which you are being stationed.

I acknowledge that I have read and understand the Married Applicant and Spouse Fact Sheet, and have discussed areas of concern with my recruiter.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Spouse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recruiter

\_\_\_\_\_  
Date

Distribution:

Original-Service record

Copy-Applicant

Copy-Residual file

**Exhibit 2-9. Dependency Waiver Matrix**

<b>PAYGRADE</b>	<b>NUMBER OF DEPENDENTS</b>	<b>WAIVER AUTHORITY</b>
Any married applicant	1	No waiver required
E-1 through E-4	2	CO, NRD waiver
E-1 through E-4	3	CNRC waiver
E-1 through E-4	4 or more (Unmarried – 3 or more)	Not enlistment eligible ( <b>No Waiver Authorized</b> )
E-5 and above with continuous service (out 90 days or less)	N/A	No waiver required
E-5 and above with broken service (out 91 days or longer)	1-2	No waiver required
E-5 and above with broken service (out 91 days or longer)	3	CO, NRD waiver
E-5 and above with broken service (out 91 days or longer)	4 or more	CNRC waiver
Any applicant with an active duty spouse and children	N/A	CNRC waiver
Any applicant whose spouse is also applying for enlistment and they have children	N/A	CNRC waiver

NOTE: Refer to Paragraph 2G-4c for unmarried applicants with dependents.

**Exhibit 2-10. Request for Evaluation of Non-Traditional Education Credentials and Foreign Education**

**Request for Evaluation of Non-Traditional Education Credentials and Foreign Education**

***SECTION I: Request for Evaluation of Non-Traditional Education Credentials and Foreign Education***

(If sent out-of-district, request must be initiated by EPO and must indicate EPO telephone and fax number. If request is for pre-ship review of "M" DEPPers, original Tier-Level Evaluation must be provided along with final transcript).

Name of Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If Foreign Education, Name of Country : \_\_\_\_\_

NRS: \_\_\_\_\_ Recruiter: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Scheduled for MEPS Processing: \_\_\_\_\_ AFQT: \_\_\_\_\_

**Note:** Recruiter must ensure that all non-traditional or foreign education credentials are attached to this form and submit for ESS review. Documents must be legible and submitted at least 2 days prior to date applicant is scheduled to process at MEPS.

**Note for applicant requiring foreign education verification:** A complete printed English translation must accompany foreign education documents in any language other than English.

***SECTION II: Education Certification*** (For Education Services Specialist Use Only)

Date Certified: \_\_\_\_\_ Case Number (optional): \_\_\_\_\_

Date on Official Transcript: \_\_\_\_\_ Years of Formal Education: \_\_\_\_\_

Certified as: (Check One)  NHSDG  HSG  HSDG Education Code: \_\_\_\_\_  
 (Approval if foreign education verification) (Years and Code)

Advanced Paygrade Eligibility based on foreign education:  None  E-2  E-3 Pre-Ship Review Required: \_\_\_\_\_

Certified by: \_\_\_\_\_  
 (Signature and location)

Comments:

***SECTION III Verification*** (For Commanding Officer Use for Non-Traditional Education)

Any disagreement between the CO and the ESS must be forwarded to CNRC, Code 355, for resolution.

Comments:

CO Signature and Date:

**NAVCRUIT 1133/51 (Rev 10-00)**

**Exhibit 2-11. On-Site Visit and Tier Evaluation Worksheet**

<b>ON-SITE VISIT AND TIER EVALUATION WORKSHEET</b>			
This form must be completed on all schools for which on-site visits are required per paragraph 2H-3. The purpose of the on-site visit is to determine appropriate tier-level classification.			
Name of school: _____			
Address: _____ _____			
School POC: _____ Title: _____			
Phone: _____ Ext: _____			
Email Address: _____			
Type of Institution: Public: _____ Private: _____ Adult Ed.: _____ Alternative: _____			
<b>COMPLETE THE FOLLOWING QUESTIONS:</b>		<b>YES</b>	<b>NO</b>
1. Does this institution have multiple tracks (i.e., GED, Adult Ed., ABE, ESL, correspondence, competency-based, independent study)?			
2. Does this institution award credit for GED or GED preparation?			
3. Does this institution award credit for life experience, home study, or practical competencies?			
4. Does this institution conduct regular classes and require classroom attendance?			
5. Does this institution provide teacher-directed (i.e., lecture, computer assisted, self-paced, or modular unit) classroom instruction?			
6. Does this institution provide transcripts and award diplomas?			
<b>Guidelines for determining school or program tier-level classification:</b>			
-- If questions 1 through 3 are <b>no</b> and questions 4 through 6 are <b>yes</b> , then <b>Tier I</b>			
-- If <b>no</b> to any of questions 4 through 6, then <b>Tier II</b>			
-- If <b>yes</b> to any questions 1 through 3 and <b>yes</b> to questions 4 through 6, <b>then a case-by-case evaluation of each applicant is required.</b>			
<b>NOTE:</b> Any school or program whose primary purpose is to provide individuals with an education credential to enter the military will be classified as <b>Tier III</b>			
<b>Recommended Tier-Level Classification:</b>			
TIER I: _____ TIER II: _____ TIER III: _____ CASE-BY-CASE EVALUATION: _____			
ESS Certified: _____		Date: _____	
CO Verified: _____		Date: _____	

**NAVCRUIT 1133/80 (12/99)**

**Exhibit 2-12. High Performance Predictor Profile (HP3) Selection Table**

Secondary Education Credential	Age	Years of Education Attended											
		9 Years			10 Years			11 Years			12 Years or More		
		AFQT TSC			AFQT TSC			AFQT TSC			AFQT TSC		
		IIIA	II	I	IIIA	II	I	IIIA	II	I	IIIA	II	I
G.E.D. Diploma	*18	K	K	W	W	W	Q	W	Q	Q	Q	Q	Q
	19+	W	W	Q	W	Q	Q	Q	Q	Q	Q	Q	Q
No Credential	*18	K	K	W	K	W	Q	W	W	Q	Q	Q	Q
	19+	K	W	Q	W	Q	Q	Q	Q	Q	Q	Q	Q
H.S. Certificate of Attendance or Completion	*18										Q	Q	Q
	19+										Q	Q	Q
Occupational Certificate of Attendance or Completion	*18							Q	Q	Q	Q	Q	Q
	19+							Q	Q	Q	Q	Q	Q
Correspondence School, Distance Learning or Independent Study Diploma or Certificate	*18	K	K	W	W	W	Q	W	Q	Q	Q	Q	Q
	19+	W	W	Q	W	Q	Q	Q	Q	Q	Q	Q	Q

**Note**

- Q = Qualified for Enlistment as a HP3
- W = Qualified **with** Documentation of Youth Program Participation,  
Or  
Qualified **with** Enlistment Eligibility Determination Interview
- K = Qualified **with** Region Commander Enlistment Eligibility Determination
- \* = Requires Age Eligibility Determination

**Reference**

- AFQT TSC
- 93-99 I
- 65-92 II
- 50-64 IIIA

**Exhibit 2-13. Education Verification Documents**

<b>Verifying Document</b>	<b>HSDG</b>	<b>HSG</b>	<b>NHSG</b>
Official high school transcript	YES	YES	YES
Official traditional high school or accredited college diploma	YES	N/A	N/A
National Guard Youth Challenge Program Diploma with GED Certificate or GED passing test results and all secondary education transcripts	YES	N/A	N/A
Home School Diploma or Certificate with all secondary education transcripts (DoD Pilot Program)	YES	N/A	N/A
Official college transcript (15 SH/22 QH/675 Clock hrs) with secondary education transcript	YES	N/A	N/A
Adult high school diploma with all secondary education transcripts	YES	YES	N/A
Certificate of high school completion with all secondary education transcripts	N/A	YES	N/A
Certificate of high school attendance with all secondary education transcripts	N/A	YES	N/A
Certificate of attendance or completion from a vocational/technical or proprietary school which indicates attendance of at least 6 months duration with all secondary education transcripts	N/A	YES	N/A
GED Certificate or GED successful test results with all secondary education transcripts	N/A	YES	N/A
CHSPE Certificate or CHSPE successful test results with all secondary education transcripts	N/A	YES	N/A
Correspondence, Distance Learning, Independent Study Diploma or Certificate issued by Accrediting Commission of the Distance Education and Training Council with all secondary education transcripts	N/A	YES	N/A

**Verification/Validation of School Records During Holidays and Emergencies.** Closings for holidays, spring or summer vacation periods, school strikes, and closures of 5 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. They are also the only circumstances when validation of education may be delayed.

1. Applicants may not be shipped without official documentation that provides proof of education. That documentation must be received within 5 working days of the institution reopening.
2. The school closure policy applies to applicants regardless of educational status. HP3 screening and waivers required must also be obtained and documented prior to DEP-in with available information. NAVCRUITDISTs are to ensure that appropriate administrative action is taken upon receipt of education verification to update PRIDE/DEP records and process any waivers required as a result of a change in education status.
3. The EPO must have verification of education status on all applicants at the time of the 30-Day Re-certification.

**Exhibit 2-14. Decision Chart for Evaluating Education Status of HSDG/HSG Applicants**

<b>IF APPLICANT HAS EARNED:</b>	<b>THEN GET:</b>	<b>AND:</b>
Diploma from traditional 12-year/grade public high school or accredited private high school	Diploma (Call ESS to verify accreditation of private HS)	Include in kit. Ed. Code = 12L
Diploma from non-accredited private high school	Diploma, transcripts from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --L
Diploma from adult/alternative high school.	Diploma, transcripts from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --B
Home School Diploma	Diploma, home school transcript and transcripts from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = 12H
15 semester credits, 22 quarter credits, or 675 clock hours from accredited postsecondary institution (college, vocational school, Job Corps Centers)	Postsecondary transcript, transcripts from all high schools attended. (Call ESS to verify accreditation)	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --8
Vocational-Technical Certificate based on a minimum of 675 clock hours of postsecondary training from non-accredited Job Corps Centers	Job Corp Certificate and transcripts, GED certificate, transcripts from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --8
National Guard Youth Challenge Program Certificate (NGYCP)	NGYCP certificate, GED certificate, transcripts from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --X
GED (HP3)	GED Certificate, Waiver Briefing Sheet, transcript from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --E
Other HP3 credentials (Correspondence Diploma, certificate of attendance, vocational certificate, independent study, home study, distance learning diplomas/certificates, etc)	Diploma/certificate, Waiver Briefing Sheet, transcripts from all high schools attended	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = --7, J, C as appropriate
<b>IF CURRENTLY ENROLLED IN:</b>	<b>THEN GET:</b>	<b>AND:</b>
Traditional 12-year/grade public high school or accredited private high school	NRD 11S Form/will grad letter (Call ESS to verify private school accreditation)	Include in kit. Ed. Code = 11S
Non-Accredited private high school	NRD 11S Form/will grad letter, transcripts from all high schools attended	Submit documents to ESS along with NAVCRUIT 1133/51. Ed. Code = 11S
Adult/Alternative high school, home school, College, Job Corps, NGYCP	NRD Education Form/will grad letter, transcripts from all high schools attended	Submit documents to ESS along with NAVCRUIT 1133/51. Ed. Code = --M
HP3 Tier II programs (Correspondence Diploma, certificate of attendance, vocational certificate, independent study, home study, distance learning diplomas/certificates, etc)	NRD Education Form/will grad letter, transcripts from all high schools attended, Waiver Briefing Sheet	Submit documents to ESS along with NAVCRUIT 1133/51. Ed. Code = --M
Not enrolled and has no credential	High school transcripts	Include in kit. Ed Code = --1
<b>IF EDUCATED IN A FOREIGN COUNTRY</b>	<b>THEN GET</b>	<b>AND</b>
High school or college	Get a copy of the diploma and transcript with translation	Submit documents and NAVCRUIT Form 1133/51 to ESS. Ed. Code = L, J



**Exhibit 2-15. Navy Screening Tables****WEIGHT AND HEIGHT SCREENING TABLE FOR MALE APPLICANTS**

<b>MALE APPLICANTS</b>				
Height (inches)	Navy Weight Standard/LBS	Maximum Shipping Weight/LBS	Minimum Shipping Weight/LBS	Waiverable to
58*	132	139	98	88
59*	137	144	99	89
60	142	149	100	90
61	147	154	102	92
62	152	160	103	93
63	157	165	104	94
64	162	170	105	95
65	167	175	106	95
66	172	181	107	96
67	177	186	111	100
68	182	191	115	104
69	188	197	119	107
70	192	202	123	111
71	196	206	127	114
72	201	211	131	118
73	206	216	135	122
74	211	222	139	125
75	216	227	143	129
76	221	232	147	132
77	226	237	151	136
78	231	243	153	138

\* Height waiver required

**Notes:**

1. Only applicants not meeting the Navy weight standard for their height will be measured for body fat percentage. Applicants measured at 22 percent body fat or less may DEP and ship regardless of their weight.
2. A male applicant may **DEP** provided he weighs at or below the maximum shipping weight, regardless of his body fat percentage.
3. A male applicant may **SHIP** to boot camp provided he meets the following weight/body fat standards: (1) Be within Navy standards; or (2) Not exceed maximum shipping weight, AND not exceed 23 percent body fat.
4. Applicants who fail the MEPS physical due to height/weight/body fat standards will be RBJ'd to Navy weight and body fat standards.
5. A **CO eligibility determination and Statement of Understanding must be completed for eligible applicants exceeding Navy weight standards.**

**Exhibit 2-15. (p. 2) Navy Screening Tables****WEIGHT AND HEIGHT SCREENING TABLE FOR FEMALE APPLICANTS**

<b>FEMALE APPLICANTS</b>				
Height (inches)	Navy Weight Standard/LBS	Maximum Shipping Weight/LBS	Minimum Shipping Weight/LBS	Waiverable to
58	134	139	90	81
59	138	144	92	83
60	142	149	94	85
61	145	152	96	86
62	149	156	98	88
63	152	160	100	90
64	156	164	102	92
65	160	168	104	94
66	163	171	106	95
67	167	175	109	98
68	170	178	112	101
69	174	183	115	104
70	177	186	118	106
71	181	190	122	110
72	185	194	125	113
73	188	197	128	115
74	192	202	132	119
75	195	205	136	122
76	199	209	139	125
77	203	213	143	129
78	206	216	147	132

**Notes:**

1. Only applicants not meeting the Navy weight standard for their height will be measured for body fat percentage. Applicants measured at 33 percent body fat or less may DEP and ship regardless of their weight.
2. A female applicant may **DEP** provided she weighs at or below the maximum shipping weight, regardless of her body fat percentage.
3. A female applicant may **SHIP** to boot camp provided she meets the following weight/body fat standards: (1) Be within Navy standards; or (2) Not exceed maximum shipping weight, AND not exceed 34 percent body fat.
4. Applicants who fail the MEPS physical due to height/weight/body fat standards will be RBJ'd to Navy weight and body fat standards.
5. A **CO eligibility determination and Statement of Understanding must be completed for eligible applicants exceeding Navy weight standards.**

**Exhibit 2-16. Navy Health and Physical Readiness Program Statement of Understanding****STATEMENT OF UNDERSTANDING**

## NAVY HEALTH AND PHYSICAL READINESS PROGRAM

Maintenance of a high state of health and physical readiness throughout the service is essential to ensure combat readiness and personal effectiveness. Excess weight or body fat is a serious detriment to health, longevity, stamina, and military appearance. I understand that all Navy personnel must become familiar with and understand physical readiness standards contained in OPNAVINST 6110.1.

It has been explained to me that my present weight does not meet the physical readiness standards for retention in the naval service. I understand that I am being enlisted into the Navy despite being out of current retention standards and that I will be afforded the opportunity to attain minimum physical readiness standards while attending recruit training. I understand that I will not be allowed to graduate from recruit training until I can pass all requirements of the physical readiness test and meet Navy weight standard for my height. I further understand that I will have my height and weight determined by personnel at Recruit Training Command, Great Lakes and that those measurements will be used to determine my initial physical readiness status.

I understand that if I cannot attain the minimum requirements of the Navy's physical readiness program as outlined in OPNAVINST 6110.1, to include passing the physical readiness test with category scores of "good" in the run, push-up and curl-up events that my graduation from recruit training could be delayed until I can meet standards or I could be separated.

I understand that I should use good health practices while dieting and should not attempt to lose more than 2 1/2 pounds per week. It has been explained to me that rapid weight loss could be an indication of a more serious health problem and that I could be disqualified for enlistment should I lose an excessive amount of weight in a short period of time.

\*\*Current height : \_\_\_\_\_ \*\*Current weight: \_\_\_\_\_ Current body fat: \_\_\_\_\_

Navy retention weight standard for my height is: \_\_\_\_\_ or body fat at or below: \_\_\_\_\_

Required weight loss to meet retention standard is: \_\_\_\_\_

\*\* (HT/WT and body fat measurements will be verified by RTC, Great Lakes.)

I have been counseled regarding the Navy's physical readiness program and I am familiar with the contents and standards contained in OPNAVINST 6110.1.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
EPDS/MLPO Signature

\_\_\_\_\_  
Date

**Exhibit 2-17. Sample Letter of Waiver of Veterans Administration Disability Compensation**

(Date)

Manager  
Regional Office, Veterans Administration  
(address)

Dear Sir:

I, (name), (social security number) having enlisted in the U.S. Navy this date, do hereby voluntarily waive my monthly Veterans Administration compensation in the amount of \$ \_\_\_\_\_. This compensation is being received under claim number \_\_\_\_\_ from the Veterans Administration Regional Office, (address).

Sincerely,

(Signature)

-----

**First Endorsement**

(Date)

From: Commanding Officer, NRD

To: Manager, Regional Office, Veterans Administration  
(address)

1. (name of enlistee), (social security number), was enlisted in the U.S. Navy at this activity on (date of enlistment).

\_\_\_\_\_  
(Signature of Enlisting Officer)

**Exhibit 2-18. Delayed Entry Medical (DEM) Program NAVPERS Form 1070/613  
Administrative Remarks.**

\_\_\_\_\_ It has been explained to me that I have been granted a waiver of a disqualifying medical condition for the purpose of enlistment into the Delayed Entry Program. However, this waiver is subject to review by higher medical authority, which must be completed prior to my entry onto active duty. I understand that should higher medical authority rule that a waiver of Department of Defense Directive 6130.3 accession medical standards is not appropriate in my case, I will be disqualified for enlistment and will be discharged from the Delayed Entry Program.

\_\_\_\_\_  
(Applicant's Signature)

**Exhibit 2-19. 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	II	Dilaudid
	Meperidine (Pethidine)		Demoral, 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, Phenoxbarbital, Secobarbital, Tuinal
	Glutethimide	III	Doriden
	Methoqualone	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, Placidyl, Valmid
Stimulants	Cocaine	II	Coke, Flake, Snow, Crack
	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	I	Acid, Microdot
	Mescaline and Peyote		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, Ecstasy
	Ketamine	II	K, Special K, Vitamine K
Hallucinogens (cont)	Other Hallucinogens	I	Bufotenin, Ibogaine, DMT, DET, Psilocybin, Mushrooms
Cannabis	Marijuana		Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks
	Tetrahydrocannabinol	I	THC
	Hashish		Hash
	Hashish Oil		Hash Oil

**Exhibit 2-20. Matrix of Eligibility Determination Policy for Alcohol and Drug Abusers**

<b>Program or Rating</b>	<b>Alcohol/Drug Abuse</b>	<b>Eligibility Determination Authority</b>
Block (A) Basic Enlistment Eligibility  See 2J-5 concerning anabolic steroid use.	Experimental/casual use of marijuana (cannabis, THC).	Eligible; however, shipping must not occur until 45 days have passed since last use.
	Two BTW offenses.	CNRC (WAIVER)
	Prior psychological or physical dependence upon any drug or alcohol.	CNRC (WAIVER). (Note 1)
	Abuse of stimulant or depressant drugs, narcotics, hallucinogenic ( <b>see below for LSD</b> ), or psychedelic drugs (other than experimental/casual use of marijuana)	CO, NRD (WAIVER), mandatory minimum waiting period of 1 year since last use or conviction. <b>No waiver authorized.</b>
	Any drug abuse while in DEP. (Positive NIDT results while in DEP count as Drug abuse in DEP.)	CO, NRD (WAIVER). (Note 5)
	2 or more alcohol related offenses	CO, NRD (WAIVER)
	Tested positive at MEPS more than 6 months (marijuana) or 1 year (cocaine) ago	CO, NRD (WAIVER)  2nd positive test - CNRC (WAIVER)
	Drug trafficking/supplying.	Not eligible. No waivers authorized.
	LSD use within 2 years prior to enlistment	Not eligible.
	Block (B) Nuclear Field Program (NF)	Experimental/casual use of marijuana within the past 6 months.
Experimental/casual use of marijuana over 6 months ago.		CO, NRD; (three times or less) (Notes 2 & 3)  CNRC, Code 382 (up to 10 times or less). DCNO (N133D) (more than 10 times, or if any other Nuclear Field program waiver is required). (Note 4)
Convicted of drug abuse offense.		Not eligible
All other drug abuse or alcohol dependency		Not eligible
Any drug abuse while in DEP		DCNO (N133D) NF Type 2 Waiver (Note 6).

**Exhibit 2-20. (p.2) Matrix of Eligibility Determination Policy for Alcohol and Drug Abusers**

Program or Rating	Alcohol/Drug Abuse	Eligibility Determination Authority
Block (C) SEAL Challenge, EOD Challenge, Fleet Diver Challenge, Aircrew Programs and the following ratings: AC, DT, GM, and HM.	Experimental/casual use of marijuana (cannabis, THC).	CO, NRD (Note 3)
	Convicted of drug abuse offense.	Not eligible
	All other drug abuse or alcohol dependency.	Not eligible
	Experimental/casual use of marijuana 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 CO NRD. (Note 3 & 5)
Block (D) Programs/Ratings which require a security clearance at entry into Class "A" School include: AW, CTA, CTO, CTI, CTM, CTR, CTT, AECF, EW, IS, MN, OS, IT, STG, TM, and JOB Strands II, IV and VIII.	Experimental/causal use of marijuana (cannabis, THC) within 6 months.	Not eligible for entry into Class "A" School. May be enlisted in DEP with appropriate eligibility determination, but must meet 6 month criterion prior to entry into Class "A" School; otherwise, will be reassigned to another rating/duties or separated per the needs of the Navy. (Note 3)
	Experimental/casual use of marijuana (cannabis, THC) over 6 months ago.	CO, NRD (Note 3)
	Convicted of drug abuse offense.	Not eligible
	Abuse of stimulant or depressant drugs, narcotics, hallucinogenic (see below for LSD), or psychedelic drugs (other than experimental/casual use of marijuana)	CO, NRD (WAIVER), mandatory minimum waiting period of 1 year since last use or conviction. <b>No waiver authorized.</b>
	Alcohol related offenses that only apply to AW, STG, and TM.	CNRC (Code 331) for up to two times. (Note 4)
	Drug or alcohol dependency.	Not eligible
	Any drug abuse while in DEP.	Not eligible
	LSD use within 2 years prior to enlistment	Not eligible.



**Exhibit 2-20. (p.3) Matrix of Eligibility Determination Policy for Alcohol and Drug Abusers**

<b>Program or Rating</b>	<b>Alcohol/Drug Abuse</b>	<b>Eligibility Determination Authority</b>
Block (E) Submarine Programs/Ratings: MT, SECF, MMS, MSS, SKS, YNS, SF/SS.	Experimental/casual use of marijuana within the past 6 months.	Eligibility determination at level below.
	Experimental/casual use of marijuana over 6 months ago.	CO, NRD (three times or less) (Note 4)
		CNRC (Code 382) for 4 to 10 times. PERS-403 for more than 10 times. (Note 4)
	Convicted of drug abuse offense.	Not Eligible
	All other drug abuse or alcohol dependency.	Not Eligible
	Any drug abuse 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 4 & 5)
	Alcohol related offenses	One offense: CO, NRD Two offenses: CNRC (Code 382) Three or more offenses: PERS-403 (Note 4)

**Note 1.** An applicant who has been psychologically or physically dependent upon alcohol may request a CNRC eligibility determination when the pre-service dependency has been resolved in such a way that there is little likelihood that such behavior will recur. If the applicant is a recovering alcoholic, his or her MEPS physical will include a psychiatric consultation. The applicant is considered a good risk for entry into the Navy, if:

- (a) The applicant has successfully abstained from alcohol for more than one year,
- (b) The employment history or school attendance subsequent to rehabilitation is favorable, and
- (c) The applicant appears well motivated.

**Note 2. Review authority may not be delegated below CO, NRD level.** Eligibility determination action must be documented on the *Nuclear Field Eligibility Waiver 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 3. Review authority may not be delegated.** DIR, NAVCRUITPROSTAs may document the eligibility determination, as authorized by 2B-2c.

**Note 4.** Telephonic waiver approval required as per 2B-2. For the Nuclear Field, submit waiver per 3B-11. For Submarine Programs/Ratings, submit a Submarine Program Eligibility Waiver per 3I-9. Place the approval sheet in the applicant's service record and maintain a copy in the residual file

**Note 5.** This requires a personal interview by the CO/XO or Acting CO of the NRD. An additional review at the appropriate review authority level may be required if individuals' drug abuse puts them into a eligibility/waiver category. No applicant may be shipped to RTC who has used marijuana within the last 45 days. An eligibility determination may be granted for those in DEP; however, shipping must not occur until a minimum of 45 days has passed since last use. The personal interview or waiver conducted must be documented with an entry in the Remarks Section of the DD Form 1966.

**Note 6.** If any waiver had previously been granted for drug usage prior to enlistment, the individual is not eligible for the Nuclear Field Program. No waiver will be granted. If a drug waiver was not previously required, then a Nuclear Field (NF) Type 2 waiver for marijuana use while in DEP may be submitted (following the mandatory 45 day waiting period from the positive NIDT) to DCNO (N133D) via CNRC (Code 382). This waiver authority may not be delegated.

**Exhibit 2-21. Waiver Policy for Civil Offenses (Basic Enlistment Requirements)**

<b>Offense</b>	<b>Number of Offenses</b>	<b>Waiver Authority</b>
Minor Traffic Violations (See Chart "A"). Notes 1, 2, 3 & 7	Six or more violations	CO, NRD
Minor Non-Traffic/Minor Misdemeanors (Regardless of When Occurring) See Chart "B"). Notes 1, 2, 5 & 7	Three through five Violations	CO, NRD
	Six or more	CNRC (Refer to 2N-2a(3))
Non-Minor Misdemeanor (Regardless of When Occurring) (See Chart "C"). Notes 1, 2, 5, 6 & 7	Up to 3 violations	CO, NRD
	Four or more violations	CNRC (Refer to 2N-2a(3))
Felonies (Regardless of When Occurring) (See Chart "D") Notes 1, 2, 4 & 7	One or more violations	CNRC See 2N-4 for special provisions for certain juvenile offenses which occurred at age 14 or younger.

**Note 1.** Several violations that are relative in nature and occurring at the same time and place while at a single location are considered a single transgression.

**Examples:**

- a. Breaking into three vehicles at a shopping center is considered to be three separate violations and **is not considered** a single transgression.
- b. Possession of Marijuana and possession of drug paraphernalia **is considered** a single transgression.
- c. A minor pulled over for speeding after attempting to elude police is found to have alcohol in his possession of alcohol and assaults a police officer during the stop, would have four separate charges. This **is not considered** a single transgression.
- d. Contact CNRC Code 017 for clarification in any questionable case.

**Note 2.** In determining the classification of an offense (traffic, Misdemeanor, or felony), refer to the court documents to determine how the state adjudicated the offense. State classification takes precedence over charts A, B, C, and D CRUITMAN-ENL.

**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 Electronic Personal Security Questionnaire (EPSQ).

- Note 4.** If an applicant is charged with an offense that appears as a misdemeanor (Chart C) offense, but the applicant is charged with a felony by the State and vice-versa, the CO, NRD may request an exception to policy to waive the felony at the CO, NRD level. CNRC Code 356 will consider all exception to policy requests on a case by case basis.
- Note 5.** If two violations are both alcohol related, then a waiver is required for alcohol abuse. Waiver authority is the CO, NRD.
- Note 6.** For BTWs, see 2M-1.
- Note 7.** **Recruiting personnel must list all offenses regardless of disposition (dropped, dismissed, expunged, etc) or time of occurrence on the SF-86. Applicants must provide a handwritten statement about offense(s) if they have had any Chart A offense(s) with fine(s) exceeding \$100.00, or any Chart B, C, or D offense(s).**

**Exhibit 2-22. Charts A-D Violations**

<b>Chart A - Minor Traffic Violations</b>	
Blocking or retarding traffic. Careless driving (when not treated as reckless driving). Crossing yellow line; driving left of centerline. Disobeying traffic lights, signs, or signals. Driving on shoulder. Driving uninsured vehicle. Driving with blocked vision. Driving with expired plates or without plates. Driving without license in possession. Driving without registration or with improper registration. Driving wrong way on one-way street. Failure to comply with officer's directives. Failure to have vehicle under control. Failure to keep to right or in line. Failure to signal. Failure to submit report following accident. Failure to yield right-of-way.	Faulty equipment (such as, defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, or windshield wipers). Following too closely. Improper backing; backing into intersection or highway; backing over crosswalk. Improper blowing of horn. Improper parking: such as, restricted area, fire hydrant; double parking, overtime parking. Improper passing: such as, passing on right, in no-passing zone; passing parked school bus, pedestrian in crosswalk (when not treated as reckless driving). Improper turn. Invalid or unofficial inspection sticker; failure to display inspection sticker. Leaving key in ignition. License plate improperly displayed or not displayed. Operating overloaded vehicle. Speeding (when not treated as reckless driving). Spinning wheels; improper start, zigzagging; or weaving in traffic (when not treated as reckless driving).

**Note 1.** An all-inclusive list of minor traffic offenses valid for all States would be impracticable. The above list is intended as a guide. Offenses of similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.

**Exhibit 2-22. (p. 2) Charts A-D Violations**

<b>Chart B - Minor Non-Traffic Violations/Minor Misdemeanors</b>	
<p>Abusive language under circumstances to provoke breach of peace.</p> <p>Carrying concealed weapon (other than firearm); possession of brass knuckles.</p> <p>Check, worthless, making or uttering, with <b>no</b> intent to defraud or deceive (\$100 or less.)</p> <p>Curfew violation.</p> <p>Damaging road signs.</p> <p>Desecration of grave.</p> <p>Discharging firearm through carelessness.</p> <p>Disobeying summons.</p> <p>Disorderly conduct; creating disturbance; boisterous conduct.</p> <p>Disturbing peace.</p> <p>Driving without a license or with suspended or revoked license.</p> <p>Drinking in public.</p> <p>Drunk in public; drunk and disorderly.</p> <p>Dumping refuse near highway.</p> <p>Failure to appear.</p> <p>Fair/toll evasion.</p> <p>Illegal betting or gambling; operating illegal handbook, raffle, lottery, punch board; matching cockfight.</p> <p>Juvenile non-criminal misconduct; beyond parental control; incorrigible; runaway; truant; or wayward.</p> <p>Liquor: unlawful manufacture, sale, possession, or consumption in public place.</p> <p>Littering.</p>	<p>Loitering.</p> <p>Malicious mischief.</p> <p>Nuisance, committing.</p> <p>Poaching.</p> <p>Possession of alcohol by minor.</p> <p>Possession of cigarettes by minor.</p> <p>Possession of indecent publications or pictures (Contact CNRC, Code 017 for determination).</p> <p>Probation Violation (Contact CNRC Code 017)</p> <p>Public urination.</p> <p>Purchase, possession, or consumption of alcoholic beverages by minor.</p> <p>Racing, dragging, contest for speed (when not treated as reckless driving).</p> <p>Removing property under lien.</p> <p>Removing property from public grounds.</p> <p>Robbing orchard.</p> <p>Trespass to property.</p> <p>Unlawful assembly.</p> <p>Use of false ID to buy alcohol.</p> <p>Using or wearing unlawful emblem.</p> <p>Vagrancy.</p> <p>Vandalism: injuring or defacing public property or property of another; shooting out streetlights.</p> <p>Violation of fireworks laws.</p> <p>Violation of fish and game laws.</p>

**Note 1.** The above list is intended as a guide. Violations of a similar nature should be treated as minor violations. In doubtful cases the following rule should be applied: If the maximum confinement under local law is 4 months or less, the violations should be treated as minor.

**Exhibit 2-22. (p. 3) Charts A-D Violations**

<b>Chart C – Non-Minor Misdemeanors</b>	
Accessory before or after the fact of a misdemeanor.	Negligent homicide. (Contact CNRC, Code 017 for determination.) Prostitution (Contact CNRC, Code 017)
Assault/Assault and battery.	Petty larceny (value \$500 or less), such as, stealing hubcaps, shoplifting.
Behind the wheel (regardless of blood alcohol content level).	Possession and/or use of marijuana/controlled substance. (Note 4)
Bigamy.	Possession of drug paraphernalia.
Breaking and entering.	Probation Violation (Contact CNRC Code 017)
Check, worthless, making or uttering, with intent to defraud or deceive (\$500 or less).	Providing false information to police/authorities.
Child neglect	Reckless driving. (Note 3)
Conspiring to commit misdemeanor.	Resisting arrest.
Contributing to delinquency of minor.	Sex crime related charges. (Contact CNRC, Code 017 for determination.)
Criminal mischief.	Shooting
Criminal trespass.	Slander.
Cruelty to animals.	Stolen property, knowingly receiving (value \$500 or less).
Driving while drugged or intoxicated.	Suffrage rights, interference with.
Failure to stop and render aid after accident.	Unlawful carrying of firearms; carrying concealed firearm.
False Imprisonment	Unlawful entry.
Harassment.	Unlawful use of long-distance telephone lines.
Indecent exposure.	Use of telephone to abuse, annoy, harass, threaten, or torment another.
Indecent, insulting, or obscene language communicated directly or by telephone.	Using boat without owner's consent.
Juvenile Delinquency involving criminal misconduct.	Willfully discharging firearm so as to endanger life; shooting in public place.
Leaving scene of accident (hit and run).	Wrongful use of chemical substances
Looting.	
Motor vehicles: Wrongful appropriation of motor vehicle; joyriding; driving motor vehicle without owner's consent (see Note 2).	

**Note 1.** The above list is intended as a guide. Offenses of comparable seriousness should be treated as non-minor misdemeanors. In doubtful cases, the following rule should be applied: If the maximum confinement under local law exceeds 4 months but does not exceed one year, the offense should be treated as a non-minor misdemeanor.

**Note 2.** These motor vehicle offenses, and offenses of comparable nature comprise the familiar case of taking or withholding a motor vehicle without authority and with intent to **temporarily** deprive the owner of his or her property. These are not offenses where the offender intended **permanently** to deprive the owner of the motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of over \$500, listed in Chart D, Felonies.

**Note 3.** May be treated as a Chart B offense if offense did not involve drugs, alcohol, and reckless endangerment, speeding in excess of 15 miles over the posted speed limit, bodily harm to any person (including the driver) or property damage in excess of \$500.00. Ensure it is properly documented in the remarks section of DD 1966/3.

**Note 4.** CNRC Code 017 must be contacted in all cases involving possession and/or use of a controlled substance. Drug offenses will be charted in accordance with state guidance and final adjudication if applicable.

**Exhibit 2-22. (p. 4) Charts A-D Violations**

<b>Chart D - Felonies</b>	
Accessory before or after the fact of a felony. Adultery. Aggravated assault; assault with dangerous weapon; assault, intentionally inflicting great bodily harm; assault with intent to commit felony. Arson. Attempt to commit a felony. Bomb threat. Breaking and entering with intent to commit a felony. Bribery. Burglary. Carnal knowledge of female under 16. Cattle rustling. Car jacking. Check, worthless, making or uttering, with intent to defraud or deceive (over \$500). Child abuse. Concealing knowledge of a felony. Conspiring to commit a felony. Criminal libel. Extortion. Forgery; knowingly uttering or passing forged instrument. Graft. Grand larceny; embezzlement (value over \$500). Housebreaking.	Indecent acts or liberties with child under 16. Indecent assault. Kidnapping; abduction. Mail matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking. Mails, depositing obscene or indecent matter in. Maiming; disfiguring. Manslaughter. Murder. Pandering. Perjury; subordination of perjury. Possession and/or use of marijuana/controlled substance. (Note 3) Public record: altering, concealing, destroying, mutilating, obliterating, or removing. Rape. Riot. Robbery. Sedition; solicitation to commit sedition. Selling or leasing weapons to minors. Sodomy. Stalking. Stolen property, knowingly receiving (value over \$500).

**Note 1.** The above list is intended as a guide. Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule should be applied: if the maximum confinement under local law exceeds one year, the offense should be treated as a felony. An offense, which is classified as a felony by the state in which it was adjudicated, is considered a felony for the purpose of enlistment eligibility determination, regardless of whether it appears on Chart C.

**Note 2.** The CO or XO must **personally** interview the applicant, verify that he or she meets all of the criteria set forth above and sign the waiver document.

**Note 3.** CNRC Code 017 must be contacted in all cases involving possession and/or use of a controlled substance. Drug offenses will be charted in accordance with state guidance and final adjudication if applicable.



## Chapter 3 PROGRAM REQUIREMENTS

### 3A Navy Supplementary Test Administration

#### 3A-1 Testing Responsibilities

- a. In conjunction with the responsibilities identified in Commander, Navy Recruiting Command Instruction 5400.1F, the:
  - (1) Classifier identifies security requirements for all test materials; administers, scores and verifies the Navy Advanced Placement Test (NAPT), the Defense Language Aptitude Battery (DLAB) and Typing tests; and converts raw scores to Navy Standard Scores.
  - (2) Education Services Specialist establishes a positive relationship between Navy recruiting personnel and the education community; maintains detailed records of the Student ASVAB; conducts NAPT or DLAB testing as required; and trains all incoming recruiters on education liaison functions.
  - (3) NAVCRUITDIST testing personnel designated in writing by the NRD Commanding Officer (Education Services Specialists, Enlisted Classifiers, Recruiter/Classifiers, E-7 and above, E-6 and above Nuclear Field Coordinators (NAPT only), and TCOs/ATCOs) are authorized to administer navy supplementary tests. (Exhibit 3-3)
- b. Each NRD Commanding Officer designates a Test Control Officer (TCO) in writing. Each TCO must be a commissioned officer. TCOs are responsible for:
  - (1) Establishing and maintaining procedures for adequate test security per 3A-4.
  - (2) Exercising close supervision over all phases of test storage, protection, issue, and administration.
  - (3) Requisitioning, storing, issuing, safeguarding, accounting, and maintaining appropriate stock levels of all enlisted test material.
  - (4) Advising the command and staff members of changes in regulations pertaining to test security and status of test material inventories, stock levels, and discrepancies.
  - (5) Administering Navy Supplementary Testing.
  - (6) Reviewing periodically the testing practices of test administrators.
- c. The Commanding Officer at each NRD may designate, in writing, one or more Assistant Test Control Officers (ATCO) to assist and be directly accountable to the TCO. ATCOs must be commissioned officers and authorized to administer Navy Supplementary Tests.
- d. All personnel authorized to administer or monitor aptitude and screening tests must be thoroughly knowledgeable of the tests and use correct procedures and security measures to ensure that tests provide a reliable measure of an applicant's ability.
- e. Each time an applicant is tested, the test administrator must:
  - (1) Check the applicant's Social Security Number (according to procedures in 2E-3) and ensure that the applicant's name and Social Security Number are written on the answer sheet.

- (2) When administering a Navy Supplementary Test, have the applicant sign the following statement on the reverse of the answer sheet:  
“I have not taken this or any other Navy screening test except as follows: (None or explain).”
- (3) Sign as a witness the applicant’s statement on the reverse of the answer sheet.
- f. Applicants who score close to a qualifying score and who might otherwise be entirely acceptable will be quite disappointed at being rejected. For this reason, all individuals administering tests should emphasize to applicants that there is no passing or failing mark. Avoid use of language in conversations and correspondence with the applicant that indicates failure and such phrases as “did not make a qualifying score” or “did not score above cutting score.”

### 3A-2 Navy Supplementary Test Procurement

- a. Request NAPT test materials by letter through requestor’s chain of command to Deputy Chief of Naval Operations (N133D) via CNRC (Code 382).
- b. Request DLAB test materials by letter through the requestor's chain of command from Deputy Chief of Naval Operations (N13F) via Naval Education and Training Professional Development and Technology Center (NETPDTC) (N3217) and via CNRC (Code 331A).

### 3A-3 Transmittal of Navy Supplementary Test Materials

- a. **Packaging and Mailing.** All test materials must be transmitted by registered mail. A delivery receipt must accompany each package. Packages must be double wrapped, tape sealed on the top and bottom and at both ends of the inner wrapper so as to expose any attempt to compromise contents.
- b. **NAPT Material.** Packages containing NAPT material must be plainly marked on the inner wrapper:  
**To be opened only by individuals authorized to handle NAPT test material by Deputy Chief of Naval Operations (N133D).**
- c. **DLAB Material.** Packages containing DLAB material must be plainly marked on the inner wrapper:

**For Official Use Only  
Test Material To Be Opened By Test  
Control Officer Only**

### 3A-4 Security of Navy Supplementary Tests, and Test Material

- a. The NAPT examination material may be maintained in stowage facilities at NRD Headquarters, Navy Recruiting Processing Stations (NRPS), MEPS, Navy Officer Recruiting Stations (NORS), and Navy Recruiting Stations where personnel authorized by NRD Commanding Officers as Navy Supplementary Test administrators are located. Answer keys may only be maintained at NRD Headquarters, MEPS, NORS, and NRPS. Written accountability of test material must be maintained at all times. The minimum stowage requirement is storage in cabinets (preferably metal) secured by combination locks. Guidance in OPNAVINST 5510.1 (Security Regulations) concerning safe combinations, combination lock records, and the requirements for changing combination locks applies to test storage cabinets and

- combination locks. Where feasible, cabinets should be in a secure room. A complete inventory **must be** conducted **each time** the safe or container is opened. At a minimum include the following in the log entry for access to the test materials:
- (1) Time and date of opening and closing.
  - (2) Name of individual who had access.
  - (3) List of material removed, and date and time returned.
  - (4) Reason for removing material.
  - (5) Complete list by title and serial number of each item currently stored.
  - (6) On those workdays that the safe is not opened, an entry in the log stating that the safe was not opened.
- b. Do not reproduce test material in any manner without written authorization from the DCNO (N13).
- c. All NAPT and DLAB grading should be conducted at the NRD Headquarters, MEPS, NORs, or NRPS (where keys are stored) by ESSs, Classifiers, Recruiter-Classifiers, or TCOs/ATCOs authorized in writing by NRD COs to administer the Navy Supplementary Test (answer keys may be taken into the field by personnel authorized to grade the NAPT). If the test is administered in the field at a remote location where answer keys are unavailable, the person administering the test should register mail the applicant's answer sheet to the grading facility per 3A-3 for scoring by authorized personnel.
- d. Score answer sheets without marking the correct answer, which would create a scoring key of each answer sheet.
- e. Forward scored answer sheets and scratch paper to the NRD Headquarters' TCO each month. Dispose of answer sheets per 3A-5a.
- f. NRD testing personnel designated in writing (Education Services Specialists, Enlisted Classifiers, TCOs/ATCOs, E7 and above, and E-6 and above Nuclear Field Coordinators [NAPT only]) are authorized to take the tests on overnight trips without prior approval from DCNO (N133D for the NAPT; N13F for the DLAB), or CNRC, provided they follow these procedures:
- (1) Do not leave test materials unattended in vehicles, motel rooms, etc.
  - (2) Carry test materials in separate locked containers and store them in Navy Recruiting Stations in locked metal filing cabinets or safes when overnight storage is required.
  - (3) Station personnel may accept the material from test administrators in a locked container only. Store the locked container overnight, in its entirety, in a safe or locked filing cabinet.
  - (4) The test administrator must conduct a complete inventory of the test material upon return of the locked container.
  - (5) DLAB test materials must be returned to the same storage location they were checked out from within 45 days of being removed.
- g. If the above security facilities are not available at a specified recruiting station, test materials will not be permitted to be taken on overnight trips to that location.

### 3A-5 Destruction of Navy Supplementary Tests and Test Material

- a. The NRD retains NAPT test answer sheets for 6 months, and then destroys them by burning or shredding under the supervision of a person designated to handle test materials.
- b. The NRD retains DLAB test answer sheets for 2 years, and then destroys them by burning or shredding under the supervision of a person designated to handle test materials.
- c. Test materials are used repeatedly. When they are so worn or defaced as to be unfit for further use, transmit materials as specified per 3A-3.
  - (1) Forward NAPT to the DCNO (N133D) for disposition.
  - (2) Forward DLABs to NETPDTC (N3217) for disposition.

### 3A-6 Definitions of Test Compromise

- a. **Prohibited Actions.** The following actions and situations are *expressly prohibited* and constitute compromise of test material, requiring investigation and resolution under appropriate regulations:
  - (1) Oral or written discussion of contents of test material by authorized personnel with any individual who is prohibited access to the material.
  - (2) Oral or written discussion revealing the contents of test material by an examinee with any other individual under any circumstances.
  - (3) Questioning of any official by the examinee for the purpose of gaining knowledge of the contents of test material.
  - (4) Development, construction, reproduction, distribution, or possession of any local test, practice test, or pretest. Distribution or possession of any local test, pretest, or other document containing questions or other information regarding the specific content of authorized test material for any purpose whatsoever except as authorized by CNRC (Code 356).
  - (5) Reproduction or copying of any test material, except blank Enlistment Screening Test (EST) answer sheets, in whole or in part for any purpose.
  - (6) Removal of test material by an examinee from the examining room.
  - (7) Leaving an examinee or group of examinees unsupervised during a testing session, except for the EST.
  - (8) Failure to account for the location or disposition of all test materials at any time.
  - (9) Transferring test material except under 3A-3.
  - (10) Destruction of test materials not under this section.
  - (11) Conduct of any official or unofficial, formal or informal, training course or session concentrating on teaching the test or which emphasizes knowledge or other information, specifically because it is known to be covered by an applicable test including all qualification tests, e.g., the ASVAB, NAPT, or DLAB. (This does **not** refer to issuing the Navy correspondence course entitled *Math-Volume I* to DEPpers and applicants before taking or retaking the NAPT.)

Recruiters may not give any explanation of the methods used to arrive at the correct answers in the pamphlet entitled *Your Career Starts Now*. This action would constitute a training session.

- (12) Opening of or tampering with any package containing test materials by anyone not authorized to handle Navy Supplementary Test material.
  - (13) Improper storage of test material.
  - (14) Access to any safe, filing case, or vault containing test material by any individual not specifically authorized access to test material.
  - (15) Theft or unauthorized use or possession of test material by any individual.
  - (16) Intentional changing of test scores by test scoring personnel or knowingly making erroneous entries or changing of test scores on official records.
  - (17) Appointment of individuals as alternate, associate, temporary, emergency, or nonpermanent TCOs or the like appointment of any other official authorized access to test materials for the purpose, in whole or in part, of gaining knowledge of the contents of tests for personal or any other reason; or for the purpose of circumventing any of the provisions of this paragraph.
  - (18) Taking of any action expressed or implied by the spirit and intent of this paragraph that, by the exercise of imprudent judgment, could result in unauthorized disclosure of test material or its contents.
- b. **NAPT Material.** Authorized NAPT familiarization material is limited to Chemistry, Periodic Table of the Elements, the Math/Physics RAD items, and the Navy correspondence course entitled *Math-Volume I*. These items are not permitted in the test room during the NAPT examination.

### 3A-7 Loss or Compromise of Navy Tests

- a. Upon discovery of a loss or compromise (as defined in 3A-6) of test material held by recruiting activities, notify CNRC Inspector General and CNRC (Code 356) immediately. Loss or compromises at other activities having recruiting authority include appropriate senior(s) as information addressee(s).
- b. In addition to the initial report to CNRC Inspector General, report loss or compromise of NAPT material to DCNO (N133D) via the chain of command per MILPERSMAN Article 1236-030.
- c. In addition to the initial report to CNRC Inspector General, report loss or compromise of DLAB material to DCNO (N13F) and NETPDTC (N3217) via the chain of command per MILPERSMAN Article 1236-030.

## 3B Nuclear Field Program

### 3B-1 Program Information

This program enlists or reenlists personnel in the Regular Navy with a Nuclear Field (NF) designation at the time of their enlistment. The program also provides for entry into a Class "A" School that prepares the enlistee for further training in the NF Program. The NF Program includes recruitment and training of naval nuclear propulsion plant operators for both the nuclear submarine and nuclear surface ship operational and support programs. The majority of NF personnel will volunteer for submarine duty. However, the nuclear surface ship requirements must be met also. Therefore, recruits who enlist in the NF Program and volunteer for submarine duty must understand that they may not all be assigned to duty in a nuclear submarine. Needs of the service dictate assignment after completing nuclear power training, including possible temporary assignment to a conventional surface ship. NF personnel are recruited to fill the needs of the Navy's most important enlisted program. Recruiters must inform these personnel of the opportunities given them and the importance of their enlistment in this program.

### 3B-2 Qualifications

All applicants must meet the following requirements. Additionally, every applicant who meets one of the criteria in paragraph 3B-3(a) and is otherwise enlistment eligible for the NF Program, should be administered the Navy Advanced Programs Test (NAPT). The Nuclear Field Coordinator is responsible for program eligibility and program waivers and must be involved with **all** Nuclear Field preenlistment processing to ensure proper documentation and eligibility.

#### a. Education

- (1) **HSDG Required.** Applicants for the NF Program must be High School Diploma Graduates (HSDGs) from a state accredited high school and coded as "12L" in Item 12 of DD Form 1966 per 5B-2. Applicants who have attained HSDG status by any other means than a state accredited high school diploma (Adult education, College credits, Home School, graduation requirements met with exception of exit exam, etc.) must have a NF Type 2 Non-Traditional Education Waiver submitted to DCNO (N133D) via CNRC (Code 382). The kit must document a District ESS's review of the applicant's academic background and determine that the applicant's scholastic preparation is commensurate with that of a HSDG from a state accredited high school.
- (2) **High School/College Transcripts.** NF candidates must provide complete transcripts of high school records. Include copies of final high school transcripts in the enlisted service record. Candidates requiring a NF Type 2 waiver must include college academic records, if applicable, to assist in the waiver authority's evaluation of the candidate's academic motivation. Candidates requiring a NF Type 1 waiver need not include college academic records in the application process. However, college records can be submitted to aid in the screening process of candidates with marginal high school performance.
- (3) **Algebra.** Applicants must have completed one year of any high school or college level algebra. The NRD ESS, Commanding Officer, or Enlisted

Programs Officer determines the applicant's final grade in algebra and documents the Remarks Section of DD Form 1966 in cases (a) and (b) below:

- (a) *No Final Mark.* Applicants whose academic transcript indicates semester or quarter-hours but no final mark for algebra, except in the case where all quarter or semester marks indicate a full "C" or higher.
- (b) *Numeric Grade.* Applicants whose academic transcript indicates a numerical algebra grade without providing a number-to-letter conversion scale.
- (c) *Eligibility Chart.* Use the Eligibility Chart for the Nuclear Field Program (Exhibit 3-1) to determine a candidate's eligibility based on NAPT scores and math grades. If questionable, contact CNRC (Code 382).
- (d) *New York High Schools.* For applicants who attended high school in the state of New York, the first course in the Sequential Mathematics Series is considered equivalent to high school Algebra I. Eligibility based upon completing subsequent courses in the series is determined on a case basis by CNRC (Code 382) and DCNO (N133D).
- (e) *Algebra Equivalents.* Some States or educational institutions may have courses which are the equivalent of a full year of algebra, but which are called by another name. To process these cases fairly and expeditiously, district ESSs must review documentation for the course in question to determine if the criteria of one full year of Algebra I or higher level algebra is met. This also includes foreign math courses. Do not include "Pre-Algebra" type courses. Diplomas and transcripts must still be issued by an accredited institution or a waiver MUST be obtained for foreign/non-accredited education. Use the following Section VI, Remarks entry on DD Form 1966 to document approval of a non-Algebra titled course:

(Date): Determination of (**course**), taken in the \_\_\_\_\_ grade, to be the equivalent of one full year of Algebra has been made by (District ESS) on (date). (Name and rank of person making entry).

- (4) **Motivation for Academic Study.** Enlistment in the NF Program will be denied to any individual who actively expresses a strong dislike for mathematics and physics. The curriculum at Nuclear Power School and NF Class "A" School contains a great deal of mathematics, physics, and related topics. Any one with an aversion to these disciplines will not be properly motivated and would probably be an academic failure if accepted into the Nuclear Field.
- b. **Character.** Because of the nature of the NF Program, good character is required. Refer to 3B-11 waiver procedures for specific guidelines. *Police Record Checks*, DD Form 369, must be run on all applicants being enlisted into the Nuclear Field Program.
- c. **Drug Usage.** Refer to 2M for program eligibility.

- d. **Prior Service.** For the purpose of enlistment into the NF program, prior service applicants are defined as anyone who has served one or more days of prior active duty service. Submit a Nuclear Field (NF) Type 2 Waiver to DCNO (N133D) via CNRC (Code 382) for all prior service NF applicants. This "prior service" definition is for NF eligibility only. NF applicants with less than 180-days of prior service will continue to be decremented against non-prior service (NPS) goal.
- e. **Citizenship.** The following requirements apply:
- (1) Applicants must be U.S. citizens.
  - (2) Those applicants holding dual citizenship are not eligible for the Nuclear Field (NF) Program while retaining citizenship of a foreign country. Applicants must formally renounce their foreign citizenship and a NF Type 2 waiver must be submitted to DCNO (N133D) via CNRC (Code 382).
  - (3) Applicants who answered "Yes" to questions 41 and/or 42 on the EPSQ (Questions 30a and/or 30b on the SF-86).
  - (4) If any of the following criteria apply, send a Nuclear Field (NF) Type 2 Waiver to DCNO (N133D) via CNRC (Code 382).
    - (a) Applicant is a naturalized U.S. Citizen.
    - (b) Applicant is now, or has been, employed by, or is now, or has been, and agent of, a foreign country.
    - (c) One or both of the applicant's parents or guardians are not U.S. citizens.
    - (d) Applicant has immediate family members or other persons to whom they are bound by affection or obligation residing in any foreign country except when such family members or other persons are in that country under the auspices of the U.S. Government.
  - (5) If the applicant was born in the U.S. and one or both of the applicant's parents or guardians are naturalized U.S. citizens, send a Nuclear Field (NF) Type 1 Waiver to DCNO (C133D) via CNRC (Code 382).
- f. **RTC Medical Screening and Physical.** All applicants must sign Exhibit 3-2 Nuclear Field Medical Statement of Understanding acknowledging that RTC will conduct a comprehensive medical screening and physical to determine NF eligibility. A signed copy must be inserted into the applicant's Enlisted Service Record and another copy in their residual file.

### 3B-3 Supplementary Testing – Navy Advanced Placement Test (NAPT)

- a. **Description.** The Navy Advanced Placement Test (NAPT) is a service unique supplementary test for **potential Nuclear Field (NF) Program applicants who do not qualify for the NF based solely on ASVAB line scores.** The test is 2 hours in duration. NAPT scores are valid for enlistment for a period of two years. The Navy administers the NAPT to prospective applicants when they meet any of the following minimum prescreening criteria:
- (1) Achieved an Armed Forces Qualification Test (AFQT) score of 65 or higher.
  - (2) Ranked in the top one-third of their high school class.



- (3) Maintained a “C” average or better in one year of algebra
- b. **Administration of the NAPT**
- (1) The NAPT is administered only by E-7 and above personnel attached to the NRD, E-6 and above NF Coordinators attached to the NRD, Navy Classifiers, Navy Recruiter-Classifiers, NRD TCOs/ATCOs or ESSs designated in writing by the NRD Commanding Officer (see Exhibit 3-3). Only NRD TCOs/ATCOs, Classifiers, Recruiter-Classifiers, and ESSs, designated in writing by the NRD Commanding Officer to administer the NAPT, are authorized to grade the NAPT.
- (2) Before starting the test, the test administrator must check the applicant’s Social Security Number from one of the acceptable documents listed in 2E-3, and sign the answer sheet as witness that the name and Social Security Number listed on the answer sheet have been verified. Before testing begins, the applicant must sign the following statement on the reverse of the answer sheet, “I have not taken this or any other Navy screening test except as follows: (None or explain).” The test administrator signs the reverse of the answer sheet as witness to the applicant’s statement.
- (3) The test administrator must be present in the testing room throughout the 2-hour test period. The administrator must
- (a) Ensure that applicant's use approved calculators when taking the test. Basic four-function, scientific, or graphing calculators may be used by examinees on the test. Testing personnel are responsible for checking the examinee’s calculator prior to commencement of the examination. If the examinee has a calculator with a raised or large (one inch or more) display, seat that examinee where his/her calculator cannot be seen by other examinees. The following types of calculators are not authorized when taking the NAPT:
- (1) Pocket organizers/Handheld or laptop computers
  - (2) Electronic writing pads or pen-input devices
  - (3) Models with a QWERTY (typewriter) keypad
  - (4) Models with paper tapes
  - (5) Models that make noise
  - (6) Models that can communicate (transfer data or information)
  - (7) Models that require a power cord
  - (8) Models that use magnetic media (disks, tapes, cards,etc.)
- (b) Ensure all applicants leaving the room during the test are escorted.
- (c) Ensure no one leaves the room during or at the end of the test without first turning in the test booklet and answer sheet.
- (d) Examine each test booklet for missing pages. Should any discrepancy be noted, conduct an immediate search.
- (e) Report loss or possible compromise per 3A-7a.

- (4) At the end of the test, the test administrator examines trash material in the room before securing the room. Recruiting personnel must not divulge the correct answers to questions answered incorrectly.
  - (5) Current NAPT test forms are J, K, and L. It is recommended that forms J and K be used alternately to prevent possible test compromise. Test Form L is designated as the backup NAPT and is held wholly by Naval Reactors. The Deputy Chief of Naval Operations (N133D) will direct usage. The Standard Navy Four-Choice Answer Sheet (NAVPERS 1236/12), (Stock Number 0106-LS-012-3660) remains a stock item in the Navy Supply System and is procured through normal supply channels.
  - (6) The Navy classifier makes an entry and annotates the actual score attained for all applicants administered the NAPT in Section VI, Remarks, of DD Form 1966. This entry is required regardless of whether applicants pass or fail the test and regardless of whether they are actually enlisted in the Nuclear Field Program.
- c. **NAPT Retest Policy.** A single retest may be authorized if an applicant's initial test score was 40 or above. The minimum passing score for a NAPT retest is 55. If an individual qualifies for the Nuclear Field Program on the basis of the retest, submit a NF Type 2 waiver request for eligibility to DCNO (N133D) via CNRC (Code 382). A retest, using an alternate version of the NAPT, may be authorized by the NRD, Commanding Officer no earlier than 90 days from the date of the initial test, provided the individual applying for a retest provides evidence of additional academic achievement in mathematics or science since the initial test. Courses must be satisfactorily completed before a retest may be authorized. Use Exhibit 3-4 to request Commanding Officer authority for a NAPT retest. The extenuating circumstances that resulted in the need for an NAPT retest must be addressed on Exhibit 3-4. Exhibit 3-4 shall be retained in the applicant's residual file.
- (1) Certified transcripts from the school showing final course grade earned must be provided for high school, college, junior college, or summer school courses completed by the applicant since the initial test.
  - (2) If applicants seek a retest based upon completing a course in which they were already enrolled at the time they took the initial test, at least 50 percent of the course must have been completed after the initial test.
  - (3) If less than 50 percent of the course was completed after the initial test, some other form of academic improvement (such as correspondence courses or private tutoring) is required.
  - (4) Other forms of academic improvement must be supported with a certified report of course content, tests required, length of study, test grades and source of accreditation (if any). Use of an approved Navy correspondence course is authorized.

### 3B-4 Apprenticeship

Enlist all applicants for the Nuclear Field Program in the Fireman Apprenticeship.

### 3B-5 Term of Enlistment

Applicants must enlist or reenlist in the U.S. Navy for 4 years and concurrently execute an *Agreement to Extend Enlistment* (NAVPERS 1070/621) for 24 months. Specific wording of the narrative reason for the extension is:

“Training in the Nuclear Field Program, and advancement to E-4, per BUPERSINST 1306.78 and MILPERSMAN 1160-040, 1160-080, and 1510-030. I understand that this extension becomes binding upon execution, and thereafter may not be cancelled, except as set forth in MILPERSMAN 1160-040. In particular, I understand that, when I accept advancement to E-4, 12 months of this agreement may not be cancelled, whether or not I complete Nuclear Power or Advanced Training.”

This is my first enlistment.

Total aggregate of extension: 24 months.

### 3B-6 General Apprenticeship and Paygrade

- a. **Entry Paygrade.** All applicants accepted for the NF Program are enlisted in paygrade E-3 upon entry on active duty. Effective on or after 1 October 1992, advancement to paygrade E-4 is authorized **only** after enlistees complete all advancement in rate requirements (to include minimum time in rate) and Class “A” School, provided eligibility in the NF program is maintained.
- b. **Not Completing School.** If a NF recruit does not complete NF Class “A” School for any reason, the individual will be administratively reduced in paygrade to E-2 or E-1, depending on time in rate at the date of disenrollment.
- c. **Conditions.** Disenrolling from the program solely because of not volunteering is not authorized. Canceling extension is not authorized. Canceling extension of enlistment because of disenrollment from or non-enrollment in advanced training is under MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:
  - (1) If advancement to E-4 has been accepted, one year of the extension is binding whether or not advanced training is completed.
  - (2) If individuals are found not desirable for continuation in the NF Program, and advancement to E-4 has not been accepted and advanced training has not begun, they retain their current paygrade, and the extension agreement is cancelled.
  - (3) If individuals are found not desirable for continuation in the NF Program and automatic advancement to E-4 has not been accepted but advanced training has begun, they will be required to pay back 3 months additional obligated service (beyond the 4 year point) for each month of advanced training begun, up to a maximum of 2 years additional obligated service.
  - (4) If individuals complete all advanced training and do not accept advancement to E-4, the 2-year extension goes into effect because they completed the advanced training.

- (5) The individuals have a choice whether or not to accept E-4. If E-4 is accepted, they are bound for 5 of the 6 years. However, regardless of acceptance of E-4, the Chief of Naval Personnel decides whether to order the individuals to advanced training. This decision is based on the probability of successfully completing of the advanced training and does take motivation of the individual into account as well as Class "A" School performance. Individuals who are qualified for advanced training are ordered to advanced training based on their qualifications and not on their decision regarding advancement to E-4.

### 3B-7 Nuclear Field Class "A" School

- a. **Ratings.** All NF enlistees will attend the NF Class "A" School for training in one of the following ratings:
  - (1) Electronics Technician (ET)
  - (2) Electrician's Mate (EM)
  - (3) Machinist's Mate (MM)
- b. **No Guarantees.** Enlistees in this program are not guaranteed a specific "A" school unless previously approved by DCNO (N133D). Ultimate assignment to a specific school is made based upon the needs of the Naval Nuclear Propulsion Program and, when possible, the personal desires of the individual.

### 3B-8 Training Cycle

NF personnel are transferred from one phase of the training cycle to the next without undue delay. Enlistees are normally assigned to NF Class "A" School immediately after they complete recruit training or complete classification and outfitting at recruit training or Other Service Veteran (OSVET) orientation, as applicable. The normal training cycle for NF personnel is:

- a. Recruit Training (Great Lakes, Illinois).
- b. NF Class "A" School (Charleston, South Carolina).
- c. Basic Nuclear Power Course at Nuclear Power School (Charleston, South Carolina).
- d. Nuclear Propulsion Plant Operator Course at Nuclear Power Training Unit (Ballston Spa, NY or Charleston, SC). Selected graduates of mechanical operator training are given additional training as Engineering Laboratory Technician (ELT) or Plant Operator Welders.
- e. Duty Assignment. After prototype training, nuclear propulsion plant operators are assigned to duty per the needs of the Navy.

### 3B-9 Disposition of Those Who Fail to Qualify

Individuals who fail to graduate from any phase of training are not eligible for further training in the NF Program without prior approval of DCNO (N133D).

### 3B-10 Nuclear Field Statement of Understanding

All applicants enlisting into the NF Program must read and sign the *NF Statement of Understanding* (See Exhibit 3-5). The applicant's signed NF Statement of Understanding and NAVCRUIT 1133/52 (see Exhibit 3-6), indicating acknowledgement of the obligations and conditions of the NF Program, must be placed in the applicant's Enlisted Service Record with copies to the residual. Additionally, applicants enlisted in the NF Program are eligible for either the Enlistment Bonus (EB), the Navy College Fund (NCF), or a combination of EB/NCF. Once an option is selected, applicants cannot change their decision. When the applicant selects an option, classifiers must complete a NAVPERS 1070/613 Nuclear Field Program election of EB, NCF, or EB/NCF Combination (See Exhibit 3-7). If the applicant selects EB or EB/NCF, he/she must sign an additional NAVPERS 1070/613 (Exhibit 3-8) acknowledging the administrative requirements and limitations of the Enlistment Bonus.

### 3B-11 Nuclear Field Waivers

- a. **Requests for Waivers.** Send requests for waivers of Nuclear Field qualification requirements to COMNAVCRUITCOM (Code 382) for review and referral to the Deputy Chief of Naval Operations (N133D). Depending on the seriousness of the qualification deviations, Type 1 or Type 2 Nuclear Field waivers will be required. Deviations that may be waived and the method of waiver approval are subject to change and are issued to recruiting activities by separate correspondence. Recruiters should contact their district Nuclear Field Coordinator for the most recent information.
- b. **NF Waiver Processing.** All NF waivers will be entered onto the Nuclear Field Eligibility Waiver (NFEW) electronic Excel spreadsheet (obtained from CNRC Code 382). The NF Coordinator shall enter all pertinent information onto the NFEW screening form. The NFEW screening sheet will calculate line scores to assist in determining eligibility for the Nuclear Field. After all waiverable conditions are entered on the NFEW screening form, the NFEW screening form will indicate if the waiver will be processed as a NF Type 1 or NF Type 2 Waiver. Each will be processed as indicated below.
- c. **NF Type 1 Waivers.** The NF Type 1 Waiver is intended to be processed in a minimum amount of time and will be used for the majority of Nuclear Field waivers. When data entered on a NFEW screening sheet results in direction to submit a NF Type 1 waiver, use the following procedures:
  - (1) Assemble the documents that are indicated with a #1 on the NFEW screening sheet.
  - (2) Telefax the NFEW screening form with required documents to CNRC Code 382 for disposition.
- d. **NF Type 2 Waivers.** When data entered on a NFEW screening sheet results in direction to submit a NF Type 2 Waiver **OR** CNRC (Code 382)/DCNO (N133D) direct a previously submitted Type 1 waiver to be submitted as a Type 2 waiver, use the following procedures:

- (1) Assemble the documents that are indicated with a #2 on the NFEW screening sheet.
  - (2) Telefax the entire NF Type 2 Waiver to CNRC (Code 382).
  - (3) Following CNRC, BUPERS, and DCNO(N133D) review, CNRC will contact the cognizant NRD with the final disposition.
- e. **Type 1 Citizenship Waivers.** When an applicant is born in the United States of one or both Naturalized U.S. Citizen parents, a Type 1 Citizenship waiver (vice a Type 2 waiver) is required.
- f. **Character**
- (1) Applicants who admit to having been arrested for, charged with, or convicted of any offense whatsoever, regardless of the final disposition, may not enlist in the Nuclear Field Program without a waiver. The only exceptions to this rule are: Applicants who admit to, have been charged with, or have been convicted of five or less minor traffic offenses over the past 2 years may enlist without a character waiver; and, applicants who admit to, have been charged with, or have been convicted of **one** of the following misdemeanors, may enlist in the Nuclear Field Program without a character program waiver (a BEERS waiver may still be required):
    - Disorderly conduct.
    - Drunk in public; drunk and disorderly.
    - Purchase, possession, or use of tobacco products by minors.
    - Open container of alcoholic beverage.
    - Purchase, possession, or consumption of alcoholic beverages by minors.
    - Malicious mischief prior to age 16.
    - Petty larceny prior to age 16 (value less than \$100), to include shoplifting.
    - Vandalism.
    - Violation of fireworks laws.
    - Violation of fish and game laws.
    - Curfew violations.
  - (2) When an applicant admits to, has been charged with, or arrested for (regardless of the ultimate disposition of the charge or arrest), or has been convicted of any offense other than those listed above, or of more than one of the listed misdemeanors, or of more than one occurrence on any of the listed misdemeanors, submit a NF Type 1 waiver to DCNO (N133D) via CNRC (Code 382). Also send a NF Type 1 waiver to DCNO (N133D) via CNRC (Code 382) for any offense that occurs while the applicant is in the Delayed

Entry Program, except for minor traffic violations (Chart A), which would not normally require a waiver. In some cases, DCNO (N133D) or CNRC (Code 382) will direct the submission of a NF Type 2 waiver depending upon the seriousness of the civil involvement. Include previous civil involvement in all subsequent civil waivers. In submitting such requests, keep in mind the following guidelines, which will be applied by the reviewing authorities:

- (a) Any person convicted of or who has been identified as having committed a serious offense may not be accepted. A serious offense is considered to be one that includes misconduct of a kind punishable by dishonorable discharge or confinement for more than one year, as set forth in the Table of Maximum Punishments, Manual for Courts-Martial, United States (Rev. Aug 1984) (refer to 2N, Chart D for examples of felonies).
- (b) Any person convicted of or who admits to the commission of repeated minor offenses may not be accepted. A minor offense is considered to be one as defined in the Manual for Courts-Martial, United States (Rev. Aug 1984) paragraph 128b (refer to 2N, Charts A and B, for examples of minor offenses).
- (c) Any single minor offense that involves moral turpitude, or evidences unreliability such as theft, (including shop-lifting), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying depending on the nature of the specific offense and the attending circumstances.
- (d) Individuals with a record of more than five minor traffic offenses in the past 2 years or an overall driving record with a history of **repeated** offenses or accidents must have their cases reviewed for evidence of unreliability, recklessness of character, or basic disregard for properly constituted authority.

**3B-12 Delayed Enlistment Nuclear Field Program (DEN).** The DEN status was developed to allow provisional enlistment into the Nuclear Field while awaiting NF Waiver disposition. Only those applicants who have a high probability of receiving a NF waiver approval will be permitted to enlist as a DEN. Enlistment of applicants eligible for DEN will be processed using the procedures below:

- a. DEN enlistment authority shall not be delegated below the CNRC level, and N133D waiver approval must be received prior to shipping applicants to RTC with a NF guarantee. Requests for DEN will be submitted to CNRC (Code 382) on a NFEW screening form with the letters "DEN" clearly marked in the remarks section. All waiver reasons will be annotated on the NFEW screening form requesting DEN authority and available supporting waiver documentation will be included. If enlistment into DEN is approved, submission of NF waiver (with all supporting documentation) must be submitted to CNRC (Code 382) as soon as documentation is available. Once NF waiver disposition is received, the applicant must be reclassified into the NF DEP or canceled out of the DEN status. Applicants in a DEN status will be precluded from being confirmed on ship date. Applicants

- should not normally remain in DEN status for greater than 30 days from contracting.
- b. Prior to contracting, brief and have the applicant sign the NAVPERS 1070/613 *Delayed Enlistment Nuclear (DEN) Administrative Remarks* (Exhibit 3-9), stating they understand that they are being permitted classification into the Nuclear Program pending waiver disposition from higher authority. Ensure they understand that if higher authority disapproves their waiver request, that they will have the option to reclassify or be released from contract.
  - c. NF applicants who are waiting on a medical waiver must also sign the *Delayed Entry Medical (DEM) Program NAVPERS Form 1070/613 Administrative Remarks* (Exhibit 2-18) prior to contracting. Ensure they understand that they are being permitted classification in the Nuclear Program pending a medical waiver disposition from higher authority, and that if higher authority determines that a medical waiver is not appropriate, the applicant will be disqualified for enlistment and will be discharged from the Delayed Entry Program.
  - d. DEN's must be written to ship no earlier than 30 days from the contracting date to allow NF waiver processing.
  - e. Upon approval/disapproval, a DEN must be converted to NF DEP via CHGACC or canceled (as appropriate) by the MEPs classifier.
  - f. Seats bought through the DEN option will appear on the NETCON, ACCQAL, and DEPQAL. DENs may not be converted to NF DEP until receipt of written waiver approval from DCNO (N133D) or CNRC (Code 382).

**3B-13 Nuclear Field Program Matrix.** See Exhibit 3-10.



### 3C Advanced Electronics Field (AEF)/Advanced Technical Field (ATF) Program

#### 3C-1 Program Information

These programs are essentially incentives for the enlistment and reenlistment of men and women into the Regular Navy and provide Class "A" School, advancement to paygrade E-2, and advanced training of various lengths.

#### 3C-2 Qualifications

All applicants must meet the following requirements:

- a. **Education.** Each AEF/ATF applicant must be a high school diploma graduate (HSDG) or high school graduate (HSG).
- b. **Character.** Applicants must be of sound character. Refer to 3C-10.
- c. **Age.** The same as that which is required for enlistment except all submarine volunteers under this program must not have reached 30 years of age at the time of enlistment in order to be considered for submarine duty.
- d. **Prior Service.** Refer to the Prior Service General Information (3N).

#### 3C-3 Security Screening for CTM/CTI/IS Rating

- a. **Ineligibility.** Applicants who require a Counterintelligence Brief are not eligible for these programs. This includes permanent resident alien and naturalized citizens born in a country whose interests are inimical to the United States; applicant's who have a relative who is a member or associate of the Communist Party; applicant's who have immediate family members or others of affection or obligation living in a country whose interests are inimical to the United States; applicant's who have been present or lived for a significant period of time in a country inimical to the United States; or applicant's who have been employed or have been an agent of a country inimical to the United States.
- b. **Character.** Persons being considered for the CTM, CTI, or IS rating must eventually qualify for a Top Secret clearance with access to Sensitive Compartmented Information (SCI) based on the stringent application of personnel security standards. In general, the candidate must be of excellent character and discretion and of unquestioned loyalty to the U.S., and members of the candidate's immediate family and persons to whom the individual is bound by affection or obligation should not be subject to duress by a foreign power. Persons who are eligible for enlistment in the Navy under Chapter 2, may be considered for CTM, CTI, or IS guarantee. However, persons whose background does not meet the following criteria will probably fail to meet the SCI eligibility requirements, and should not be considered for CTM, CTI, or IS. The Resident In Charge, Naval Security Group (NAV-SECGRU) Field Office at each Naval Training Center (NTC), conducts the final security screening at the RTC.
  - (1) **Citizenship.** CTM, CTI, or IS rating personnel must be U.S. citizens; if naturalized, proof of naturalization must be furnished.

- (2) **Foreign Relatives.** Applicant's immediate family members, including parents, siblings, and spouse, must be U.S. citizens.
- (3) **Drugs.** No person may be selected who has been a trafficker (supplier) of illegal drugs; has abused narcotics, hallucinogenic or psychedelic drugs within one year, or abused stimulant or depressant drugs within the past 6 months. (Refer to 2M-3).
- (4) **Mental Illness.** Any person who has been treated for mental illness must produce medical evidence of successful treatment.
- (5) **Financial Responsibility.** No person may be selected who has a history of bad checks (unless through bank error), repossessions, cancelled or suspended charge accounts, or indebtedness exceeding half the annual salary of the paygrade at which the person is being recruited. If indebtedness includes a long-term mortgage, total indebtedness must not exceed 2 ½ times the annual salary.
- (6) **Criminal Record.** No person may be selected who has an adult conviction of a felony, or who has an established record of repeated misdemeanors or traffic violations, including parking tickets, vandalism, abusive behavior toward law enforcement officials, or shoplifting.
- (7) **School Record.** No person may be selected who has established a pattern of truancy, repeated difficulties with school officials, periodic suspensions, vandalism, and abusive behavior, or who as a result of such activity has been permanently expelled.
- (8) **Sexual Offenses.** No person may be selected who has engaged in homosexual activity, exhibitionism, voyeurism, transvestitism, or coercive sexual behavior of any kind.
- (9) **Employment.** No person may be selected who has established a "job-hopping" record where there is a demonstrated pattern of loafing, irresponsibility, unexplained absenteeism, theft, or inability to get along with superiors or fellow employees. Obviously information on which to base selections with respect to the above must come primarily from the applicant. Therefore, classifiers must carefully review the foregoing factors with a view toward making thoughtful and meaningful selection decisions. A Special Representative of Commander, NAVSECGRU, will interview each CTM or CTI applicant in detail concerning these factors at the RTC.
- (10) **Former Peace Corps.** Applicants who are former members of the Peace Corps may not be given a CTM, CTI, or IS school guarantee. In addition, any applicant who later acquires an intelligence specialty will not be assigned such duties in an intelligence capacity in any foreign country in which that applicant previously served as a member of the Peace Corps. For the purpose of this policy, the term "former member of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff members. This term does not include persons who attended Peace Corps training, but did not go overseas with the Peace Corps, except that no such person will be assigned

duties in an intelligence capacity in any foreign country for which the member was trained to serve.

### 3C-4 Term of Enlistment

Applicants will enlist for 4 years and concurrently execute an agreement to extend their enlistment for 24 months. Specific narrative reason for the extension is:

“Training in the Advanced Electronics Field (AEF)/Advanced Technical Field (ATF) Program and Advancement to paygrade. E-4 per MILPERSMAN 1160-040, 1160-080, and 1510-030. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040. In particular, I understand that when I accept advancement to E-4, 12 months of this agreement may not be cancelled whether or not I complete advanced training.

This is my first enlistment.

Total aggregate of extension: 24 months.”

### 3C-5 General Apprenticeship and Paygrade

- a. **Entry Paygrade.** All applicants accepted for the AEF/ATF Programs are enlisted in paygrade E-1. Personnel in the AEF and ATF Programs shipping to recruit training receive accelerated advancement to paygrade E-2 after completing recruit training. Advancement to paygrade E-3 is authorized **only** after personnel complete all advancement in rate requirements (to include minimum time in rate). This does not preclude enlistment at paygrade E-2 or E-3 under 4C-2 (Advanced Paygrade) of this manual. The recruit training curriculum is the same as required for all new accessions.
- b. **Advancement.** Advancement to paygrade E-4 is authorized **only** after personnel complete all advancement in rate requirements (to include minimum time in rate) and Class “A” School. In addition, advancement to E-3 and E-4 is contingent upon maintaining eligibility in the AEF or ATF Program. If an individual is reduced in rate because of disciplinary infractions prior to or subsequent to advancement to paygrade E-4, eligibility for advancement to paygrade E-4 is terminated. Advancement to paygrade E-4 alone requires a 5-year active duty obligation as set forth in MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to advancement to paygrade E-4, there is no reduction in active obligated service.
- c. **Conditions.** Disenrolling from the program because of non-volunteering is not authorized. Canceling of extension of enlistment because of disenrollment from or non-enrollment in advanced training is under MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:
  - (1) If automatic advancement to E-4 has been accepted, one year of the extension is binding whether or not advanced training is completed.
  - (2) If an individual quits or is found not desirable for continuation in the AEF/ATF Programs, automatic advancement to E-4 has not been accepted,

and advanced training has not begun, the individual's current paygrade is retained, and the extension agreement is cancelled.

- (3) If the individual quits and advancement to E-4 has not been accepted but advanced training has begun, the individual is required to pay back 3 months additional obligated service (beyond the 4-year point) for each month of advanced training begun, up to a maximum of 2 years additional obligated service.
- (4) If an individual completes all advanced training and advancement to E-4 was not accepted, the 2-year extension goes into effect because of having completed the advanced training.
- (5) The individual has a choice as to whether or not to accept E-4. If E-4 is accepted, the individual is bound for 5 of the 6 years. However, regardless of acceptance of E-4, the Chief of Naval Personnel decides whether to order the individual to advanced training. This decision is based on the probability of successfully completing the advanced training and does take motivation of the individual into account as well as Class "A" School performance. Individuals who are qualified for advanced training are ordered to advanced training based on their qualifications and not on their decision regarding advancement to E-4.

### 3C-6 General AEF/ATF Training

AEF/ATF program training is categorized in two phases:

- a. **Initial Skill.** Phase I (initial skill) training includes any appropriate preliminary/prerequisite training, e.g., Aviation Fundamentals (AFUN), Basic Electricity and Electronics (BE&E), submarine school; and respective Class "A" School training (which varies in length depending on the rating). To remain eligible to continue in the AEF/ATF program an individual must successfully complete Phase I training. The respective Class "A" School curricula are basic to the rating and not specialized for these programs.
  - (1) Trainees must successfully complete BE&E for all ratings (less EN, GSE, GSM, CTI, IS, HT, MT, and STG) before entering Class "A" School. AFUN is required before enrollment in BE&E for the AT rating.
  - (2) Individuals who volunteer and are selected for duty in submarines will attend submarine school at a time compatible with respective source rating training requirements.
- b. **Advanced.** Phase II (Advanced) training consists of at least one Class "C" School for the AEF-AECF, CTM, EW, GSE, GSM, IC, MT, and STG ratings. Advanced training for the AT rating consists of Advanced First Term Avionics (AFTA) training. All trainees who graduate from Class "A" School and maintain qualifications for the AEF/ATF program are assigned to advanced training.
  - (1) The specific path of advanced training is determined by the needs of the Navy.
  - (2) Temporary assignments to general duty for one to 12 months (usually aboard ship) may be required while awaiting assignment to advanced training.

- (3) AEF-AECF, GSE, GSM, STG, and selected EW trainees are usually assigned to a sea duty experience tour for a period of up to 2 years before attending advanced training. Provided otherwise qualified, they advance to paygrade E-4 before assignment to sea duty.

### 3C-7 Obligated Service

Personnel who apply for enlistment or reenlistment to enroll in these programs must obligate a total of 6 years active service computed from time of entry on active duty. Applicants are enlisted or reenlisted for 4 years and concurrently execute an agreement to extend their enlistment for 24 months.

- a. The extension agreement must be cancelled or adjusted under MILPERSMAN Article 1160-040.
- b. If a trainee is unable to complete Class "A" School, the 2-year enlistment extension is cancelled before reassignment.
- c. If trainees are unable to complete advanced training and have been advanced to paygrade E-4, the trainees are made available for general assignment in their current rating at paygrade E-4 (except MT) and are required to serve 5 years of the 6-year active duty obligation plus the appropriate payback for the amount of advanced training received, not to exceed a total of 6 years. MT personnel must be converted to another rating at paygrade E-4; the active duty obligation and payback time are the same as other ratings in this program.

### 3C-8 Advancement

- a. Individuals in the Delayed Entry Program (DEP) for AEF/ATF Programs are enlisted in these programs in paygrade E-1. Personnel enrolled in these programs are authorized advancement to paygrade E-2 after completing recruit training and to petty officer third class (paygrade E-4) under procedures in MILPERSMAN Articles 1160-040, 1160-080, and 1430-010 after successfully completing Phase I training, provided they are eligible to continue in the program. In accepting advancement to paygrade E-4, a 5-year active duty obligated service is incurred. Therefore, one year of the 2-year extension executed for training will concurrently be used to fulfill the 5-year active duty obligation for advancement to petty officer third class and may not thereafter be cancelled regardless of whether or not the candidate completes Phase II (Advanced) training.
- b. Advancements are benefits of the programs; however, failure to receive advancement does not reduce active obligated service. Personnel enlisting in AEF CTM rating are only eligible for advancement to paygrade E-3 and E-4 after completing Phase I training, as defined in 3C-6a, and all advancement in rate requirements for paygrade E-3 and E-4 (to include minimum time in rate) are completed.

### 3C-9 Disenrollment

- a. **Failure to Qualify.** Individuals who fail to remain qualified for these programs are not entitled to further their training under this program. Disenrollment authorities

and procedures are as specified in MILPERSMAN Article 1510-030. The following are cause for disenrollment from these programs:

- (1) Failure to meet requisite physical and mental standards. Personnel with a history of suicidal attempts or suicidal gestures are not qualified.
  - (2) Inability to qualify for a security clearance without extended observation of the member's performance and behavior.
  - (3) Identification as a drug abuser.
  - (4) Academic failure. Personnel must demonstrate good academic performance throughout the training pipeline. Markedly inferior performance or obvious lack of effort is grounds for disenrollment from this program.
- b. **Voluntary Disenrollment.** Requests for voluntary disenrollment may be submitted via the member's Commanding Officer to Chief of Naval Personnel (Pers-4010) for consideration. Approval will depend upon program manning, the rationale for the request and the recommendation of the member's Commanding Officer. Because of the stringent screening and counseling when being accepted into training, voluntary withdrawal based upon a subsequent loss of motivation is not a valid reason for disenrollment. Requests for voluntary disenrollment from members who have started advanced training will not be approved.
- c. **Disposition of Individuals Disenrolled.** Disenrollees are processed as follows:
- (1) Those who have completed Class "A" School will be made available for assignment in that rating, except MT. Personnel in the MT ratings will be required to convert to a different rating.
  - (2) Those who fail to complete Class "A" School will be reclassified if they meet the provisions of MILPERSMAN Article 1236-020. However, assignment to another Class "A" School is not guaranteed and is subject to the needs of the Navy. Individuals not assigned to another school and those not eligible for reclassification are made available for general assignment.
  - (3) If the reason for disenrollment is ineligibility that was present and documented at the time of application, the Chief of Naval Personnel (Pers-832) may authorize discharge from the Naval Service as an option.
  - (4) Those who do not meet the basic eligibility criteria prescribed in 3C-2 subsequent to enlisting or re-enlisting, and enrollment, are subject to disenrollment, even if the member is not at fault.
  - (5) Personnel may be disenrolled for demonstrated unreliability. Evidence of demonstrated unreliability includes the involvement of the member with military or civilian authorities under circumstances that casts serious doubt on the reliability of the individual for assignment to duty within the assigned rating. Such involvement includes offenses or a combination of offenses and drug involvement.
  - (6) Submarine volunteers who no longer meet the physical requirements for assignment to duty in connection with submarines as specified in the appropriate article of the U.S. Navy Manual of the Medical Department (MANMED), will be disenrolled from the submarine track of training, but

will be retained in the program in those ratings which have both a submarine and a surface track. In those cases where there is no surface track for the rating, the member will be counseled regarding his or her contractual options, with primary efforts to retain the member in an alternate path of the program. An individual who subsequently is certified as medically qualified for submarine duty may submit an application for submarine duty under the Enlisted Transfer Manual (NAVPERS 15909). However, approval will be contingent upon the advanced training received and whether the respective rating detailer concurs in the release from the non-submarine community.

### **3C-10 Advanced Electronics Field (AEF)/Advanced Technical Field (ATF) Program Screening**

The following chart shows eligibility requirements for this program. Any level of review authority has final disapproval authority on any eligibility determination. See 3I-9 for MT program waiver procedures.

<b>Type of Offenses</b>	<b>Number of Offenses</b>	<b>Review Authority</b>
Minor Traffic Violations (Chart A)	One to five Six or more within 2 years	No review required CNRC (Code 331) CNRC (Code 382) for MT rating
Minor Non-traffic/Minor Misdemeanors (Chart B)	One or two  Three to five  Six or more	CO, NRD  CNRC (Code 331) CNRC (Code 382) for MT rating Not eligible
Non-minor Misdemeanors (Chart C)	One Two  Three or more	CO, NRD; CNRC (Code 331) CNRC (Code 382) for MT rating Not eligible
Combination of (Chart B and C) Offenses	Combination of one "C" and one "B" offense	CNRC (Code 331) CNRC (Code 382) for MT rating
Felonies (Chart D)	One or more at any age.	Not eligible

### **3C-11 Advanced Electronics Field Program Matrix.** See Exhibit 3-11.

### 3D Special Operations Challenge Program

#### 3D-1 Program Information

The Special Operations Challenge Program offers qualified applicants an opportunity to serve in one of three Special Operations communities: SEAL, EOD, or Fleet Diver. The applicant will select one of the Special Operations Challenge options based on his or her qualifications and interests. The SEAL Challenge Program Option guarantees the opportunity to enter the Naval Special Warfare/SEAL community for individuals desiring a 4-year USN enlistment (6-year enlistment for Medical Special Operations Technician). The Explosive Ordnance Disposal (EOD) Challenge Program Option provides for guaranteed opportunity to enter the EOD community. The Fleet Diver Challenge Program Option provides for guaranteed opportunity to enter the Fleet Diving community. Each option provides for entry into Class "A" School. Applicants must volunteer for diving duty to become eligible for all training pipelines offered in each of the Special Operations Challenge Program options. Chief, Bureau of Medicine and Surgery requires a significantly more stringent physical screening of personnel entering special operations diving duty. Applicants for the Special Operations Challenge Program must be made aware that their entrance physical examination will be re-verified for diving qualifications and a physical screening test administered at the Recruit Training Command (RTC) and again at BUD/S or Navy Diving and Salvage Training Center (NDSTC).

#### 3D-2 Qualifications

All applicants for enlistment in this program must meet all enlistment eligibility requirements in Chapter 2 and the following additional qualifications:

- a. **Education.** High school graduates are desired.
- b. **Physical.** Applicants must satisfy appropriate physical requirements before being assigned to training. Applicants must successfully complete the physical screening test per MILPERSMAN Article 1220-170, which is administered at recruit training. Applicants have three opportunities to pass this test before completing recruit training to maintain their eligibility for the Special Operations Challenge Program Option they enlisted under.
- c. **Drug Usage.** Because of the inherently hazardous nature of these programs, use of illegal or controlled substances is grounds for disapproving application. Drug waivers for applicants with previous involvement on an experimental basis in illegal or controlled substances are considered on a case-by-case basis under the Matrix of Waiver Policy for Alcohol and Drug Abusers in 2M-3.
- d. **Character.** Applicants for the Special Operations community must possess the basic integrity and loyalty necessary to be considered trustworthy for access to classified information.
- e. **Prior Service.** See 3N.
- f. **Gender.** The SEAL Challenge Program option is open to male volunteers only. The EOD and Fleet Diver Challenge options are open to both male and female volunteers.



- g. **Age.** Applicants enlisting for the SEAL Challenge Program option must be 28 years of age or less at time of enlistment. Applicants enlisting for either the EOD or Fleet Diver Challenge options must be 30 years of age or less at the time of enlistment.

**3D-3 Special Operations Challenge Program Options.** Qualified applicants may be enlisted in one of the three Special Operations Challenge Program options listed below.

- a. **SEAL Challenge Program Option.** Open to male volunteers only.

- (1) **Service School Assignment.** USN enlistment assigns applicants to a Class “A” Service School listed as a SEAL source rating below. The specific service school assigned is based on the individual’s qualifications and the needs of the Navy. Special Warfare (NEC 532X, HM 8492/532X) source ratings:

AB	HT	PH	SM
AO	IC	PN	STG
EM	IS	PR	YN
EN	MM	QM	
GM	MR	IT	
HM*	OS	SK	

\*HM applicants who apply for the Medical Special Operations Technician NEC (8492) will be required to attend training for this NEC **after the successful completion of BUD/S only.**

- (2) **Training Cycle.** SEAL Challenge personnel transfer from one phase of the training cycle to the next without undue delay. Assignment to Class “A” School will normally be made immediately after completing recruit training. The normal training cycle for SEAL Challenge personnel is:

- (a) RTC (Great Lakes).
- (b) Class “A” School.
- (c) BUDS training.
- (d) Basic Airborne School.
- (e) For HMs **only**, the below training applies:
  - Special Operations Combat Medic (SOCM).
  - Special Operations Technician (SOT) Training awards HN-8492 NEC.
- (f) Duty assignment. After BUD/S training, assignment to duty per the needs of the Navy.

b. **EOD Challenge Program Option.** Open to male and female volunteers.

- (1) **Service School Assignment.** USN enlistment assigns applicants to a Class “A” Service School listed as an EOD source rating below. The specific service school assigned is based on the individual’s qualifications and the needs of the Navy. EOD (NEC 533X) source ratings:

AB	GM	MN	SM
AO	HT	OS	
EM	IC	PR	
EN	IT	QM	
ET	MM	SK	

- (2) **Training Cycle.** EOD Challenge personnel transfer from one phase of the training cycle to the next without undue delay. Assignment to Class “A” School will normally be made immediately after completing recruit training. The normal training cycle for EOD Challenge personnel is as follows:

- (a) RTC (Great Lakes).
- (b) Class “A” School.
- (c) EOD Diver training (Panama City, FL).
- (d) EOD Training (Eglin AFB, FL).
- (e) Duty assignment. After EOD training, community requirements will dictate follow on assignments.

c. **Fleet Diver Challenge Program Option.** Open to male and female volunteers.

- (1) **Service School Assignment.** USN enlistment assigns applicants to a Class “A” Service School listed as a Fleet Diver source rating below. The specific service school assigned is based on the individual’s qualifications and the needs of the Navy. Fleet Diver (NEC 534X) source ratings:

DC	GM	MM	QM
EM	HM*	MR	SM
EN	HT	OS	
ET	IC	PH	

\*HM may apply for training as Medical Deep Sea Diving Technician (HM 8493) only. This training will be conducted following successful completion of Second Class Diver Training.

- (2) **Training Cycle.** Fleet Diver Challenge personnel transfer from one phase of the training cycle to the next without undue delay. Assignment to Class “A” School will normally be made immediately after completing recruit training. The normal training cycle for Fleet Diver Challenge personnel is as follows:

- (a) RTC (Great Lakes).
- (b) Class “A” School.

- (c) Second Class Diver training (Panama City, FL).
- (d) Duty assignment. After Second Class Diver training, community requirements will dictate follow on assignments.

### 3D-4 Term of Enlistment

- a. Applicants enlist or reenlist in the U.S. Navy for 4 years. However, individuals electing Medical Special Operations Technicians training under the SEAL Challenge Program must concurrently execute an *Agreement to Extend Enlistment* (NAVPERS 1070/621) for 24 months, using the following narrative reason entry:

“Training and follow on SOCM training as a Medical Special Operations Technician in the SEAL Challenge Program and accelerated advancement to paygrade E-4 per MILPERSMAN 1160-040, 1160-080 and 1430-010. Accelerated advancement to paygrade E-4 is authorized only after successful completion of BUDS training. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040.

This is my first enlistment.  
Total aggregate of extension: 24 months.”

- b. All applicants must have 36-months obligated service upon graduation from BUDS, EOD, or Fleet Diver training.
- c. Use the NAVCRUIT 1133/52 Annex to delineate the basic program and service guarantees.

### 3D-5 General Apprenticeship and Paygrade

- a. **Entry.** All applicants accepted for the Special Operations Challenge Program shall be enlisted in paygrade E-1 with accelerated advancement to paygrade E-2 after successfully completing recruit training. This does not preclude enlistment at paygrade E-2 or E-3 under 4C (Advanced Paygrade). The recruit training curriculum is the same as required for all new accessions.
- b. **Advancement.** Accelerated advancement to paygrade E-4 is authorized only after recruit completes either BUDS, EOD, or Fleet Diver training, including graduating from Class “A” School. In the case of Medical Special Operations Technicians, accelerated advancement to E-4 is authorized **only** after graduation from BUDS and follow on SOCM training. If an individual is reduced in rate because of disciplinary infractions before or after advancement to paygrade E-4, eligibility for accelerated advancement to paygrade E-4 is terminated. This does not preclude advancement from E-2 to E-3 based on normal advancement criteria. Accelerated advancement to paygrade E-4 alone requires a 4-year active duty obligation as set forth in MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to paygrade E-4, there is no reduction in active obligated services.

### 3D-6 Disenrollment

- a. **Failure to Qualify.** Individuals who fail to remain qualified for these programs are not entitled to further their training under the Special Operations Challenge Program. Canceling of extension of enlistment because of disenrollment or non-enrollment in BUDS, EOD, or Fleet Diver training is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:
- (1) If an individual quits or is found not desirable for continuation in the Special Operations Challenge Program, the current paygrade is retained and if applicable, the Medical Special Operations Technician extension agreement is canceled.
  - (2) If the individual quits during BUDS, EOD, or Fleet Diver training, he will be required to pay back 3 months additional obligated services (beyond the 4-year point) for each month of BUD/S, EOD, or Fleet Diver training completed up to a maximum of 2 years additional obligated service.
  - (3) If a Medical Special Operations Technician completes the entire training pipeline to include SOCM and automatic advancement to E-4, the 2 year extension goes into effect due to having completed training.
- b. **Disposition of Individuals Disenrolled.** Disenrollees are processed as follows:
- (1) Those who have completed Class “A” School are made available for assignment in that rating.
  - (2) Those who fail to complete Class “A” School are reclassified if they meet the provisions of MILPERSMAN Article 1236-020. However, assignment to another Class “A” School is not guaranteed and is subject to the needs of the Navy. Individuals not assigned to another school and those not eligible for reclassification will be made available for general assignment.
  - (3) If disenrollment is precipitated by reason of ineligibility, which was present and documented at the time of application, the Chief of Naval Personnel (Pers-832) may authorize discharge from the Naval Service as an option.
  - (4) Those who do not meet the basic eligibility criteria prescribed here, after enlisting or reenlisting, and enrollment, are subject to disenrollment, even if the member is not at fault.
  - (5) Personnel may be disenrolled for demonstrated unreliability. Evidence of demonstrated unreliability includes involvement of the member with military or civilian authorities under circumstances that cast serious doubt on the reliability of the individual for assignment to duty within the assigned rating. Such involvement includes civil or military offenses or a combination of offenses and drug involvement.

### 3D-7 Special Operations Challenge Program Statement of Understanding

All applicants enlisting into the Special Operations Challenge Program will read either the *SEAL Challenge Program Statement of Understanding*, *EOD Challenge Program Statement of Understanding*, or *Fleet Diver Statement of Understanding* (refer to the Classifier/Program Fact Sheets) depending on the Special Operations Challenge Program Option they enlist under. The applicant must initial paragraph 5 of the NAVCRUIT

1133/52 indicating acknowledgement of the obligations/conditions of the Special Operations Challenge Program. (See Exhibit 3-12)

### 3D-8 Special Operations Challenge Program Screening

Type of Offenses	Number of Offenses	Review Authority
Minor Traffic Violations (Chart A)	One to five Six or more within two years	No review required Not eligible
Minor Non-traffic/Minor Misdemeanors (Chart B)	One Two Three or more	CO, NRD; CNRC (Code 334) Not eligible
Non-minor Misdemeanors (Chart C)	One or Two Three or more	CNRC (Code 334) Not eligible
Felonies (Chart D)	One or more at any age.	Not eligible

**3D-9 Special Operations Challenge Program Matrix.** See Exhibit 3-13.

### 3E GENDET to Special Operations Challenge Program

#### 3E-1 Program Information

- a. The GENDET to Special Operations Challenge Program guarantees the opportunity to enter either the SEAL, EOD or Fleet Diver Challenge Program after completing 12-months of duty assignment at their first permanent duty station after graduation from Apprenticeship Training. This is a four-year enlistment program in the regular Navy (USN) and requires the member to agree to extend his enlistment for a period of 24-months prior to assignment to a source rating Class "A" School for the Special Operations Challenge Program option in which they enlist and follow-on BUDS, EOD or Fleet Diver training, as applicable. Members who decline to extend their enlistment as stated above will be retained onboard their current command and separated at their EAOS unless they reenlist for benefits of rate.
- b. Chief, Bureau of Medicine and Surgery requires a significantly more stringent physical screening of personnel entering diving duty. Applicants for the GENDET to Special Operations Challenge Program must be made aware that their entrance physical examination will be re-verified for diving qualifications and a physical screening test administered at RTC prior to commencement of Class "A" School and again at either BUDS, EOD or Fleet Diver training. Applicants who successfully complete all phases training, to include Class "A" School, will receive accelerated advancement to paygrade E-4.
- c. Applicant's for the GENDET to Challenge Program can not receive an enlistment bonus, if any, that is offered to members enlisting for the SEAL, EOD or Fleet Diver Challenge Programs. However, an applicant for the GENDET to Special Operations Challenge Program can receive an enlistment bonus offered to GENDETs, if available and authorized at the time of their DEP enlistment.

#### 3E-2 Qualifications and GENDET to Special Operations Challenge Options

- a. **Qualifications.** All applicants must meet all enlistment eligibility requirements in Chapter 2 and the applicable qualifications for the Special Operations Challenge (SEAL, EOD or Fleet Diver) Program option in which they enlist.
- b. **Options.** Applicants enlisting for the GENDET to Special Operations Challenge Program must choose either the SEAL, EOD or Fleet Diver Challenge Program option at the time of their initial enlistment based on their eligibility. Eligible male volunteers may select either the SEAL, EOD or Fleet Diver Challenge option based on their eligibility for each program. Female volunteers may elect enlistment in either the EOD or Fleet Diver options based on their eligibility for each program. Females are not authorized to enlist for the SEAL Challenge Program option. Qualified applicants may select one of the following GENDET to Challenge options at the time of initial enlistment:
  - (1) **SEAL Challenge Program.** Male volunteers only. Source ratings are limited to only those Class "A" Schools located at NTC Great Lakes. Eligible source ratings are EM, EN, GM, HT, IC, IT, MM, MR, QM and SM.

- (2) **EOD Challenge Program.** Source ratings are limited to only those Class "A" Schools located at NTC Great Lakes. Eligible source ratings are EM, EN, GM, HT, IC, IT, MM, QM, and SM.
- (3) **Fleet Diver Challenge Program.** Source ratings are limited to only those Class "A" Schools located at NTC Great Lakes. Eligible source ratings are DC, EN, GM, HM, HT, IC, MM, MR, QM, and SM.

Note 1: Refer to the Challenge Program the member is enlisting under for program qualifications, training cycle, and additional program requirements to ensure the member is fully qualified for the desired Special Operations Challenge Program prior to completion of classification.

Note 2: Males enlisting under the GENDET to Special Operations Challenge Program with the SEAL Challenge Program option are not eligible for training in the HM rating.

- c. **Drug Usage.** Because of the inherently hazardous nature of the Challenge Programs, use of illegal or controlled substances is grounds for disapproving application. Drug waivers for applicants with previous involvement on an experimental basis in illegal or controlled substances are considered on a case-by-case basis under the Matrix of Waiver Policy for Alcohol and Drug Abusers in 2M-3.
- d. **Character.** Applicants must possess the basic integrity and loyalty necessary to be considered trustworthy for access to classified information.
- e. **Prior Service.** See 3N.
- f. **Gender.** The GENDET to Challenge Program is open to male and female volunteers. Females are **not** authorized to enlist with the SEAL Challenge option.
- g. **Age.** Male applicants must be 26 years of age or less at time of **accession** for enlistment with the SEAL Challenge Program option. Males and Females must be 28 years of age or less at time of accession for enlistment with either the EOD or Fleet Diver Challenge Program option.
- h. **Citizenship.** Must be a U.S. citizen eligible for a security clearance.
- i. **ASVAB.** VE+AR=104 for SEAL and Fleet Diver Challenge Program options, with minimum MC=50. VE+AR=110 for the EOD Challenge Program option, with minimum MC=50. VE+AR=110 for Diving Medical Technician, with Minimum MC=50. Special Operations Enlisted Community Manager (ECM) may grant a waiver of lines scores. Submit requests to ECM via CNRC Code 334.
- j. **Apprenticeship.** Seaman (SN) Apprenticeship only.

### 3E-3 Training Cycle

GENDET to Special Operations Challenge Program personnel will be sent to Seaman Apprenticeship training upon completion of recruit training and then ordered to their first duty station for a minimum 12-month GENDET duty assignment. Member will be transferred to an eligible source rating Class "A" School for the Special Operations Challenge Program option in which they enlisted for and immediate follow-on

assignment to the corresponding (SEAL, EOD or Fleet Diver) training upon completion of 12-month duty assignment at first permanent duty station. Member must obligate for an additional 24-months of service prior to transferring to the Class "A" School assignment. The normal training cycle for GENDET to Special Operations Challenge Program personnel is:

- a. RTC (Great Lakes).
- b. Seaman Apprenticeship training.
- c. Assignment to first duty station for a period not less than 12-months as a GENDET.
- d. Class "A" School training (Great Lakes).
- e. Follow on SEAL, EOD or Fleet Diver training based on Challenge Program option member enlisted under.
- f. Basic Airborne School (SEAL and EOD only).

**3E-4 Service School Assignment.** Member will be assigned to a Class "A" School listed under the Special Operations Challenge Program option the member is enlisted under. Refer to 3E-2 for a detailed list of ratings for each GENDET to Special Operations Challenge option.

- a. Applicants enlisting for the SEAL Challenge option are not eligible for training in the HM rating.
- b. After completion of Apprenticeship Training, member must complete a 12-month duty assignment at his or her first duty station prior to assignment to Class "A" School.
- c. Member must meet the eligibility requirements for the appropriate source rating Class "A" School requested and the member's Command Career Counselor must submit a NAVPERS 1306/7 to Pers-4010S requesting orders to the Class "A" School no later than 90 days prior to the desired transfer date. It is the members responsibility to maintain liaison with his Command Career Counselor to ensure timely submission of the NAVPERS 1306/7.

### **3E-5 Term of Enlistment**

- a. Applicants enlist or reenlist in the Regular Navy for 4 years and agree to execute an *Agreement to Extend Enlistment* (NAVPERS 1070/622) for 24 months, using the following narrative reason entry:

"Class "A" School Training and follow on (BUDS, EOD or Fleet Diver (as appropriate)) Training under the provisions of the GENDET to Special Operations Challenge Program and accelerated advancement to paygrade E-4 per MILPERSMAN 1160-040, 1160-080 and 1430-010. Accelerated advancement to paygrade E-4 is authorized only after successful completion of (BUDS, EOD or Fleet Diver (as appropriate)) training. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040.



This is my first enlistment.

Total aggregate of extension: 24 months.

- b. Use the NAVCRUIT 1133/52 Annex to delineate the basic program and service guarantees.

### 3E-6 General Apprenticeship and Paygrade

- a. **Entry.** All applicants accepted for the GENDET to Special Operations Challenge Program shall be enlisted in paygrade E-1 with accelerated advancement to paygrade E-2 after successfully completing recruit training. This does not preclude enlistment at paygrade E-2 or E-3 under 4C (Advanced Paygrade). The recruit training curriculum is the same as required for all new accessions.
- b. **Advancement.** Accelerated advancement to paygrade E-4 is authorized only after recruit completes (BUDS, EOD or Fleet Diver (as appropriate)) training, including graduating from Class "A" School. If an individual is reduced in rate because of disciplinary infractions before or after advancement to paygrade E-4, eligibility for accelerated advancement to paygrade E-4 is terminated. This does not preclude an advancement from E-2 to E-3 based on normal advancement criteria.

### 3E-7 Failure to Qualify.

- a. Individuals who fail to remain qualified for this program are not entitled to further training under the GENDET to Special Operations Challenge Program. Canceling of extension of enlistment because of disenrollment or non-enrollment in (BUDS, EOD or Fleet Diver (as appropriate)) training is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:
  - (1) If an individual quits or is found not desirable for continuation in the SEAL, EOD or Fleet Diver Program during assignment to Class "A" School, the member will be made available for a general detail assignment and will be required to complete the 24-month extension.
  - (2) If the individual quits or is found not desirable for continuation in the Special Operations Challenge Program during (BUDS, EOD or Fleet Diver (as appropriate)) training, he or she will be made available for assignment in his or her designated rating for the remainder of his extended contract.
  - (3) If the individual declines to extend his or her enlistment prior to assignment to Class "A" School the individual will remain at his or her current duty station until his or her original EAOS.
- b. **Disposition of Individuals Disenrolled.** Disenrollees are processed as follows:
  - (1) Those who have completed Class "A" School are made available for assignment in that rating.
  - (2) Those who fail to complete Class "A" School will be made available for general duty assignment for the remainder of their extended contract.
  - (3) If disenrollment is precipitated by reason of ineligibility, which was present and documented at the time of application, the Chief of Naval Personnel (Pers-832) may authorize discharge from the Naval Service as an option.

- (4) Those who do not meet the basic eligibility criteria prescribed here, after enlisting or reenlisting, and enrollment, are subject to disenrollment, even if the member is not at fault.
- (5) Personnel may be disenrolled for demonstrated unreliability. Evidence of demonstrated unreliability includes involvement of the member with military or civilian authorities under circumstances that cast serious doubt on the reliability of the individual for assignment to duty within the assigned rating. Such involvement includes civil or military offenses or a combination of offenses and drug involvement.

### 3E-8 GENDET to Special Operations Challenge Program Statement of Understanding

All applicants enlisting into the GENDET to Challenge Program will read the *GENDET to Special Operations Challenge Program Statement of Understanding* (refer to the Classifier/Program Fact Sheets). The applicant must initial paragraph 6 of the NAVCRUIT 1133/52 indicating acknowledgement of the obligations/conditions of the GENDET to Special Operations Challenge Program (See Exhibit 3-14).

### 3E-9 Applicant Briefing

- a. Applicant's enlisting in the GENDET to Special Operations Challenge Program will be briefed that they must maintain all eligibility requirements for assignment to (BUDS, EOD or Fleet Diver (as appropriate)) training during their enlistment, failure to meet eligibility requirements will result in nullifying enlistment guarantees. Individuals found no longer qualified for assignment to (BUDS, EOD or Fleet Diver (as appropriate)) training, may elect assignment to another Class "A" school in which the individual is qualified or elect to separate at his EAOS. Individuals enlisted under this program may decline assignment to training anytime during their enlistment and separate at their EAOS.

### 3E-10 GENDET to Special Operations Challenge Program Screening

Type of Offenses	Number of Offenses	Review Authority
Minor Traffic Violations (Chart A)	One to five Six or more within two years	No review required Not eligible
Minor Non-traffic/Minor Misdemeanors (Chart B)	One Two Three or more	CO, NRD; CNRC (Code 334) Not eligible
Non-minor Misdemeanors (Chart C)	One or Two Three or more	CNRC (Code 334) Not eligible
Felonies (Chart D)	One or more at any age.	Not eligible

### 3E-11 GENDET to Special Operations Challenge Program Matrix. (See Exhibit 3-13)

*Note:* The GENDET to Special Operations Challenge Program should be utilized to enlist applicants not best qualified for enlistment into either the SEAL, EOD or Fleet Diver Challenge Programs due to physical fitness or other subjective reasons. Contact the Special Operations Enlisted Community Manager for enlistment eligibility determinations.

### 3F Subfarer Program

#### 3F-1 Program Information

The Subfarer program guarantees assignment to submarine school for male individuals desiring a 4-year USN enlistment (without an additional Class "A" School). Chief, Bureau of Medicine and Surgery requires a more stringent physical screening of personnel entering submarine duty. Applicants for the Subfarer Program must be made aware that their entrance physical examination will be re-verified for submarine school.

#### 3F-2 Qualifications

- a. **Vision.** Applicant must have normal color perception and vision meeting general duty requirements for enlistment into the Navy.
- b. **Gender and Age.** Applicant must be a male not greater than 30 years of age at time of accession.
- c. **Volunteer.** Applicant must volunteer for sea duty in submarines by signing a NAVPERS 1070/613. See Exhibit 3-15.
- d. **Physical.** Assignment to submarine school is conditional on being physically eligible for and otherwise qualified for the submarine service. For initial entry into the program, a physical examination completed at a Military Entrance Processing Station (MEPS) is acceptable, providing the applicant is counseled that he will have further physical screening at Recruit Training Command (RTC) and the Submarine School.
- e. **Character.** Applicant must demonstrate emotional and mental stability and maturity.
- f. **Drug Usage.** For drug/alcohol abuse criteria, refer to 2M-3.
- g. **Security.** Applicant must be eligible for a security clearance.
- h. **Citizenship.** Applicant must be U.S. citizen.
- i. **Line Score Requirements.** To be qualified, the applicant's current ASVAB scores must meet either of the following line score composites:

$$\text{AR+MK+EI+GS}=200 \quad \text{-OR-} \quad \text{VE+AR+MK+MC}=200$$

#### 3F-3 Apprenticeship

Applicants will be enlisted in the Seaman apprenticeship.

### **3G Seaman/Airman/Fireman Program**

#### **3G-1 Program Information**

- a. This program enlists female and male applicants in the Regular Navy without guaranteed assignment to a Navy Class “A” School.
- b. All applicants are guaranteed enlistment and retention in the apprenticeship of their choice. Male and female applicants guaranteed the Seaman apprenticeship are subject to having their apprenticeship changed if, during recruit classification, they request and are recommended for a Navy Class “A” School or on-the-job-training in a rating in either the Seaman, Fireman, or Airman apprenticeships.

#### **3G-2 Qualifications**

Applicants enlisting in the Airman apprenticeship must have normal color perception.

#### **3G-3 Term of Enlistment**

All personnel will be enlisted for a period of 4 years.

#### **3G-4 General Apprenticeship**

All personnel are enlisted in the Seaman, Airman, or Fireman apprenticeships.

### 3H Direct Procurement Enlistment Program (DPEP)

#### 3H-1 Program Information

This program provides for Regular Navy enlistment of candidates with civilian acquired training/work experience.

- a. **Vocational Training.** Applicants who have satisfactorily completed acceptable civilian courses of vocational training at post-high school institutions but have no significant civilian work experience may be eligible for enlistment in paygrades E-1 through E-3 as designated strikers in a Navy rating.
- b. **Training and Experience.** Applicants who have acquired civilian training and/or one or more years experience may be eligible for enlistment in a petty officer status through paygrade E-7 in critically staffed Navy ratings.
- c. **Source.** See the *Military Civilian Job Comparability Manual* published by Office of Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), OASD (MRA&L) for comparison of civilian occupations to aid in identifying sources for this program. Advanced paygrade enlistments for applicants with civilian experience in the same occupation will be considered on a case-by-case basis.

#### 3H-2 Eligibility

- a. **Qualifications Required.** All applicants must meet the enlistment eligibility requirements in Chapter 2. The following additional qualifications are required:
  - (1) **Test Score**
    - (a) Applicants must maintain a VE score of 42 or higher on a current Armed Services Vocational Aptitude Battery (ASVAB) test.
    - (b) Applicants with prior Naval Service should not be tested if they have a valid Enlisted Classification Record and the previous scores attained meet or exceed the test score requirements of this program. Prior Navy applicants who do not have a valid Navy Classification Record will be tested with the ASVAB.
  - (2) **Prior Service.** All NAVET and OSVET personnel must meet all eligibility requirements and qualifications for enlistment/reenlistment specified in Chapters 2 and 3.
  - (3) **Age.** See 2F-1b for maximum age. Applicants must meet the minimum age qualifications below for the paygrade for which enlisted.

Paygrade	Minimum Age
E-1, E-2, E-3	17
E-4	20
E-5	23
E-6	26
E-7	28

- (4) **Citizenship.** Applicants who are not U.S. citizens or U.S. nationals are not eligible for enlistment in specific ratings indicated in this section. Applicants who want to enlist in the Legalman (LN) rating must be U.S. citizens or U.S. nationals.
- (5) **Security Screening.** Applicants who require a security screening per 4E-3 are not eligible for enlistment in a rating for which a security clearance may be required without prior approval of Chief of Naval Personnel (Pers-81). These ratings are indicated in Exhibit 3-16, School Guarantee Program Matrix.
- (6) **Security Clearance Eligibility.** Applicants with juvenile or police records, regardless of whether a moral waiver is required, must be screened for eligibility for a security clearance. Any applicant not considered eligible for a security clearance will not be enlisted in a rating for which a security clearance may be required. These ratings are indicated on the School Guarantee Program Matrix (Exhibit 3-16).

**b. Training Experience Required**

- (1) **For paygrade E-1 through E-3.** Applicant must have completed vocational training as follows: Training may include both high school and/or post high school training.

Paygrade	Vocational Training Requirements
E-1	A minimum of 350 classroom hours but less than 600 hours.
E-2	One year vocational training (minimum of 500 classroom hours).
E-3	2 years vocational training (minimum of 1000 classroom hours).

- (2) **For paygrade E-4 through E-7.**
- (a) Applicants must have abilities and knowledge required by the occupational standards in *Personnel Advancement Requirements* (NAVPERS 1414/4) for applicable ratings and paygrade. (It is recognized that in areas that are remote from other Navy activities, Personnel Advancement Requirements may not be fully completed. In

these instances, submit the best information available.

- (b) Applicants must submit evidence of work experience in a related field. The actual time lapse between applicants' last work experience and their application for enlistment is commensurate with their experience and paygrade applied for as determined by CNRC (Code 334) based on Enlisted Community Manager input.

<b>Paygrade</b>	<b>Minimum Required Work Experience</b>	<b>Vocational Training or Equivalent, which may be substituted for ½ of work experience credit</b>
E-4	2 years	12 months or 1,000 classroom hours
E-5	4 years including 2 years supervisory experience	24 months or 2,000 classroom hours.
E-6	8 years including 4 years supervisory experience	36 months or 3,000 classroom hours
E-7	13 years including 6 years supervisory experience	48 months or 4,000 classroom hours

### 3H-3 Term of Enlistment

- All enlistments in this program are for a period of 4 years. Use NAVCRUIT 1133/52 to delineate basic program and service guarantees.
- DPEP applicants, E-3 and below, may be provisionally enlisted in a Will-Grad status in the Delayed Entry Program (DEP) pending attainment of DPEP qualifications and CNRC (Code 334) approval for USN enlistment. DEP length limits are specified in current CNRC recruiting goals and policies notices. DPEP applicants are required to sign a Section VI, Remarks entry on DD Form 1966, if enlisting provisionally in DEP.
- Applicants are not normally considered for other rating conversion programs until they complete their initial active duty obligation.

### 3H-4 Rates/Ratings Authorized

- Enlistments and reenlistments in paygrade E-1 through E-3 with a striker designation are allowed only in those applicable ratings listed in the Career Reenlistment Objectives (CREO) categories of OPNAVINST 1160.4.
- Enlistments and reenlistments in paygrade E-4 and above are allowed only in those applicable ratings listed in the CREO categories of OPNAVINST 1160.4.

### 3H-5 Procedures

- Determining Program Qualifications.** Recruiters should refer potential applicants for this program to an Enlisted Classifier (PN-2612) with transcripts of high school education and technical school training, a resume of work experience and technical

school training, and/or a resume of work experience with letters of recommendation from employers. The enlisted classifier interviews and screens the applicant to determine program qualifications and recommends the rating and paygrade for which the applicant is qualified.

- b. **Approval Authority.** CNRC (Code 334) approval is required to enlist all applicants for this program
- c. **Applications for Enlistment**
  - (1) Process applications for enlistment/reenlistment in this program and forward them to CNRC (Code 334). Send all requests with a complete pre-enlistment kit and a letter of request, with the following information and documents:
    - (a) Recommended rating and paygrade and statement of previous training/experience.
    - (b) Copy of completed *Personnel Advancement Requirements* (NAVPERS Form 1414/4), (if available).
    - (c) Copy of vocational training transcript and a copy of course curriculum or school catalogs, if used to substitute for work experience or to document eligibility for enlistment in paygrade E-1, E-2, or E-3.
    - (d) Number of months work experience and supervisory experience.
    - (e) Copy of employer recommendations/resume.
    - (f) Statement of eligibility for security clearance and certification of meeting citizenship requirement, if required for recommended rating.
    - (g) Statement certifying that special physical requirements have been met for entry into the rating for which recommended.
    - (h) Age (computed to the nearest month).
    - (i) Total prior service (years, months, and days) and branch of service. *Certificate of Release or Discharge from Active Duty* (DD Form 214).
  - (2) CNRC (Code 334) will consider requests for both the rate and rating requested. In those cases where the applicant's qualifications are not sufficient for approval of the rate/rating requested, lower paygrades and/or alternate ratings will be considered.

### 3H-6 General Apprenticeship and Paygrade

- a. Applicants authorized enlistment in paygrade E-1, E-2, or E-3 are enlisted with a striker identification.
- b. In those cases where the Chief of Naval Personnel directs additional training to qualify for paygrades E-4 or above, applicants are enlisted in paygrade E-3 in the apprenticeship that leads to the rating authorized through the normal path of advancement. Advancement beyond paygrade E-3 is authorized upon successfully completing additional training (usually Class "A" School/Apprenticeship Training) and recruit training, if applicable.



- c. Applicants for paygrade E-4 and above who have **fewer** than 12 consecutive weeks of active duty or active duty for training (ACDU/ACDUTRA) enlist in paygrade E-3 and advance to the petty officer grade for which authorized upon successfully completing recruit training. Applicants are enlisted in the apprenticeship that leads to the rating authorized through the normal path of advancement.
- d. Applicants for paygrade E-4 and above who have 12 consecutive weeks or more of ACDU/ACDUTRA in the USN/USNR enlist in the rate/rating for which authorized.
- e. Applicants for paygrade E-4 and above who have 12 consecutive weeks or more of ACDU/ACDUTRA in a service other than USN/USNR and who were released from active duty or discharged less than 4 years previously enlist in the rate/rating for which authorized.
- f. Applicants for paygrade E-4 and above who have 12 consecutive weeks or more of ACDU/ACDUTRA in a service other than USN/USNR and who were released from active duty or discharged more than 4 years previously enlist in paygrade E-3 in the apprenticeship that leads to the rating authorized through the normal path of advancement. Advancement beyond paygrade E-3 is authorized upon successfully completing recruit training or Other Veteran (OSVET) indoctrination and the appropriate apprentice training under 3I.

### **3H-7 Service Record Entries**

- a. Enter a 5-digit special program code in Item 18k of DD Form 1966 per 5B2.
- b. If Chief of Naval Personnel has required and approved additional skill training to meet rating qualifications, enter a formal schools catalog course title in Section VI, Remarks of DD Form 1966.
- c. Reenlistees with prior active Naval Service should have their original Navy Occupation and Training History (Page 4), which were delivered to them by the activity that discharged them. Reenlistees who are in possession of these record pages are required to provide them at the time of reenlistment for insertion in their new enlisted service record. If the applicant did not receive these pages at the time of discharge or if they have since been lost or destroyed, make an Administrative Remarks entry to that effect.
- d. Insert a copy of the report of availability submitted, if required, in the individual's service record before the member departs from the MEPS that effected enlistment or reenlistment.
- e. NRD personnel must prepare and insert in the service record of all NAVET/OSVET reenlistees/enlistees, a locally prepared document.
  - (1) Prevent duplicate availability reports by administrative personnel of NRDs, Naval Stations, and Naval Training Centers, and
  - (2) Identify individuals received at a Naval Station or Naval Training Center who have not been made available at the NRD.

- f. A copy of any correspondence from Chief of Naval Personnel, Chief, Bureau of Medicine and Surgery, or CNRC pertaining to the enlistment or reenlistment of the individual must be included in the service record.
- g. *The Enlisted Service Record* (NAVPERS 1070/600) must be distinctly marked by stamping or writing “NAVET” or “OSVET”, as applicable, on the front cover if the reenlistee has previously completed 180 consecutive days of ACDU/ACDUTRA.

### **3H-8 Enlistment Criteria for Male and Female Mortician Accessions**

- a. Applicants must satisfactorily complete a mortuary science course at a school accredited by the American Board of Funeral Service Education, Incorporated.
- b. Applicants must hold a current license to practice as a mortician in one of the 50 States or the District of Columbia.
- c. Applicants are eligible for the enlistment bonus.
- d. The HM-8496 NEC will be assigned after applicant successfully completes HM Class “A” School.

### **3H-9 Waivers.** Waiver questions may be directed via CNRC (Code 334).

### 3I School Guarantee Program (SGP)

#### 3I-1 Program Information

This program permits the Navy to be responsive to the desires and aptitudes of individuals, both male and female, in guaranteeing school training in a specific rating. Several ratings in the Navy consistently experience a supply of potential enlistees greater than the Navy's need. Therefore, the active obligated service requirement of this program varies with the popularity of individual ratings.

#### 3I-2 Qualifications

All applicants for enlistment in this program must meet enlistment eligibility in Chapter 2, the requirements in this paragraph and Exhibit 3-16.

- a. **Education.** High school graduates are required for some ratings and desired for all others; however, high school graduation is not required for many ratings.
- b. **Prior Service.** NAVET applicants who have completed a minimum of 180 consecutive days active duty and not eligible for enlistment in their previous rating must enlist via PRISE III. OSVETs with skills not directly convertible to a Navy rating at time of enlistment are eligible for enlistment in the School Guarantee Program.
- c. **Character.** Persons being considered for the School Guarantee Program should exhibit the highest standards of personal conduct, reliability, and moral character. Refer to Exhibit 2-19 and Exhibit 3-16 for amplifying character requirements for all ratings. Ratings requiring MASS screening or clearances prior to attending Class "A" School will have more stringent character requirements.
  - (1) **Citizenship.** Many ratings require U.S. citizenship, or if naturalized, proof of naturalization. **No waivers authorized.** Refer to Exhibit 3-16 for citizenship requirements for each rating.
  - (2) **Drugs.** Refer to Exhibit 2-18 for rating qualifications and waivers for drug or alcohol abuse.
- d. **Mental Aptitude.** Applicants may be granted an ASVAB test score waiver for up to five points on any subtest score combination.

Classifiers must use discretion in recommending waivers. Maximum waiver recommendations should only be in those cases where the applicant indicates a high degree of motivation and the test scores reflect a lack of previous experience or exposure that can be overcome by instruction. All waiver requests will be telephonic and approved **only** by CNRC (Code 33). Test score waivers will be documented on the DD Form 1966/3. *Note: See 3I-9 for Submarine Program Point Waiver guidelines.*

### 3I-3 Term Of Enlistment

Term of enlistment is for a period of 4 years. In addition, applicants enlisting for training in the rating of AC, AW, BU, CE, CM, DT, EA, EO, HM, IS, JO, PH, SECF, SW, and UT must concurrently execute agreement to extend enlistment for a period of 12 months. An Agreement to Extend Enlistment (NAVPERS 1070/621) is required to be executed for all Five Year Obligor and Four Year School Guarantees that offer an Enlistment Bonus, with the exception of the SECF program which does not require an extension for an Enlistment Bonus. This form shall be prepared and signed by the applicant on the day they are Shipped to Recruit Training Command. Specific wording of the narrative reason for the extension is as follows:

a. **5Y0 Program**

“Training Five-Year Obligor Program for rating per current directives. I understand that this agreement becomes binding upon execution, and may not be cancelled, except as set forth in MILPERSMAN 1160-040.”

This is my first enlistment.

Total aggregate of extension: 12 months."

b. **Enlistment Bonus Program**

“To establish eligibility for the Enlistment Bonus per OPNAVINST 1130.1 series and CNRCINST 1130.8 series (CRUITMAN-ENL).

This is my first enlistment.

Total aggregate of extension: 12 months."

### 3I-4 Apprenticeship

All applicants will be enlisted in the apprenticeship that is in the proper path of advancement (for example, applicants enlisting into Construction ratings will be enlisted into the Seaman apprenticeship). See School Guarantee Program Matrix (Exhibit 3-16).

### 3I-5 School Guarantee Program Matrix. See Exhibit 3-16.

### 3I-6 Testing Requirements for Selected Ratings

a. **DLPT and DLAB.** Required for enlistment into the CTI rating. The Defense Language Proficiency Test (DLPT) and Defense Language Aptitude Test (DLAB) are administered at the Military Entrance Processing Stations (MEPS). MEPS does not stock DLPTs or DLAB, tests, Chief Testing Management (CTM) Section must order each specific language test, administer, score, and verify them, and return them by registered mail. Because turnaround time for each request is usually 24 hours and overnight express, the DLPT should be requested and onboard the MEPS before the physical examination is scheduled.

- (1) MEPS administers the Defense Language Aptitude Battery (DLAB) to screen individuals who have a potential to study a foreign language under the Defense Language Program. A DLAB score is current for a period of 2 years from the test administration date.

- (2) MEPS and Recruit Training Command administer the Defense Language Proficiency Test (DLPT) to applicants who claim native or near native proficiency in a foreign language required by a special program.
  - (3) The CTIN rating requires only two parts of the DLPT (reading and listening) which takes 4 ½ hours to administer and grade/verify. The MEPS' CTMs verify. It is recommended that the physical and DLPT be accomplished over two days, due to the time involved.
  - (4) The DLAB should not limit the enlistment of native linguists into the CTIN Program; however, applicants must take it to determine aptitude for future additional training in other languages.
  - (5) The classifier runs the "OCEAN" program. If the applicant is CTI qualified, a prompt for "Native Linguist" will be displayed on the screen. If the classifier enters "Yes", a message is displayed to call CNRC, Code 333 (PRIDE) to make reservation. If "No", the "OCEAN" program will run in the normal manner and the CTI reservation process is terminated.
  - (6) For all applicants administered the DLAB, make an entry in Section VI, Remarks, of DD Form 1966. See 5B-2.
  - (7) **DLAB Retest Policy.** An individual may take a DLAB retest 6 months after the date of the latest test, per USMEPCOM Regulation 611-1.
- b. **Navy Performance Test - Typing Test**
- (1) **Qualification.** To enlist in the JO rating, the Navy requires the applicant to type 20 words per minute (WPM). Documentation in Section VI, Remarks, of the DD Form 1966 is verified by either a school transcript showing attainment of no less than 20 WPM or by successfully completing the Navy Performance Test - Typing Test.
  - (2) **Administering the Test**
    - (a) In accordance with BUPERSINST 1430.16D, the NRD Classifier administers, scores, and verifies the typing test as designated in CNRCINST 5400.1F.
    - (b) The applicant may take the typing test on either a typewriter or a personal computer (PC). When using a PC, the applicant may use word processing software in a regular typing mode, but is prohibited from using features such as spell check, word wrap, or backspace.
    - (c) Before starting the test, the classifier checks the applicant's Social Security Number from one of the acceptable documents listed in 2E-3, and signs the typing page as witness that the name and Social Security Number listed on the typing page has been verified. The applicant must sign the following statement on the reverse of the answer sheet, "I have not taken this Navy Performance - Typing Test except as follows: (None or explain)." The classifier signs the reverse of the answer sheet as witness to the applicant's statement.

- (d) A 5-minute practice period is permissible, and must immediately precede the official test. Material for the official test must differ from that used during the practice period and must be unknown to the applicant before the test starts. The test is 5 minutes in duration.
- (e) For the test, set the typewriter or PC for double spacing with margin stops set for a line of 80 spaces. Test material is typed or printed on 8-1/2 x 11 inch plain paper.
- (f) When scoring the test, only one error is charged in any word. Each character transposed, omitted, or inserted or each word misspelled, incorrectly hyphenated, omitted, or in any way different from the original copy is an error. Crowding or piling of letters, strikeouts, faulty shifting, and improper indentation are errors. An error in punctuation or spacing is an error in the preceding word. Errors are not charged for length of lines in test copy that differ slightly from the length of lines in the original copy.
- (g) To calculate the net words per minute, count the total number of strokes (each space and each character within the line is a stroke), subtract 50 strokes for each error, and divide the remainder by 5 to determine the number of gross words. Divide the gross words by the time allowed for the test. The formula is:

Gross Words = Total number of strokes minus 50 strokes per error  
divided by 5 (strokes per word)

Net words per minute = Gross words divided by 5 (minutes allowed  
for test)

- (h) Use the speed requirement (qualifying rate) of 20 WPM for enlistment in the JO rating. Determine the score by comparing the net words per minute with the qualifying rate as follows:

Net Words Per Minute	Score
Below 20 WPM	0
20 WPM	2.5
21 - 22 WPM	2.8
23 - 24 WPM	3.1
25 - 26 WPM	3.4
27 - 28 WPM	3.7
29 or more WPM	4.0

- (i) Retain the Typing Test in the applicant's Residual File.

### 3I-7 Security Screening

- a. **Electronic Personnel Security Questionnaire (EPSQ).** Required for all applicants. Whenever an applicant is considering enlistment into a rating requiring a SSBI, classifiers must follow the Military Applicant Security Screening (MASS) System procedures in 4E-8 and must ensure that the EPSQ is completed. Pay special attention to completion of the Relatives and Associates item in EPSQ.

- b. **Interview.** When interviewing the CT, IS, IT, and PRP (TM) applicant, scrutinize responses regarding financial responsibility, drug use history, and criminal record, since these activities in the applicant's past could be targeted for potential blackmail. Applicants who are former members of the Peace Corps will not be given school guarantees for the above ratings.

### **3I-8 Cryptologic Technician Interpretive (CTI) and Religious Programs Specialist Statements of Understanding.**

All applicants enlisting for training in one of these ratings must read the applicable statement of understanding required for the specific rating (refer to the Classifier Rating/Program Fact Sheets). The classifier must have the applicant initial in paragraph 5 of the NAVCRUIT 1133/52 indicating acknowledgment of the obligations and conditions of the applicable rating. See Exhibit 3-17 and Exhibit 3-18.

### **3I-9 Submarine Programs**

School Guarantee Submarine Programs include SECF, MMS, MSS, SKS, and YNS. Candidates must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of a nuclear powered submarine. Applicants in these ratings must sign a NAVPERS 1070/613 (Exhibit 3-15) volunteering for submarine duty. Once an applicant is BEERs qualified in accordance with Chapter 2, Program Eligibility Determination will be made in accordance with Exhibits 2-20 and 3-16. Submarine Program Waivers should be submitted to CNRC (Code 382) as follows:

- a. Obtain Submarine Program Eligibility Waiver (SPEW) Excel Spreadsheet electronically from CNRC (Code 382).
- b. Fill in SPEW coversheet and obtain required attachments as determined by spreadsheet (when an 'X' is placed in field for waiver requirement, an 'X' will appear in the "Forms Attached" section for required attachments).
- c. Fax SPEW Coversheet and required attachments to CNRC (Code 382).
- d. Monitor e-mail for eligibility determination.
- e. Place approved coversheet in member's record, with a copy in the residual, and document waiver approval on DD Form 1966.

For line score point waivers, the PRIDE system will allow classifiers to waive up to a total of 5 points on any line score requirement (e.g. the applicant's composites are  $VE+AR+MK+MC=215$  and  $AR+MK+EI+GS=217$  but he needs either composite to meet or exceed 222 for SECF, the PRIDE system will automatically waive the 5 points for Submarine Program Point Waiver, document the waiver on DD Form 1966 and on a  $AR+MK+EI+GS$  and the applicant may be contracted as an SECF). For Prior Service Submarine Qualified personnel desiring to return to the Submarine Force, contact the Submarine Enlisted Community Manager for further direction. For any Submarine Program policy or eligibility questions, contact CNRC (Code 382).

### 3J Aircrew Program

#### 3J-1 Program Information

The Aircrew Program is a 5-year enlistment program that guarantees an initial flying assignment as a flight crew member in either fixed wing aircraft or helicopters and provides for training via various Class “A” Schools. Applicants must volunteer for flying duty and be capable of passing a Class II swim test and an aviation flight physical. Applicants must be made aware that their entrance physical examination will be re-verified for flight qualifications at the RTC and the Aircrew Candidate School.

#### 3J-2 Qualifications

All applicants for enlistment in this program must meet all enlistment eligibility requirements given in Chapter 2, the following additional requirements, and the Aircrew Program Qualification Matrix (see Exhibit 3-19).

- a. **Test Scores.** Applicants must have a minimum ASVAB score of AR+2MK+GS=196. Upon classification at the Naval Aircrew Candidate School (NACCS), the applicants’ ASVAB scores will be reviewed and must meet the minimum scores required for a source rating.
- b. **Age.** Applicants must be 30 years of age or less at time of enlistment.
- c. **Medical.** Medical standards for Aircrew assigned to rotary wing aircraft are more stringent than requirements for assignment to fixed wing aircraft.
- d. **Physical**
  - (1) Applicants must pass the Navy Physical Readiness Test with a grade “satisfactory” in all categories **before transfer to Aircrewman School** (this is not an enlistment requirement). This includes:

Age	17-19		20-29		30	
	Men	Women	Men	Women	Men	Women
Sit-ups (2 min)	45	40	40	33	32	27
Push-ups (2 min)	38	18	29	11	23	5
1.5 mile run/walk	12:45	15:00	13:45	15:45	15:30	17:15
or						
500 yard swim	13:15	17:00	13:15	17:00	15:45	17:15

- Sit-reach: Touch Toes - all ages men and women.
- (2) **To graduate from Aircrewman School**, candidates must meet the following requirements:
  - 1.5 mile cross country run over hilly, sandy terrain.
  - 660 yard obstacle course.
  - Extensive daily calisthenics.
  - Perform five pull-ups (RSS candidates only).
  - Pass the PRT with a “good” in all categories including:



Age:	17-29		20 and over	
	Men	Women	Men	Women
Sit-ups (2 min)	60	52	50	45
Push-ups (2 min)	51	24	42	17
1.5 mile run/walk	11:00	13:30	12:00	14:15

- Sit-reach: Touch Toes - all ages men and women
  - Swim:
    - one mile in flight suit in 80 minutes or less.
    - 75 yards in full flight gear (25 yards each: back, side, and breast strokes).
    - In full flight gear, tread water for five minutes, followed immediately by five minutes of drown-proofing, followed by five minutes floating with a life preserver.
    - 200 yards (50 yards each breast stroke, crawl, back stroke, side stroke).
    - Jump from a 12-foot tower and then swim 20 yards underwater wearing flightsuit and boots.
    - 400M swim in 12 minutes or less (RSS candidates only).
- (3) All Rescue Swimmer volunteers (AIRR) attend Rescue Swimmer School (RSS) as a part of their Aircrew training. **To graduate from RSS candidates must meet the following requirements:**
- (a) Pass the following physical standards:

Age	19 and under	Over 19
Sit-ups	72	68
Push-ups	57	48
1.5 mile run	11:00	12:00

- Perform eight pull-ups.
- 45 minutes of intensive calisthenics and cross country runs daily.
- 800M swim in 20 minutes wearing swimmer's gear.
- 800M buddy tow in 35 minutes wearing swimmer's gear.
- 1500M swim in 35 minutes wearing swimmer's gear.
- 2000M swim in 50 minutes wearing swimmer's gear.
- 3-mile cross country run in less than 27 minutes.

- (b) Applicants should be advised that Dropping-on-Request (DOR) from NACCS is cause for disqualification from the Aircrew Program. Inability of Rescue Swimmer candidates to meet swim and physical requirements or a RSS DOR will not normally be cause for disqualification from the Aircrew Program unless medical requirements or the needs of the Navy dictate otherwise.
- e. **Drug Usage.** Because of the inherently hazardous nature of this program, use of illegal or controlled substance is grounds for application disapproval. Drug waivers will be considered on a case basis per 2M-3.
- f. **Citizenship.** Applicant must be a U.S. citizen.
- g. **Prior Service.** See 3N.
- h. **Education.** Applicant must be a high school graduate.

### 3J-3 Security Clearance

Applicants for the Aircrew Program must have the citizenship and character requirements to be granted a SECRET clearance and meet reliability standards for assignment to the Personnel Reliability Program (PRP) as specified in OPNAVINST 5510.162 series (complete PRP screen not required).

### 3J-4 Service School Assignment

Enlistment will provide assignment to a Class “A” School listed as a source rating below. The specific Class “A” School to be assigned will be based on the individual’s qualifications, personal desires, and the needs of the Navy.

#### **Aircrew: Source Ratings**

AD, AE, AO, AT, AM, and AW.

**Note:** AO and AT not available to RSS candidate.

### 3J-5 Training Cycle

Aircrew personnel are transferred from one phase of training to the next without undue delay. Trainees are normally assigned to Class “A” School immediately after completing of NACCS and/or RSS. The normal training cycle for Aircrew personnel is:

- a. Recruit Training (Great Lakes IL).
- b. Naval Aircrew Candidate School (Pensacola).
- c. Rescue Swimmer School (Pensacola-Rescue Swimmers only).
- d. Class “A” School (Pensacola).
- e. Fleet Replacement Squadron (FRS) (various locations).
- f. Initial squadron assignment.

### 3J-6 Terms of Enlistment

Applicants enlist or reenlist in the U.S. Navy or in the Training and Administration of the Reserves (TAR) Enlistment Program for 4 years and concurrently execute an

Agreement to Extend Enlistment (NAVPERS 1070/621) for 12 months, using the following narrative reason entry:

a. **Rescue Swimmer Volunteers (AIRR)**

“Training in the Aircrew Program as a Rescue Swimmer and accelerated advancement to paygrade E-4 IAW MILPERSMAN Article 1160-080. Accelerated advancement to paygrade E-4 is authorized only after successful completion of both Rescue Swimmer School and Class “A” Schools. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040.

This is my first enlistment.

Total aggregate of extension: 12 months.

b. **Non-Rescue Swimmer Aircrewman (AIRC)**

“Training in the Aircrew Program. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040.

This is my first enlistment.

Total aggregate of extension: 12 months.

### 3J-7 Apprenticeship and Paygrade

- a. **Entry.** All applicants accepted for the Aircrew Program are enlisted in paygrade E-1. This does not preclude enlistment at paygrade E-2 or E-3 per 4C (Advanced Paygrade). The recruit training curriculum is the same as required for all new accessions.
- b. **Rescue Swimmer Training.** Individuals who enlist for Rescue Swimmer training as part of the Aircrew Program (AIRR) are authorized accelerated advancement to paygrade E-2 upon successful completion of recruit training. Accelerated advancement to paygrade E-4 is authorized only after completing both Rescue Swimmer School and Class “A” School. If an individual is disqualified for Aircrew duties because of disciplinary infractions before or after advancement to paygrade E-4, eligibility for accelerated advancement to E-4 is terminated. This does not preclude an advancement to E-2 or E-3 based on normal advancement criteria. Accelerated advancement to paygrade E-4 requires a 5-year active duty obligation as set forth in the MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to E-4, there is no reduction in active obligated service.

### 3J-8 Disenrollment

- a. **Failure to Qualify.** Individuals who fail to remain qualified for these programs are not entitled to further Aircrew training.
- (1) Canceling extension of enlistment because of disenrollment from the Aircrew Program is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that if they quit, request removal from flight status, or

are found not desirable for continuation in the Aircrew Program, the extension agreement is cancelled.

- (2) Since acceptance of accelerated advancement to E-4 requires a 5-year active duty obligation, applicants who quit, request removal from flight status, or are found not desirable for continuation in the Aircrew Program, but who have accepted accelerated advancement, retain their extension obligation.
- b. **Disposition of Individuals Disenrolled.** Process disenrollees as follows:
- (1) **NACCS.** Disenrollees may be reclassified provided they meet the provisions of MILPERSMAN Article 1236-020. However, assignment to Class “A” School is not guaranteed and is subject to the needs of the Navy.
  - (2) **RSS.** Disenrollees who continue to meet all other requirements of the Aircrew Program are normally transferred to their assigned Class “A” School. If an Aircrew quota is not available in the prospective rating, the individual will be reclassified to another Class “A” School that is a source rating for Aircrew. Individuals disenrolled from the entire Aircrew Program are not guaranteed assignment to another Class “A” School and are subject to the needs of the Navy.
  - (3) Those who do not meet the basic eligibility criteria prescribed, subsequent to enlisting or reenlisting and enrollment, are subject to disenrollment even if the individual is not at fault.
  - (4) Personnel may be disenrolled for demonstrated unreliability. Evidence of demonstrated unreliability includes the involvement of the individual with military or civilian authorities under circumstances that cast serious doubt on the reliability of the individual for assignment to duty within the assigned rating.
  - (5) Individuals who fail to complete Class “A” School for academic reasons may, if qualified, be reclassified to another Class “A” School that is a source rating for Aircrew. Inability to successfully complete Class “A” School may be cause for disqualification from the Aircrew Program.

### **3J-9 Agreement to Extend Enlistment**

This form is required for enlistment in the Aircrew Program. The applicant or DEP member prepares and signs on the day of enlistment.

### **3J-10 Aircrew Program Statement of Understanding**

All Aircrew applicants must read the Aircrew Program Statement of Understanding (refer to the Classifier Rating/Program Fact Sheet). The applicant initials the appropriate block of the NAVCRUIT 1133/52 to indicate acknowledgement of the conditions/obligation of the Aircrew Program.

### **3J-11 Aircrew Program Matrix.** See Exhibit 3-19.

**3K Naval Reserve**

**3K-1 Program Information**

The provisions of Section 511 of Title 10 United States Code authorize enlistment of individuals in these programs.

**3K-2 Qualifications**

All applicants for enlistment in the Reserve programs must meet all enlistment eligibility requirements listed in **Chapter 2** and the following additional qualifications.

- a. **School Guarantee.** Applicants for enlistment in a school guarantee program must meet the qualification criteria for that school as delineated in 3G.
- b. **Physical.** Applicants for enlistment in the Airman apprenticeship in the Three Year Enlistment Program must have normal color perception.
- c. **Education.** High school graduates are desired; however, other than for certain unique requirements for the CTA, CTI, CTO, CTR, CTT, IS, JO, and RP ratings, high school graduation is not required. The “Remarks” Section of the program matrix contains the applicable education requirements, if any.

**3K-3 General Apprenticeship**

- a. **Guarantees.** Applicants for guaranteed Class “A” School enlist in the apprenticeship (Airman, Fireman, or Seaman) that is within the normal path of advancement for the rating and Class “A” School being guaranteed. Applicants for guaranteed HM or DT Class “A” School enlist in the Seaman apprenticeship.

<b>Rating</b>	<b>Apprenticeship</b>
AB, AC, AD, AE, AG, AK, AM, AO, AT, AW, AZ, PH, PR	Airman
DC, EM, EN, GSE, GSM, HT, IC, MM, MR	Fireman
AEF-AECF, CTA, CTI, CTO, CTR, CTT, DK, DT, EW, GM HM, IS, JO, LI, MN, MS, MU, OS, PC, PN, QM, IT, RP, SH, SK, SM, STG, STS, TM YN	Seaman

- b. **General Details.** Applicants enlisting as General Details (GENDETs) enlist in the apprenticeship of Seaman, Fireman, or Airman. Enlistment in the Hospitalman, Dentalman, or Constructionman apprenticeships is **not authorized**.

**3K-4 Prior Service**

- a. Applicants who have completed a minimum of 180 consecutive days active duty/active duty for training in any branch of the Armed Forces **are not** eligible for enlistment in these programs.
- b. NAVETs with other than an RE-1 or RE-R1 and OSVETs with other than an RE-1, IRE-1 or equivalent must submit a full pre-enlistment kit to CNRC (Code 334) and Chief of Naval Personnel (Pers-401). Applicants must not have total prior active military service exceeding 4 years at time of enlistment.
- c. Individuals with prior service are eligible for the Aircrew Program provided they received a reenlistment code of RE-1 or Interservice Eligibility Code IRE-1.

**3K-5 Three Year Enlistment Program****a. Program Information**

- (1) The Three Year Enlistment Program enlists male and female applicants in the Naval Reserve.
- (2) Applicants are enlisted into the Seaman, Airman or Fireman apprenticeship without a Class "A" School guarantee.
- (3) Applicants enlisting into the Three Year Enlistment Program may elect to participate in the Montgomery GI Bill (MGIB) by having \$100 per month reduced from their pay during the first 12 full months of active duty (this \$1,200 is nonrefundable).

**b. Term of Enlistment**

- (1) Applicants enlist in this program for a period of 8 years, with a continuous active duty obligation of 36 months followed by 60 months in the Ready Reserves for the remainder of their Military Service Obligation (MSO).
- (2) Applicants who complete their initial active duty obligation may request to reenlist for a minimum of 48 months via the ENCORE Program. If authorized to reenlist via the ENCORE Program, applicants either remain in their rating (if already designated) or are offered a Class "A" school in another rating for which they are mentally, morally, and physically qualified, if vacancies exist. If in an eligible rating, they qualify for a Selective Reenlistment Bonus (SRB) as outlined by Navy regulations.

**3K-6 TAR Enlistment Program (TEP)****a. Program Information**

- (1) The TAR (Training and Administration of the Reserves Enlistment Program (hereafter referred to as "TEP")) provides for first enlistment in the Naval Reserve of male and female applicants. Applicants who enlist in TEP are guaranteed Class "A" School training followed by a continuous tour of active duty at a Reserve activity.
- (2) Applicants who want to enlist in HM, YN, PN, or SK will be assigned to duty in either a Naval Air/Surface Activity or the Naval Reserve Force (NRF), which includes the NRF ships, squadrons, and maintenance facilities.

Applicants who want to enlist in EM, HT, AECF, or IC will be assigned to duty with either an NRF ship, squadron, or maintenance facility. All applicants must be briefed concerning the above duty assignments before enlistment.

- (3) TEP applicants are eligible for advanced paygrade per 4C.
- b. **Term of Enlistment.** Enlistment in this program is for a period of 8 years with an active duty obligation for specific ratings as follows:
- (1) Initial enlistment for AECF recruits is 6 years.
  - (2) Initial enlistment for TEP recruits in the following ratings is 5 years: AC, AIRC, AIRR, HM, JO, and PH.
  - (3) Initial TEP enlistment in the following ratings is 6 years for the Advanced Electronics Field/Advanced Technical Field (AEF/ATF) Program: AT, EN, ET, HT, and IC.
  - (4) Initial TEP enlistment is for 4 years in the School Guarantee Program for the following ratings:

AD	AO	DK	MR	YN
AE	AS	EM	PN	
AG	AT	EN	PR	
AK	AZ	HT	IT	
AM	DC	IC	SK	

- (5) Use NAVCRUIT Form 1133/52 (see Exhibit 3-20) to delineate basic program and service guarantees. The remainder of the 8-year military service obligation (MSO) will be served in the Individual Ready Reserve.
- c. **Ratings.** The following is a list of ratings available to TEP applicants. See also 3N.

AC	AECF	DK	JO	YN
AD	AO	EM	MR	AIRC
AE	AS	EN	PH	AIRR
AG	AT	HM	PN	SK
AK	AZ	HT	PR	
AM	DC	IC	IT	

- d. **Bonuses.** Certain TAR ratings and TAR NECs qualify for the TEP Enlistment Bonus (TEB):
- (1) Quotas and the amount of enlistment bonus an applicant is eligible to receive is based on the award level message in effect on the date the DD Form 4

(Enlistment Contract) is signed. This date may be the date an applicant enters the DEP and is offered a TEB or the date a member is reclassified at RTC.

- (2) The dollar amount in the effective message is either:
  - (a) the amount in effect on the day the applicant ships to active duty if the applicant is offered a TEB while in the DEP, or
  - (b) the amount in effect on the date of reclassification if the member is offered a TEB during recruit training.
- (3) The bonus amount shall be recorded on the applicant's enlistment contract while in DEP or if assigned to recruit training, it should be recorded on a Page 13.
- (4) If a subsequent BUPERS Award Level Message becomes effective while the applicant is in DEP, the original award level message in effect on the day the applicant entered DEP remains applicable for that applicant.
- (5) When an applicant enters DEP and is offered TEB, the active duty service date (ADSD), also referred to as ship date and active duty accession date, is used to determine the TEB dollar amount. The ADSD is reflected in the applicant's service record on the enlistment contract. While in DEP, if the applicant's agreed upon ADSD is changed, the new ADSD must be recorded on an amendment to the applicant's contract. If the applicant's bonus amount is changed, as a result of the new ADSD, the applicant and the classifier must acknowledge the change on the amended contract. The revised TEB dollar amount is taken from the original TEB award level message in effect on the day the applicant entered DEP.
- (6) For those members being reclassified at RTC, the amount TEB a member is eligible to receive is based on the award level message in effect on the date of reclassification.
- (7) TEB will be paid only upon successful completion of "A" school for qualifying TAR ratings. This program requires a five year (5YO) contract. Example of Enlistment Guarantee for qualifying TAR ratings is provided in Exhibit 3-20.
- (8) TEB for qualifying NECs will be paid only upon successful completion of all phases of initial training and successful completion of the respective TAR NECs "C" schools. This program requires a six year (6YO) contract, with guaranteed advancement to E-4 upon successful "C" school completion.



**3K-7 Non-Prior Service Basic**

**This program has geographical restrictions, which limits the pool of recruitable applicants to specific zones within just a few Navy Recruiting Districts.**

- a. **Program Authorization.** During May 2000, Deputy Chief of Naval Operations (Manpower & Personnel) authorized the Non-Prior Service Basic Program for recruiting Hospital Corpsmen to the Naval Reserve. Specifically, for FY01, a pilot program that will access 44 personnel who will attend Basic Training, Hospital Corpsman Class "A" School and affiliate with a Naval Reserve Unit that supports one of the Naval Hospitals. Targeted locations are Bethesda, Portsmouth, San Diego, Pensacola, Jacksonville, and Bremerton. This program is designed to eliminate critical manning shortfalls in the Naval Reserve for Hospital Corpsmen. Personnel enlisted under the provisions of NPS Basic will incur an eight-year obligation, six of which will be in an active drilling status.
- b. **Naval Reserve Corpsman Description.** Reserve Hospital Corpsmen perform duties as assistants in the prevention and treatment of disease and injury and assist health care professionals in providing medical care to Navy people and their families. They may function as clinical or specialty technicians, medical administrative personnel and direct patient care at medical treatment facilities. They also serve as battlefield corpsmen with the Marine Corps, rendering emergency medical treatment to include initial treatment in a combat environment. Qualified hospital corpsman may be assigned to Fleet Marine Force, Special Forces and Seabee units, and at isolated duty stations where no medical officer is available.
- c. **Program Defined.** The Non-Prior Service (NPS) Basic Program allows for the accession of non-prior service personnel to complete Basic Training, Hospital Corpsman Class "A" School and return to a Naval Reserve Activity (NRA) that hosts a Naval Reserve Hospital Unit.
- d. **Qualifications Required.** All applicants for enlistment in the NPS Basic Program must meet all enlistment eligibility requirements per the CRUITMAN-ENL and the additional qualifications as set forth below:
  - (1) **Test Scores.** Have a minimum current Armed Services Vocational Aptitude Battery (ASVAB) component score of VE+MK+GS=149 and a minimum Armed Forces Qualification Test (AFQT) score of 31.
  - (2) **Education.** Applicants must be High School Diploma Graduate (HSDG) or High School Graduate (HSG) as defined in Navy Recruiting Manual Enlisted (CRUITMAN-ENL).
  - (3) **Conduct.** Applicants must not have a record of conviction by civil court for any offense other than minor traffic violations or minor non-traffic misdemeanors.
  - (4) **Substance Abuse.** Applicants must not have a history of drug or alcohol abuse or have committed an offense involving narcotics or other controlled substances with the exception of experimental use of marijuana.
  - (5) **Gender.** Open to both males and females.
  - (6) **Prior Service.** This program is not authorized for prior service veterans or members of any Reserve Component of the Armed Forces.
  - (7) **Waivers of qualification standards.** The responsible Navy Recruiting District Commanding Officers will conduct waivers of qualification standards as outlined in COMNAVCRUITCOMINST 1130.8 series for pre-accessions.

- (8) **Other.** Applicants must be informed they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force for duty. A licensed physician or licensed dentist or graduate of Medical or Dental school in any country is not eligible for this program.
- (9) **Geographic restrictions:** Applicants for this program will return to the designated Naval Reserve Activity located in or near Bethesda, MD; Portsmouth, VA; San Diego, CA; Pensacola, FL; Jacksonville, FL; or Bremerton, WA and must reside within a reasonable commuting distance to these locations (normally within 50 mile radius).
- e. **Discussion.** Personnel are enrolled in NPS Basic upon enlistment in the Naval Reserve. Upon graduation from Recruit Training, personnel enrolled in NPS Basic will attend HM Class 'A' School. Upon graduation from HM Class 'A' School, personnel will be required to report to the designated Naval Reserve Activity for affiliation with a Naval Reserve Unit that supports one of the designated Naval Hospitals.
- f. **Term of Enlistment.** NPS Basic Personnel shall be enlisted for a period of eight years; six years in the Selected Reserve with the remaining two years in the Individual Ready Reserve (IRR).
- g. **Paygrade and General Apprenticeship.** Personnel will be enlisted in paygrade E-1 as Seaman Recruits. This does not preclude enlistment in paygrade E-2 or E-3 under Section 4C-2 (Advanced Paygrade) of COMNAVCRUITCOMINST 1130.8 series. Members will be converted to Hospitalman (HR, HA, or HN), as appropriate, upon successful completion of HM Class 'A' School.
- h. **Processing.** Recruiters must submit a new USMEPCOM Form 714-A in order to conduct a Service Processing For (SPF) change by recording Naval Reserve and "DNV" code in Block A. When scheduling for processing, place member on the Applicant Processing Log as a NPS Basic component change. Applicant's must sign Exhibit 3-20a, Non-prior Service Basic Program Statement of Understanding and Exhibit 3-20b, Satisfactory Participation Requirements (NAVRES 1570/2). Classifiers must record the following on the DD Form 1966:
- Type Acquisition Code:** Use code "39" in Item 19, Blocks 19 and 20.
- Program for Which Enlisted:** Use "RBHM" in Item 17e (also 18k).
- Classifiers must use Exhibit 3-20c, NPS Basic Reserve Program Enlistment Guarantees (NAVCRUIT 1133/52) and Exhibit 3-20d, Non-Prior Service Basic Enlistment Bonus Written Agreement for the Naval Reserve Incentive Program (NAVRES Incentive Agreement 1-4 JUN 01), to outline enlistment guarantees in the NPS Basic Program. Due to geographical restrictions and internal controls, Classifiers will have to force each NPS Basic HM-School Guarantee Program (SGP) seat in PRIDE when making reservations.

- i. **Reserve Liaison and Indoctrination.** Immediately upon enlistment, the recruiter of record will notify Commander, Navy Reserve Force (CNRF) and provide the newly enlisted member's name, SSN, address, phone number, and scheduled ship date. Recruiters must call NCCS Gibson at COMM: (504) 678-1300, or either PN1 Suggs or YN2 Bratton at COMM: (504) 678-5103. CNRF is responsible setting up the member's Reserve indoctrination prior to shipping. Members may ship without the Reserve indoctrination being completed.
- j. **Enlistment Bonus.** Classifiers will ensure NPS Basic members are guaranteed an enlistment bonus, if any, in accordance with the current COMNAVRESFOR directive.
- k. **DEP Meetings.** NPS Basic members will not attend Navy Recruiting Station (NRS) DEP meetings.
- l. **Shipping/Out-Processing.** The recruiter of record will provide NPS Basic members transportation to the MEPS or the MEPS contracted hotel for shipping/out-processing requirements. The Navy Liaison will coordinate with the designated Naval Reserve representative within 72 hours prior to the member's ship date to ensure a smooth transition is accomplished. NPS Basic members will be required to participate in the 24 hour prior to shipping Non-Instrumented Drug Test (NIDT).

### **3L Job Oriented Basic Skills (JOBS) Program**

#### **3L-1 Program Information**

JOBS is a skill enhancement program that upgrades literacy and job-related skills. JOBS is designed to train individuals who do not otherwise meet specific ASVAB test score requirements to qualify for initial skill or Class “A” School training. The JOBS entrance criteria are based on the ASVAB “A” school formula with a 30 point waiver window. JOBS is composed of seven curriculum aggregates or strands, which address 46 Class “A” Schools. Individuals who do not meet normal Class “A” School ASVAB score requirements but who are highly motivated, possess the potential to improve, and meet JOBS selection criteria, can be accessed with a JOBS “strand” guarantee.

#### **3L-2 Qualifications**

Applicants must meet the basic enlistment eligibility requirements in Chapter 2.

- a. **Type of Accession.** The JOBS program is available to non-prior service males and females, undesignated SAMs, and prior service applicants approved by Deputy Chief of Naval Operations (N13).
- b. **Age.** Applicants must be at least 17 years of age.
- c. **Citizenship.** Applicants must meet the specific strand citizenship requirements.
- c. **Alcohol/Drug Usage.** The policy and waiver procedures for alcohol and drug abuse as contained in Section 2M must be strictly followed.

#### **3L-3 Term of Enlistment**

Term of enlistment is for a period of 4 years active and 4 years in the Individual Ready Reserve fulfilling an 8-year military service obligation. Should an applicant accept assignment to a 5YO or 6YO Navy Class “A” School, an agreement to extend the enlistment is required. The applicant must sign a 12-month extension for a 5-year school guarantee program and a 24-month extension for the Advanced Electronics Field/Advanced Technical Field.

#### **3L-4 Apprenticeship**

All applicants will be enlisted as either a Seaman, Airman, or Fireman. JOBS strands are used to determine the appropriate ratings (see Exhibit 3-21).

### **3M Two Year Obligor (2YO) General Details (GENDETS)**

#### **3M-1 Program Information**

All 2 year enlistments are in the U.S. Naval Reserve as Seaman or Fireman, and offer Montgomery GI Bill benefits to all applicants electing to participate. Use NAVCRUIT 1133/52 to delineate basic program and service guarantees.

#### **3M-2 Qualifications**

All applicants must meet enlistment eligibility requirements as in Chapter 2. Specific program requirements are:

- a. **Gender.** Open to males and females.
- b. **Education.** HSDG or HSG required.
- c. **Citizenship.** U.S. citizenship is not required.
- d. **Security Clearance.** Security clearance eligibility is not required.

#### **3M-3 Statement of Understanding**

- a. All applicants must sign his or her initials by the Montgomery GI Bill portion of the *Enlistment Statement of Understanding* (NAVCRUIT 1133/53).
- b. All applicants must read and be provided a copy of the Two-Year Enlistment Program Statement of Understanding.

#### **3M-4 Term of Enlistment**

A minimum of 2 years in the Naval Reserve (USNR) and 6 years in the Individual Ready Reserves (IRR).

#### **3M-5 Paygrade**

All applicants are enlisted in paygrade E-1 unless eligible for advanced paygrade as outlined in 4E.

### 3N Prior Service Reenlistment Eligibility Requirements

#### 3N-1 Navy Veterans (NAVETs).

- a. General. Applicants with 180 consecutive days or more of prior active duty naval service are considered NAVETs. Those with less than 180 consecutive days of prior active duty naval service are considered non-prior service (NPS) applicants, however they must meet reenlistment code (RE-code) eligibility requirements.
- b. NAVETs with more than 24 hours of broken service must be reenlisted in accordance with this section and must also meet the BEERS requirements of chapter 2 unless otherwise stated otherwise in this section.
- c. To ensure NAVETs are enlisted in only undermanned ratings, only NAVETs discharged in the ratings and paygrades indicated on the NAVET matrix posted under the Enlisted Community Manager (ECM)/N132, Current News section of the BUPERS Homepage, or who are eligible to convert to a listed NAVET rating on the Matrix are eligible to reenlist. The only exception is that NAVETs authorized to return to active duty from the Temporary Disability Retirement List (TDRL) will be reenlisted in their previous rating and paygrade in accordance with policy contained in Chapter 2. The NAVET matrix also contains restrictions on reenlistment paygrades for each rating. NAVETs who agree to reenlist in a lower paygrade than held at discharge in order to be enlistment eligible must sign a NAVPERS Form 1070/613 with the following entry:

"It has been explained to me that my application to enlist in paygrade \_\_\_\_\_ cannot be approved. current policy restricts the number of paygrade \_\_\_\_\_ NAVETs designated in certain over-manned ratings from enlisting. I, therefore, voluntarily accept an administrative reduction to (paygrade/rating) in order to qualify for enlistment. I acknowledge that this reduction is permanent, and that I cannot petition for re-enlistment at a future date.

\_\_\_\_\_  
(Signature of Applicant and Date)

\_\_\_\_\_  
(Signature of Classifier/Processor)"

- d. Prior service must be verified with the original or a certified DD Form 214, copy four. If an appropriate DD 214 is not available, or evidence of alteration exists, verify prior service through the Prior Service Enlistment Eligibility (PSEE) system.
  - (1) To be enlistment eligible, NAVETs must meet RE-code eligibility requirements contained in the reenlistment code chart, see 3N-8c.
  - (2) NAVETs discharged under the Special Separation Benefit (SSB) Programs are not enlistment eligible (DD Form 214, blocks 26/27 will list "KCA"/"RE-3Z" for SSB). NAVETs separated with severance pay who are eligible for reenlistment will have their severance pay recouped from future retirement monies. Medical disability severance pay is not recouped.
  - (3) In some cases, RE-4 reenlistment codes were erroneously assigned for 2-year enlistees despite a positive reenlistment recommendation on the separation evaluation. Enlistment approval may be granted by CNRC (Code 334) on a

case-by-case basis. Separation Evaluation must be submitted with request for enlistment eligibility.

- e. NAVETs must be able to complete 20 years of service for retirement by age 55. No waivers will be considered.
- f. NAVETS must meet dependency requirements as listed in chapter 2.
- g. NAVETs discharged in paygrade E-2 must have two years or less prior service and no more than six years broken service.
- h. NAVETs with more than two years prior service must have been discharged in paygrade E-3 or higher.
- i. NAVETs discharged in paygrade E-3 cannot have more than six years broken service. To meet high year tenure (HYT) constraints, E-3s who cannot provide proof of passing an E-4 advancement exam must have two or less years of prior service to enlist. E-3s with documentation of having passed an advancement exam must have four or less years of prior service to enlist.
- j. NAVETs discharged in paygrades E-4 through E-6 cannot have more than five years broken service.
- k. NAVETs accessed in paygrade E-4 must have six or less years of prior service to enlist. NAVETs accessing in paygrade E-5 must have 8 or less years of prior service. NAVETs accessing in paygrade E-6 must have 12 or less years of prior service.
- l. Female NAVETs **must** be approved by N132/ECM prior to enlistment due to the limited number of billets and at sea opportunity.
- m. NAVETs enlisting in their previous rating must enlist or obligate service for at least four years. NAVETs enlisting under the provisions of the PRISE III program must enlist for **two years** and agree to extend their enlistment by at least 24-months upon completion of Class "A" School.
  - (1) Commander, Navy Recruiting Command (Code 334) may consider waivers for applicants who can complete a minimum of 36-months active duty service prior to reaching High Year Tenure (HYT) limits. Applicants who can complete a minimum of 36-months of service prior to reaching HYT constraints may enlist for four, five and six year programs.
  - (2) HYT waivers for NAVETs unable to complete a minimum of 36-months of service prior to reaching the HYT limit are **not authorized**.
- n. If frocked at the time of discharge, NAVETs can request reenlistment in the frocked paygrade only if reenlisting within six months of discharge and reenlisting in the previously held rating. (NPC-852) approval, via CNRC (Code 334), is required. NAVETs converting to a new rating via the Prior Service III (PRISE III) Program are not eligible for reenlistment in a prior frocked paygrade.
- o. Military Entrance Processing Stations (MEPS) will accept a separation physical if it is not more than a year old. Compute the "year" from date of separation physical to date of MEPS processing. The NAVET must provide a copy of his/her separation

- physical (DD Form 2808) and will be required to complete a new DD Form 2807-1 at MEPS.
- p. E-3s who were previously designated a striker may enlist in a designated status with N132/ECM approval.
  - q. N132/ECM verification and approval of security clearance is required for CTs prior to enlistment. N132/ECM approval is required for ITs prior to enlistment.
  - r. Navy Recruiting Districts must ensure NAVETs are physically qualified for the rating into which they are reenlisting or converting.
  - s. SEALs, EOD, and Divers must meet all eligibility criteria per MILPERSMAN 1220-170. NRDs must verify applicants meet ASVAB, security screening, physical fitness and obligated service requirements in this article prior to requesting N132/ECM approval. All NAVETs returning as SEALs, EOD, Divers, CT's and EWs must be sent to TPU Great Lakes.
  - t. Before entering either the Delayed Entry-Reservist Program (DER) or the Delayed Entry Program (DEP), the Enlisted Programs Officer (EPO) or the Director, Navy Recruiting Processing Station (NRPS) must review and sign the kit verifying the applicant's enlistment eligibility. The following statement, signed by the NRD Commanding Officer or by directional authority, is required on the DD Form 1966, page 3, Section VI:  
**Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., CO, NRD Raleigh) as a (rate)\_ (if applicable: with a guaranteed conversion to (rate)\_ under the PRISE III program). NRD \_\_\_\_\_ has verified that the guaranteed rating is open to NAVETs and that the applicant meets RE-code, high year tenure, (for PRISE III: test score,) and guaranteed rating physical eligibility requirements.**
  - u. Recruiting personnel shall make no oral or written promises or guarantees regarding Selective Reenlistment Bonus (SRB). NAVETs in an SRB-eligible rating or possessing one of the SRB-eligible NECs and not reenlisting through PRISE III must sign the following NAVPERS 1070/613):

**I understand that I am reenlisting in the \_\_\_\_\_ rating/ \_\_\_\_\_ NEC that is listed on the current Selective Reenlistment Bonus (SRB) Award Level NAVADMIN. It has been explained to me that recruiting personnel may not make guarantees regarding SRB and may not submit SRB pre-certification requests. I understand that the first duty station to which I am transferred after TPU must submit an SRB pre-certification to (NPC-815) for final determination of SRB entitlement. I will ensure that this pre-certification is submitted so that my SRB, if any, is awarded. I understand I will only be eligible for the SRB award level in effect, if any, on my reenlistment date. Further, I understand that no guarantees of SRB eligibility or SRB payment have been offered for this or any subsequent enlistment.**



- v. NAVETs in the Individual Ready Reserve (IRR) must be enlisted through the Direct Enlistment Reservation (DER) program and do not require a DD Form 368..
- w. NAVETs are **not** eligible for the Navy College Fund or the Montgomery GI Bill. However, eligibility for benefits predicated on initial NPS enlistment is not affected. An Enlistment Bonus (EB) may be granted only if the DD-4 and annexes from all previous active duty and reserve enlistments are provided to verify that no previous EB has been awarded. District Commanding Officer pre-approval of EB is required.
- x. NAVETs do not attend Navy recruit training, but are ordered to the TPU nearest the point of enlistment for duty station assignment, administrative processing and uniform outfitting. NAVETs should bring previously-purchased, fully-serviceable sea bag items to avoid unnecessary expenses. In addition, they must have complete copies of their enlistment physical Forms (DD Form 2807-1 and DD Form 2808) when reporting. Inform NAVETs that up to 60 days may be required to complete their processing at TPU. Average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.
- y. **NAVETS must meet active duty navy weight standards to enlist.**

**3N-2 PRISE III Enlistment Program.** This program provides NAVETs in ineligible ratings an opportunity to enlist. NAVETs enlisting under this program must qualify for rating conversion to one of the ratings listed on the NAVET Matrix.

- a. Non-designated NAVETs or those designated in a rating not listed on the NAVET Matrix **must** enlist under the PRISE III Program.
- b. To enlist under the PRISE III Program, NAVETs must have at least 180 consecutive days of prior active duty, **but no more than six years prior naval service.**
- c. All applicants reenlisting under the PRISE III program must be classified based on current (less than two years old) ASVAB line scores only and have a minimum AFQT of 31. All PRISE III reenlistments will be for **two years** in the U.S. Navy (i.e., **not Naval Reserve**), and the applicant must agree to obligate an additional 24 months or more upon completion of "A" school. To enlist via the PRISE III Program, NAVETs must be qualified for and guaranteed a rating/program on the current NAVET Matrix. The NAVET Matrix posted on the N132 website must be checked at least monthly for possible changes. Only unsold "A" school seats are made available for PRISE III, therefore seat availability will be limited.
- d. **The maximum paygrade for accessions via the PRISE III program is E-3**, except for NAVETs guaranteed AECF, CTI(N) or the Nuclear Field (NF). The maximum accession paygrade for NAVETs reenlisting for AECF, CTI(N) or Nuclear Field is E-4, and only if the NAVET was previously discharged in paygrade E-4 or higher. **Waivers to enlist at a higher paygrade are not authorized.** NAVETs reenlisting via the PRISE III program in paygrade E-3 and below will enlist in the source apprenticeship (SN, AN, or FN) of their guaranteed rating/program. NAVETs guaranteed AECF, CTI(N) or NF will be enlisted in the SN apprenticeship if reenlisting in paygrade E-3 or below, or in their old rating if reenlisting in paygrade E-4. The PRISE III Paygrade Reduction Annex will be used for all NAVETs who reenlist via the PRISE III program.

- e. To enlist via the PRISE III Program without prior N132/ECM approval, NAVETs must be able to obligate service for the 4/5/6 year obligor rating/program they are being guaranteed without exceeding HYT limits for the paygrade in which they are reenlisting. **HYT for E-3 is six years, or eight years with proof of having passed an E-4 advancement exam. HYT for E-4 is 12 years.** Applicants must be able to complete a minimum of 36-months of service prior to reaching HYT limits and have the approval of N132/ECMs to be eligible for a CO, NRD HYT waiver.
- f. NAVETs applying to PRISE III into SEAL, EOD, or Diver must meet all MILPERSMAN 1220-170 eligibility criteria. They will be accessed as GENDETs in paygrade E-3 or below with a guarantee for BUDS, EOD or Diver training, and be ordered to TPU Great Lakes (UIC 32458). All NAVETs returning as SEALs, EOD, Divers, CT's and EWs must be sent to TPU Great Lakes. The following NAVPERS 1070/613 must be placed in the service record:
- Member is being ordered to Transient Personnel Unit (TPU) Great Lakes for in-processing. Upon reporting to TPU Great Lakes, member shall be screened by the Dive Motivator at Recruit Training Command Great Lakes to ensure member meets physical readiness test requirements for the SEAL, EOD or Diver Program.**
- g. The PRISE III program is not a reenlistment incentive program. PRISE III reenlistees may be eligible for SRB, however recruiting personnel shall make no verbal or written promises or guarantees regarding SRB eligibility. If guaranteed a PRISE III "A" school that is SRB-eligible, they must sign the following NAVPERS 1070/613:
- I understand I have been approved to enlist in the \_\_\_\_\_ rating for two years for the sole purpose of conversion to the \_\_\_\_ rating after successful completion of Class "A" School. I understand the rating to which I am converting is listed on the current SRB Award Level NAVADMIN; however, SRB eligibility must be verified through BUPERS (NPC-815). I understand I may only be eligible for the SRB award level in effect, if any, on the date of my next reenlistment after Class "A" School. No guarantees of SRB eligibility or SRB payment have been offered to me as an enlistment guarantee.**
- h. NAVETs enlisting via the PRISE III Program who do not complete Class "A" School will be subject to reclassification (NPC-4010S), forced conversion into another rating based on the needs of the Navy (NPC-255/815) or retained in a non-designated status.
- i. If for some reason the Class "A" School guaranteed at enlistment is not available once on active duty, another Class "A" School will be assigned as determined by (NPC-4010).

**3N-3 Other Service Veterans (OSVETs).** OSVETs are applicants with 180 consecutive days or more prior active duty service whose last period of active duty or annual training (AT) was in a branch of the Armed Forces other than USN or USNR. Applicants discharged from another service after less than 180 consecutive days of active duty are considered

non-prior service, however they must meet RE-code eligibility requirements contained in 3N-8c. The following guidelines apply to enlistment of all OSVETs:

- a. To be enlistment eligible, OSVETs must qualify for a rating or program listed on the NAVET Matrix. They must be classified based on current (less than two years old) ASVAB line scores and have a minimum AFQT of 31.
- b. Prior service must be documented with the original or certified DD Form 214, copy four. If not available or evidence of alteration exists, verify prior service through the PSEE system.
  - (1) RE-code eligibility requirements are contained in 3N-8c. OSVETs discharged under VSI or SSB (DD 214 block 26 will list "KCA" or "KCB") are not enlistment eligible.
  - (2) OSVETs non-voluntarily with severance pay are eligible for reenlistment and will have their severance pay recouped from future retirement monies.
- c. OSVETs discharged in paygrades E-1 through E-3 cannot have more than five years broken service, and those discharged in paygrades E-4 through E-6 cannot have more than three years broken service.
- d. OSVETs discharged in paygrades E-1 through E-4 must have six or less years of prior service; those discharged in paygrade E-5 must have 8 or less years of prior service; and those discharged in paygrade E-6 must have 12 or less years of prior service. High Year Tenure (HYT) limits does not apply to OSVETs unless they have had previous Naval Service. Only prior service in the Navy counts towards HYT limits.
- e. OSVETs must be able to complete 20 years of military service for retirement by age 55. No waivers will be considered.
- f. OSVETs must be High School Diploma Graduates or High School Graduates. Waivers will be not be considered for OSVETs who are non-grads.
- g. OSVETs must meet Chapter 2 dependency requirements for non-prior service applicants.
- h. OSVETs honorably discharged in paygrade E-3 and above who meet enlistment criteria will be enlisted at one paygrade power than that held at discharge, but not lower than E-3. Requests to enlist OSVETS who were separated from a previous service at paygrade E-6 and above will be approved on a case-by-case basis by the Enlisted Community Manager.
  - (1) Army, Air Force and Coast Guard OSVETs who do not have skills or training determined to be directly convertible to an NAVET Matrix rating will be enlisted in their discharge paygrade up to a maximum of E-3 (unless eligible for advanced paygrade E-2/E-3) with a guarantee for a rating or program listed on the current NAVET Matrix.
  - (2) Marine OSVETs discharged in paygrade E-2 will be enlisted in paygrade E-2. Marine OSVETs discharged in paygrade E-3 and above who do not have skills directly convertible to a rating listed on the NAVET Matrix will be enlisted in paygrade E-3 and guaranteed a rating or program listed on the

current NAVET Matrix. OSVETS who were separated from a previous service at paygrades E-5 and above who enlist in paygrade E-3 will be entitled to be promoted to paygrade E-4 upon successful completion of Class "A" School. (This applies to OSVETS from any branch of service.)

- (3) OSVETS applying for SEAL, EOD, or Diver must meet all MILPERSMAN 1220-170 eligibility criteria. They will be accessed as GENDETs in paygrade E-3/below with a guarantee for BUDS, EOD or Diver training. If authorized by N132/ECM, they will be guaranteed advancement to a higher paygrade upon successful completion of training. All OSVETS enlisting as SEALS, EOD, Divers, CT's and EWs must be sent to TPU Great Lakes. The following NAVPERS 1070/613 must be placed in the service record of OSVETS:

**Member is being ordered to Transient Personnel Unit (TPU) Great Lakes for in-processing. Upon reporting to TPU Great Lakes, member shall be screened by the Dive Motivator at Recruit Training Command Great Lakes to ensure member meets physical readiness test requirements for the SEAL, EOD or Diver Program.**

- i. OSVETS are ineligible for the Navy College Fund, Montgomery GI Bill, and Selective Reenlistment Bonus. An Enlistment Bonus (EB) may be guaranteed only if the DD-4 and annexes from all previous active duty and reserve enlistments are provided to verify that no previous EB has been awarded. District Commanding Officer pre-approval of EB is required.
- j. OSVETS must enlist for four or more years. Active duty in a service other than Navy/Naval Reserve does not count towards naval high year tenure.
- k. OSVETS in the Individual Ready Reserve (IRR) must be enlisted through the DER program and do not require a DD Form 368.
- l. **OSVET accessions in paygrades E-1 through E-3 will be decremented against non-prior service goals. OSVET accessions in paygrades E-4 and above will be decremented from prior service goals.**
- m. OSVETS are not required to attend Navy recruit training. OSVETS will be transferred to TPU Great Lakes (UIC 32458) for uniform outfitting and administrative processing. The following NAVPERS 1070/613 entry must be made in each OSVETS service record prior to shipping to TPU.

\_\_\_\_\_ : **I acknowledge and understand that I must successfully complete the 3<sup>rd</sup> Class Swimmers Test while at the TPU. This test consists of the following: (1) step off a 5 foot platform in the abandon ship position; (2) float for 5 minutes; (3) swim one length of a 50 meter pool. This test will be administered at the Recruit Training Command pool and must be completed prior to my transfer to my next duty station, whether that is a School Command or the Fleet. Failure to successfully complete the 3rd Class Simmers Test will result in my administrative separation from the Naval Service.**

\_\_\_\_\_ : **I acknowledge and understand that I must participate in shipboard fire fighting and damage control classes during my indoctrination training at TPU.**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant Date

- n. Female OSVETs **must** be approved by N132/ECM prior to enlistment due to the limited number of billets and at sea opportunity.
- o. OSVETs must meet active duty weight standards to enlist

**3N-4 Sea and Air Mariners (SAMs).** SAMs in either the SELRES or IRR phase of their military service obligation (MSO) may be accessed for reenlistment on active duty. SAM accessions are subject to the policy pertaining to NAVETs. The following additional requirements apply to SAM eligibility:

- a. To be eligible for reenlistment, designated SAMs must be in a rating listed on the NAVET Matrix and in paygrade E-4 and below. They will be reenlisted in that rating in paygrade E-3 and below only. E-4 SAMs must sign a NAVPERS 1070/613 which states:

**It has been explained to me that SAMs enlisting on active duty may be accessed in paygrades E-1 to E-3 only. I therefore voluntarily accept an administrative reduction to rate/paygrade in order to qualify for enlistment. I acknowledge that this reduction is permanent, and that I cannot petition for reinstatement to E-4 at any future date.**

- b. SAMs in paygrade E-5 and above are not eligible for enlistment. Waivers to enlist in paygrade E-4/above or for E-5/above to be administratively reduced to E-3 in order to enlist are not authorized.
- c. Undesignated SAMs may be enlisted only if qualified for and guaranteed a rating listed on the NAVET Matrix. They will be enlisted in paygrade E-1 unless qualified for advanced paygrade per Chapter 4. Undesignated SAMs must be classified based on current (less than two years old) ASVAB line scores and have a minimum AFQT of 31.
- d. The Reserve activity Commanding Officer is authorized to sign the release in section II of the DD Form 368 (Request for Conditional Release). SAMs with less than 180 consecutive days of active duty service will be decremented from the NPS goal. SAMs with more than 180 consecutive days of active duty will be decremented from the NAVET goal.
- e. SAMs are eligible for reenlistment with a guarantee for a new Class "A" School if their current rating is not open for reenlistment. To be reenlisted with an Class "A" School guarantee, SAMs must qualify for and be guaranteed one of the ratings on the current NAVET Matrix. SAMs reenlisting with a Class "A" School guarantee must be reenlisted in paygrade E-3 or below.
- f. SAMS and Navy Reservists who successfully completed recruit training, are in good standing with their reserve unit, or have completed their military service obligation (MSO), are not required to attend RTC regardless if they have not completed 180 consecutive days of service.

**3N-5 Waivers.**

- a. Waivers and determinations may be made by the NRD Commanding Officer for the following prior service veterans:
- (1) NAVETs. Waivers for NAVETs with any re-enlistment code listed in paragraph 3N-8c, "Eligible to Reenlist," within the following limitations:
    - (a) Break-in-Service may not exceed six years.
    - (b) Time-in-Service may not exceed the following:
      - E-3 - 4 years (E-3 over 2 years must provide proof of passing E-4 exam)
      - E-4 - 6 years
      - E-5 - 8 years
      - E-6 - 12 years
    - (c) Member must be able to complete a minimum of 24 months active duty service prior to reaching High Year Tenure constraints.
    - (d) **Member must enlist in a rating/program listed on the latest BUPERS (N132) NAVET Matrix.** Entry level separations do not require ECM/N132 contact, but do require an RE Code waiver. The EPDS or Senior Classifier are the only personnel authorized to contact ECM's for those determinations at the NRD Level only.
  - (2) OSVETs. Waivers for OSVETs with any reenlistment code listed in the "Eligible to Reenlist" paragraph, 3N-8c, within the following limitations:
    - (a) Break-in-Service may not exceed six years.
    - (b) Time-in-Service may not exceed the following:
      - E-1 to E-4 - 6 years
      - E-5 - 8 years
      - E-6 - 12 years
    - (c) **Member must enlist in a rating/program listed on the latest BUPERS (N132) NAVET Matrix.** Entry level separations do not require ECM/N132 contact, but do require an RE Code waiver.
  - (3) Reservists and applicants with less than 180 consecutive days of active duty service. Waivers for reservists and individuals with less than 180 consecutive days of active duty service with any re-enlistment code listed in the "Eligible to Reenlist," paragraph 3N-8c.
  - (4) Female NAVETS/OSVETS require ECM approval.
- c. Waivers must be made by CNRC for the following prior service veterans:
- (1) Any prior service veteran with a re-enlistment code listed in paragraph 3N-8c, "Ineligible to Reenlist without a CNRC Waiver."
  - (2) Break-in-Service exceeding six years.

- (3) Time-in-Service exceeding the following:
    - E-3 - 4 years
    - E-4 - 6 years
    - E-5 - 8 years
    - E-6 - 12 years
  - (4) Members not able to complete a minimum of 24 months active duty service prior to reaching High Year Tenure constraints.
  - (5) Members desiring enlistment in a rating/program not listed on the latest BUPERS (N132) NAVET matrix. Entry level separations do not require ECM/N132 contact.
  - (6) OSVETS with service skills directly convertible to a Navy rating or program.
  - (7) Any OSVET that requires Enlisted Community Manager (ECM) approval with the exception of female OSVETS who meet the criteria of paragraph 3N-5a.2 above
- (d) Field procedures.
- (1) CNRC HQ personnel are the only authorized personnel to make necessary contacts with N132/ECM to establish eligibility in the above listed areas.
  - (2) Requests for a waiver must include at least the following items:
    - (a) Waiver Briefing Sheet (NAVCRUIT 1133/39) with recommendation, signature and date of the Commanding officer or Acting.
    - (b) Last two evaluations, including Separation evaluation, (if applicable).
    - (c) All DD-214's Member Copy 4 (Original or certified true copy) and NGB 22 for National Guard (If applicable).
    - (d) All other separation documents (if applicable).
    - (e) Statements (Why out, why applicant wants in, Chart "B", "C", and "D" offenses if applicable, NJP's if applicable)
    - (f) DD-368 if actively drilling reservist.
    - (g) Verification of valid drivers license if applying for Master-at-Arms.
    - (h) Local Police check if applying for Master-at-Arms.
    - (i) Statement on what applicant has been doing since discharge for broken service, HYT, and RE-Code eligibility waivers, and if applying for Master-at-Arms.
    - (j) USMEPCOM 714 ADP with current test scores (within last two years) for ECM contact. Also proof of physical qualifications.
    - (k) **Prior service applicants that require a BUMED waiver and a Prior Service Determination, must have BUMED run and approved prior to submission to CNRC (Code 334) for the Prior Service Determination.**

- (1) **All NRD Level waiver and determinations must be completed and documented prior to submission to Commander, Navy Recruiting Command.**

**3N-6 MILITARY APPLICANT SECURITY SCREENING (MASS).** Processing personnel are required to conduct a Military Applicant Security Screening (MASS) on all applicants reenlisting into the CTI, CTM, CTO, CTR, CTT, ETS, GM, IS, MMS, MT and STS ratings. MASS interviewers **MUST** contact the appropriate rating security manager for enlistment eligibility determination for applicants who document a history of psychiatric counseling, bankruptcy and/or indebtedness. Some versions of the MASS program in the field have programming errors and do not properly flag these security risks. The Enlisted Processing Division Supervisor (EPDS) is required to perform a quality control check of all MASS printouts and sign under the interviewer's signature to verify security screening requirements have been thoroughly reviewed and applicants are qualified for further processing into ratings for which MASS is required.

**3N-7 Enlistment of Ex-Officers**

Recruiters may not solicit former officers of the Armed Forces to enlist in the Navy, and former officers will not be approved should they volunteer. However, an individual is considered non-prior service and eligible for enlistment if his or her appointment was terminated by an entry level separation in an enlisted status from Officer Candidate School, ROTC or one of the Service Academies.

**3N-8 Additional Prior Service Eligibility Requirements**

In addition to BEERS and Program eligibility requirements, prior service applicants must meet the following prerequisites.

- a. **Alcohol and/or Drug Dependency.** Level II or Level III treatment by a residential rehabilitation treatment facility while on active duty is an indicator of dependency.
- b. **Separation Documentation.** The original or certified copy of the applicant's *Certificate of Release or Discharge from Active Duty* (DD Form 214) copy four must be used to verify prior service for individuals released from active duty, and active duty for training.
- c. **Service Reenlistment Codes:** See chart on following page.
- d. **Prior service applicants that require a BUMED waiver and a Prior Service Determination, must have BUMED run and approved prior to submission to CNRC (Code 334) for the Prior Service Determination.**

**Note:** DD Form 214, Blocks 24, 26, and 27 will show characterization of service, separation code, and reentry code. An individual who received an Other Than Honorable, Bad Conduct, or Dishonorable Discharge is **not eligible** for reenlistment. BUPERINST 1900.8 provides the narrative description for each separation and reenlistment code used by the Navy.



<b>ELIGIBLE TO REENLIST:</b>	
NAVY	RE-1, RE-R1, RE-1E, RE-5, RE-7. RE-3J (USCG ONLY)
AIR FORCE	1, 1J, 1M, 1P, 1Q, 1R, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3J, 3K
ARMY	RE-R1, RE-1A, RE-1B, RE-2, RE-2A, RE- 2B, RE-2C, RE-3A
MARINE CORPS	RE-1A, RE-1B, RE-1C, RE-2A

<b>INELIGIBLE TO REENLIST WITHOUT A CNRC WAIVER:</b>	
NAVY	RE-3, RE-3B, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3L, RE-3M, RE- 3P, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3T, RE-3U, RE-3X, RE-3Y
AIR FORCE	RE-4A, RE-4B, RE-4C, RE-4D, RE-4E, RE- 4F, RE-4G, RE-4H, RE-4I, RE-4J, RE-4K, RE-4L, RE-4M, RE-4N, RSP, RGL, CJR
ARMY	RE-3, RE-3B, RE-3S, RE-3T,
MARINE CORPS	RE-3A, RE-3B, RE-3C, RE-3D, RE-3E, RE- 3F, RE-3H, RE-3J, RE-3O, RE-3N, RE-3P, RE-3R, RE-3U, RE-3W

<b>INELIGIBLE TO REENLIST WAIVERS NOT AUTHORIZED AND WILL NOT BE CONSIDERED:</b>	
NAVY	RE-2, RE-3A, RE-3C, RE-3Z, RE-4, RE-6
AIR FORCE	RE-2A, RE-2B, RE-2C, RE-2D, RE-2E, RE- 2F, RE-2G, RE-2H, RE-2I, RE-2J, RE-2K, RE-2L, RE-2M, RE-2N, RE-2P, RE-2Q, RE- 2R, RE-2S, RE-2T, RE-2U, RE-2V, RE-2W, RE-2X, RE-2Y
ARMY	RE-3C, RE-4, RE-4A
MARINE CORPS	RE-2B, RE-2C, RE-3S, RE-4, RE-4B

e. **ASVAB and AFQT**

- (1) NAVETs accessing directly into their previous rating are not required to retake the ASVAB. NAVETs reenlisting via PRISE III must retake the ASVAB, attain a minimum 31 AFQT, and be classified based on the new ASVAB line scores.
- (2) OSVETs must retake the ASVAB and must have a minimum AFQT of 31.

f. **Medical**

Military Entrance Processing Stations (MEPS) will accept a separation physical (DD Form 2808) if it is one year or less old. Compute the one year or less from the date of the separation physical to the date of delayed entry (DEP) or Direct Enlistment Reservation (DER). MEPS requires applicant to complete a new *Report of Medical History*, DD Form 2807-1.

g. **Reserves**

- (1) **Clearance and Discharge.** Department of Defense policy requires that an individual be discharged from a Reserve component before enlisting in another Armed Service. Recruiters must first obtain clearance from the Reserve component, allowing the individual to process for enlistment in the gaining service. Use the *Request for Discharge or Clearance from Reserve Component*, DD Form 368, for this transaction.
- (2) **Applicability.** Use DD Form 368 to enlist any applicant in the following Reserve categories (including National Guard or Air National Guard):
  - (a) Reservists serving part of an initial 8-year military obligation in the Selected Reserve (drill pay status), Individual Ready Reserve (IRR) (non-pay drilling status or non-pay not drilling status) or Standby Reserve Active (SI) (non-pay not drilling status).
  - (b) Reservists who have completed their statutory 8-year military obligation and are currently members of the Selected Reserve, Individual Ready Reserve, or Standby Reserve Active.
- (3) **Counseling.** Recruiting personnel must counsel applicants who are members of a Reserve drilling program that they are required to maintain satisfactory participation in their unit until they are discharged. An approved DD Form 368 from a Reserve unit does not relieve members from their drilling responsibilities. The DD Form 368 is approval for release contingent upon shipping to boot camp. This statement applies to those who have an active reserve obligation under their initial enlistment. Members who affiliated of their own free will and have met all active obligations from initial enlistment, are relieved of the obligation once the release is obtained.
- (4) **Reserves.** Applicants who have not received proper clearance (DD Form 368) may not be reenlisted (shipped). No waivers may be granted. However, program reservations can be made through the Delayed Enlistment Reserve (DER) Program. All applicants who are actively drilling or have a remaining

MSO in the IRR must be enlisted via the DER Program. Waivers for time in rate may be requested from CNRC (Code 334).

### 3N-9 Transient Personnel Unit (TPU)

**Briefing.** NAVETs must sign the following NAVPERS (Page 13) statement:

\_\_\_\_\_: **I, (name), understand that I will be ordered to the Transient Personnel Unit (TPU) nearest my point of enlistment. I understand that I am authorized to travel via privately owned vehicle (POV) or transportation provided by the MEPS. TPU personnel will do uniform outfitting and administrative processing, including overseas screening of myself and my family members, if required. It is within my best interest to bring previously purchased, fully serviceable uniforms items with me to TPU to avoid unnecessary expenses.**

\_\_\_\_\_: **I understand that average processing time could take up to 60 days or longer.**

\_\_\_\_\_: **I understand that my sea/shore rotation starts again on my enlistment date as if this were my first enlistment.**

\_\_\_\_\_: **I understand I will be made available for worldwide assignment. Because Veterans remain at the TPU for a limited time, I will have limited negotiations with my rating detailer concerning duty station assignment.**

\_\_\_\_\_: **I, (name), understand that family members are not authorized to accompany service members to training schools that are less than 20 academic weeks or on TAD orders.**

\_\_\_\_\_: **I, (name), understand that I must bring a completed Direct-Deposit Sign-Up Standard Form 1199A to TPU for use in establishing the Master Military Pay Account.**

Witness \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### 3N-10 DD Form 214 and Separation Documents.

If the original or a certified copy of DD Form 214 page 4 is not available, or evidence of alteration exists:

- a. Advise NAVETs who are drilling reservists, and those who were discharged as USN or USNR within the past 6 months that a certificate or duplicate of their last separation document may be requested from the Chief of Naval Personnel (Pers-82).
- b. For all other Veterans, the RZ Recruiter Coordinator should obtain a certified copy of DD Form 214 from the Navy Recruiting Command Liaison Team, National Personnel Records Center, St. Louis, MO. Submit all requests via automatic telecopier at: Comm: (314) 538-3111. If the Liaison Team writes that DD Form 214 has not been issued or is not on file, an acceptable alternative is a *Statement of Service* (NA Form 13041), *Active Duty Report* (DD Form 220), or Administrative Remarks page from detaching activity delineating information pertinent to reenlistment (prior paygrade, total active duty service, date of discharge or release from active duty, character of service, etc.).
- c. Verify prior service through the Prior Service Enlistment Eligibility (PSEE) system.
  - (1) Designated personnel at each NRD must inquire by telephone to the PSEE System, Defense Manpower Data Center (DMDC), Monterey, California, at

(408) 357-4131 (within California, 800-682-4852) between the hours of 0700 and 1600, Pacific Time.

- (2) The authorized user must provide the following information to the PSEE System operator before the system can be accessed for reenlistment eligibility information:
- Authorized user's name, organization, access code, and last four digits of user's SSN.
  - Prior service applicant's SSN, first four letters of last name, separation date, and branch of service from which separated.
- (a) If reenlistment eligibility information is in the file, the PSEE System operator provides a 1-digit Interservice Reenlistment Eligibility Code (IRE) and a 2-digit Interservice Separation Code (ISC). Upon specific request, the 1 or 2 character Reenlistment Eligibility Code (RE-Code) will be provided for NAVETs only. The IRE is a 1-digit extract of the 2-character RE-code, which is assigned by the separation service. The ISC is a 2-digit code that gives the reason for separation (See Exhibit 3-22).
- (b) All of the following IRE and ISC conditions must be met to be eligible for reenlistment:
- The IRE must be "1" which is interpreted as immediately eligible for reenlistment at time of separation.
  - NAVETs separated E-3 and below with RE-3R Reenlistment Code; IRE must be IRE-3.
  - The ISC must be 01 through 08.
- (c) If reenlistment eligibility information is not in the file, the PSEE System operator provides a "not in the file" response. Do not interpret this response to mean that the prior service applicant was not recommended for reenlistment. Reenlistment eligibility information for prior service applicants may not be in the PSEE System file for any number of reasons, e.g., entry errors, delays in entry, erroneous applicant data, etc. Since the individual services submit reenlistment eligibility information to the PSEE System on a monthly basis, information may not be available for approximately 45 days after the applicant's date of separation.
- (d) For applicants who were recently separated and no reenlistment eligibility information is available from the PSEE System, the NRD Commanding Officer should send a Naval message to the NAVET's separation command requesting RE-code information to preclude delays that may cause the NAVET to go over the continuous service period.
- (e) Compromises of PSEE access codes and/or eligibility information must be reported to the Manager, Recruit System, Defense Manpower Data Center (DMDC), Monterey, CA by telephone (800) 538-5916, or if within California (800) 682-4825) within 24 hours after occurrence. Information on the compromise must include corrective action initiated

by the command in which the compromise occurred to preclude any recurrences. The NRD must also notify the Navy Liaison Officer, DMDC by telephone (408) 375-4131. To prevent any further misuse of the PSEE System, send a letter explaining the conditions surrounding the compromise and actions initiated to CNRC (Code 356) within 2 working days following the occurrence.

- (f) CNRC will provide a letter to the Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA 93940, Attention: Manager, Recruit System with an information copy to OASD/MM&PP (Accession and Retention), Pentagon, Washington, DC 20350, Attention: Director, DOD Accession Policy within 5 working days following the occurrence.

### 3N-11 DD Form 368

- a. Complete *Request for Discharge or Clearance from Reserve Component*, DD Form 368, as follows:

<b>Request for Discharge or Clearance From Reserve Component, DD Form 368</b>		
Section of DD Form 368	Item #	Directions
Section I, Request for Clearance	1	Completed by the Reserve Unit
	2	Completed by the Recruiting Office
	3	Completed by the Member and Reserve Unit and signed by the transferring member
Section II, Approval/Disapproval of Clearance	5-6	Completed by the Reserve Unit and signed by the command representative
Section III, Notice of Enlistment	7-12	Completed by the Recruiting Office and signed by the recruiting official

- b. Prepare an original plus three copies of DD Form 368. Forward DD Form 368 to the reserve unit Commanding Officer when the applicant is in a drill status. Forward the original and three copies to the applicable Reserve or Guard unit. The Reserve or Guard unit keeps one copy and returns the original with two copies. If cleared for discharge:
- (1) File the original DD Form 368 in the applicant's service record upon enlistment.
  - (2) Forward a copy of DD Form 368 and DD Form 4 to the Reserve or Guard unit so that discharge processing can be completed and the service/health records can be forwarded to the initial duty station identified on DD Form 368. When time permits, the member should be provided the service and health records in order to carry these records to the first duty station.
  - (3) File the remaining copy in the residual file.
- c. While a clearance is not required prior to enlistment when the applicant is in a non-drill, non-pay status, a completed DD Form 368 and a copy of the *Enlistment/Reenlistment Document - Armed Forces of the United States* (DD Form 4) must be submitted for reserve discharge processing. Prepare an original and 2 copies (complete Section I Blocks 3, 4, 5, and Section III). The NRD CO endorses

the reverse, indicating the date of enlistment, the number of years for which enlisted, and the identity of the initial duty station.

- (1) Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the appropriate address below so that discharge may be processed and the service and health records can be forwarded to the initial duty station identified on the DD Form 368.
- (2) File one copy of the DD Form 368 in the applicant's service record and one copy in the residual file.

#### Addresses

##### USNR

Commanding Officer  
Naval Reserve Personnel Center  
(Code 40)  
New Orleans LA 70149

##### USAR

Commander, U.S. Army  
Reserve Component  
(Attn: AGUZ-PAD-ST)  
Personnel Administration Center  
9700 Page Blvd  
St. Louis MO 63132

##### USAFR

Commander  
Air Force Reserve Personnel Center  
Code DPAD  
Denver CO 80280-5000

##### USMCR

Director  
Marine Corps Reserve Support  
Center  
10950 El Monte  
Overland Park KS 64131

##### USCGR

Commandant (GRA/82)  
Coast Guard Headquarters  
400 7<sup>th</sup> St SW  
Washington DC 20590

##### Army and Air National Guard

Mail to the Adjutant General of the  
state in which the National Guard  
unit is located.

- (3) NRD Commanding Officers must notify the appropriate Commander Naval Reserve Readiness Command Region or Commanding Officer, Naval Air Reserve Unit when an individual with USNR obligation has been found not physically qualified for enlistment or reenlistment.

### 3N-12 Enlisted Service Record

- a. Distinctively mark the Enlisted Service Record (NAVPERS 1070/600) by stamping or writing "NAVET" or "OSVET" on the front cover.
- b. Because information concerning educational achievement is used for a variety of reasons during an individual's service career, prior service personnel should be encouraged to obtain documentation of their educational achievements to include in their service record.

### 3N-13 Processing Information and Recommendations.

Review the following information with each veteran to help them prepare for processing into the Navy.

- a. Because time is required to open a Navy pay record at processing activities, members should take enough personal funds for miscellaneous living expenses for approximately 2 weeks after arrival at the processing activity. A minimum of \$150.00 is recommended.

- b. Regular travel and/or advance pay will not be paid upon arrival.
- c. Because uniform issuing and tailoring require time, members should take appropriate civilian clothes for admittance to Navy exchanges, open and closed messes, and service clubs.
- d. Dependents will not accompany members to processing activities. Processing activities have no temporary dependent quarters. Also, members will not be reimbursed for dependent travel to processing activities. Remind the veteran that the first payday cannot be expected for at least 2 weeks after arrival at the processing activity.
- e. NAVETs and OSVETS who are traveling via POV must conform to Naval Training Center/Naval Station regulations which require current vehicle registration, liability insurance, and valid operator's (driver's) license.
- f. NAVETs should bring
  - Navy Occupation/Training and Awards History (NAVPERS 1070/604)
  - History of Assignment (NAVPERS 1070/605)
  - Any and all serviceable uniform items
  - Direct Deposit System sign-up forms.

**3N-14 Travel Information Card (NAVPERS 7041/1).** The reenlistment coordinator or other designated NRD support personnel must ensure that all NAVETs or OSVETS enlisted or reenlisted complete a *Travel Information Card* (NAVPERS 7041/1) before departing the MEPS at which enlistment or reenlistment was effected. Specific instructions for completion and disposition of NAVPERS 7041/1 are in the Financial Management Handbook (NAVPERS 15892).

**3N-15 Additional Prior Service Reenlistment Waivers.** Request waivers per 2B.

a. **BEERS and Program Waivers**

- (1) BEERS and program requirements apply to the applicant's entire life. All waivers, including waivers granted in previous enlistments, must be reconsidered and waived again. Document all waivers on DD Form 1966.
- (2) Should an additional waiver be required, the level of waiver authority is based on the applicant's cumulative record. Example: Applicant received a CO, NAVCRUITCOM waiver for one Chart C conviction (DUI) on his first enlistment. While in the service he receives another DUI. Two years later he gets out with an RE-1 code. Before he can reenlist in the Navy in the AEF/ATF Program, he will need:
  - (a) If otherwise qualified for the AEF/ATF Program, a program waiver from CNRC (Code 334).
  - (b) A CNRC full kit BEERS waiver for two behind the wheel alcohol-related offenses.

b. **Separation Documentation.** No waiver is authorized if the veteran's reenlistment code cannot be verified through the PSEE system, a *Statement of Service* (NA Form 13041), *Active Duty Report* (DD Form 220), or Administrative Remarks page from the veteran's detaching activity, and the original/certified copy four of DD Form 214 is not available.

## 30 Buddy Program

### 30-1 Program Information

The Buddy Program provides for the enlistment of small groups of not more than **four** male individuals or **four** female individuals who wish to remain together for as long as possible during their enlistment. The program should be conducive to stimulating enlistments among high school graduates and others from a local area, and assists enlistees during the transition period of adjustment from civilian status to military status. The length of mutual assignment is determined by the respective category in which each individual is enlisting. Individuals within a buddy group must all be assigned to the same category. Mixing categories within a buddy group is not authorized. Mutual assignment is made in only one of two categories:

- Recruit training only.
- Recruit training and assignment to initial duty station.

### 30-2 Categories

- a. **Buddies Through Recruit Training Only.** Enlistment in this category is restricted only in that all individuals start recruit training on the same date. Any mixture of enlistment programs is authorized. Recruiters should make clear that recruit training is for approximately 8 weeks and does not include subsequent apprenticeship training. **Because of distribution and assignment constraints, women are eligible for this category only.**
- b. **Buddies Through Recruit Training and Assignment to Initial Duty Station. Women are not eligible for this category.** All applicants enlisting in this category **must** be enlisted in the Seaman/Airman/Fireman Program and within the same apprenticeship except as indicated below. Applicants must be enlisting in the same branch and class of the Navy (Example: All USN or all USNR.)
  - (1) Buddy groups may consist of Seaman and Fireman apprenticeships only (that is, **no** Airman apprenticeship may be enlisted *Buddy* with anyone in the Seaman or Fireman apprenticeships for assignment to initial duty station). Seaman and Fireman in a buddy group may not undergo apprenticeship training together, although they will receive orders to the same initial duty station.
  - (2) Buddy groups may consist of Airman apprenticeships only.
  - (3) No expressed or implied guarantee may be made that buddies will not be separated by transfers after reporting to their initial duty station.

### 30-3 Restrictions on the Buddy Program

- a. No buddy group may consist of more than **four** individuals.
- b. No buddy group may consist of more than **two** individuals when assignment to initial duty station is guaranteed.
- c. All members of any one buddy group must be enlisted on the same day at the same Military Entrance Processing Station (MEPS) and arrive at the same RTC together.



- d. Applicants enlisting under the Subfarer option will not be permitted to enlist under the Buddy Program for guaranteed assignment to an initial duty station. They may, however, undergo recruit training together.
- e. Because recruit companies are all-male and all-female, buddy groups must be all-male or all-female.

### 30-4 Documentation

NAVCRUIT Form 1133/52 is used to delineate basic program and service guarantees.

### 30-5 Separation by Extenuating Circumstances

All applicants enlisting under this program are assigned to the same recruit company, and initial duty station as guaranteed within this program. However, recruiters must explain to all who enlist in the Buddy Program that extenuating circumstances may require that they separate during or subsequent to, the recruit training period because of:

- a. Sickness or other medical reasons.
- b. Failure to show satisfactory progress in recruit training or apprenticeship training.
- c. Failure of one or more of the group to meet minimum requirements for regular recruit training or apprenticeship training.
- d. Change in coast of choice by any member of the buddy group.
- e. Failure to meet minimum water survival qualifications.
- f. Acceptance in another program that requires a different flow of duty assignment between completion of recruit training and first duty station (for example, if member enlists in the Seaman/Airman/Fireman and Buddy Programs for guaranteed assignment to initial duty station and subsequently elects to extend his enlistment during recruit classification to be eligible for assignment to Class "A" School).
- g. Request of any member of a buddy group to be dropped from the buddy group. Guarantees remain in effect for the other members of that particular group of buddies.
- h. Other circumstances resulting in a delay during or subsequent to recruit training.

### 30-6 Reports of Buddy Separation

- a. **Procedures.** Occasionally information is received by recruiters that an applicant enlisted under this program is prematurely separated from the other individuals of his or her Buddy group. Navy Recruiting Station or NRD personnel to determine whether the separation was justified, or related in cause to the factors in 30-5, or the result of administrative error must expeditiously verify such information. When the separation was because of administrative error, personnel of the applicable NRD should initiate corrective action. In this regard, direct liaison with RTC Recruit Coordinating Office personnel is encouraged. If the NRD cannot resolve the matter, or if communication with an Enlisted Programs Officer (EPO) or Chief of Naval Personnel is required (i.e., different initial assignment orders have been received) request assistance from CNRC (Code 33).
- b. **Prevention.** To prevent such situations, recruiters should counsel all applicants enlisted in the Buddy Program concerning action to take when a recruit believes he

or she has been wrongfully separated from his or her buddies. Such counseling should include:

- (1) The importance of reporting to the Liaison Petty Officer as soon as possible after arriving at RTC the fact that of being separated from his or her buddies.
  - (2) That in cases of different assignments to recruit companies the recruit should notify the receiving officer.
  - (3) That in case of receiving orders to different duty stations the recruit should notify his or her Company Commander.
- c. **Review.** Prior to the recruits' departure from MEPS on the day of enlistment, the MEPS Liaison Petty Officer or other NRD designated personnel must physically review NAVCRUIT 1133/52 to ensure that the annex has been correctly completed.

### 3P Navy Music Program (MU)

#### 3P-1 General

- a. This program provides for enlistment in the Delayed Entry Program (DEP), and for immediate enlistment/reenlistment of qualified male and female applicants with guaranteed training for ultimate assignment to official Navy *Fleet bands* both afloat and ashore. Qualified candidates are enlisted in the regular Navy, and attend MU "A" School upon completion of recruit training. Application and assignment procedures for *premier bands* (*Special- Duty Assignments*) are listed separately in paragraph *h*. **The United States Navy Band**, Washington, DC and the **U.S. Naval Academy Band**, Annapolis, Maryland are designated premier bands. **NOTE:** Applicants cannot enlist/reenlist for the MU Rating without prior approval of Commander, Navy Personnel Command (PERS-64).
- b. Due to fluctuating NEC (instrument) accession requirements within the rating, initial contact with the MU Detailer (PERS-64) is encouraged. Additionally, **contact the Detailer at anytime for help and assistance in the recruitment of MU applicants.**

Head, Navy Music Program  
Navy Personnel Command (PERS-64)  
5720 Integrity Drive  
Millington, TN 38055-6400  
PH: 901-874-4314/16 Fax - x2614

#### 3P-2 Eligibility

##### a. Application/Audition Procedures

- (1) Applicants' musical qualifications are determined by an on-site *performance audition*.
- (2) Contact the nearest official Navy Band or the School of Music to schedule an audition. Also, contact the MU Detailer for additional assistance as desired. Audition sites are listed in paragraph *e*.
- (3) Following the audition, applicants' performance report, application for the Navy Music Program (NAVPERS 1130/11), and any pertinent *Letters of Recommendation* (not required) are forwarded to Navy Personnel Command (PERS-64). For *Vocal candidates*, also forward a current *full-length photo* and recent *cassette recording* of the applicant performing at least THREE selections of varying styles. Except for application packages on *Vocalists*, all others may be faxed to COMNAVPERSCOM in order to reduce Recruiters' processing time. PERS-64 can usually provide a two-hour turn around on faxed applications received during normal working hours. After processing, PERS-64 will fax letters of approval/disapproval to the appropriate NRS.

##### b. Technical Qualifications

- (1) **Performance Ability.** Applicants must demonstrate competent performance ability on a major instrument, and basic knowledge and performance ability

on secondary (minor) instruments, where required. The following lists primary NECs and their secondary, where applicable:

(NEC)	Major Instrument	Minor Instrument
(3801)	Flute	Saxophone
(3802)	Oboe	None
(3803)	Clarinet	Saxophone
(3804)	Bassoon	None
(3805)	Saxophone	Clarinet or Flute *
(3806)	Trumpet	None
(3807)	French Horn	None
(3808)	Euphonium	Trombone
(3809)	Trombone	None
(3811)	Tuba	None
(3812)	Guitar	Note <u>1</u>
(3813)	Percussion	None
(3814)	Piano/Keyboard	Note <u>1</u>
(3815)	Electric Bass	Note <u>1</u>
(3825)	Voice (Vocalist/Entertainer)	Note <u>1</u>

**Note 1:** Guitar, keyboard, electric bass instrumentalists, and vocalists receive basic skills instruction in *Percussion Techniques* during “A” School, and *perform* on auxiliary percussion instruments for ceremonial, parade and similar performance requirements (bass drum, cymbals, *Latin-percussion*, etcetera).

**\* Determined by Commander, Navy Personnel Command, based on current manning requirements.**

(2) **General skills/knowledge requirements**

- (a) *All applicants:* Demonstrate a working knowledge of major and minor scales, common key signatures, and fundamental music notation and terminology. All applicants are required to perform one solo of their choosing.
- (b) *All Woodwind, Brass and Percussion (Snare and Drum Set) Instrumentalists:* Ability to SIGHT-READ “first chair” parts of intermediate to difficult concert and stage band literature at a reasonable level.
- (c) *Keyboard, Guitar and Electric Bass Instrumentalists:* Working knowledge of *chords* and common *chord symbols*; ability to perform *standard* and currently popular, *contemporary* styles. Ability to SIGHT-READ single line and chord changes from standard sheet music. Keyboard applicants must also be able to SIGHT-READ standard *grand staff* piano music.
- (d) *Percussionists:* Perform, on snare, the *26 rudiments* with rolls in both

open and closed positions. On drum set, demonstrate an ability to perform *standard* and currently popular, *contemporary* styles.

- (e) *Vocalist/Entertainer*: Must have an extensive repertoire and be able to perform *standard* and currently popular, *contemporary* styles. Ability to SIGHT-READ lead lines from standard sheet music. Must have professional performing experience as a *front-line* entertainer. Although not required, an ability to perform basic *accompaniment* styles on keyboard or guitar is preferred.

\* Applicants for *Vocalist/Entertainer* may use taped accompaniment or *music-minus-one/karaoke*-type tapes to perform prepared material, if desired. When taped music is not used, an accompanist (pianist or combo) will be provided for the audition. Applicants must bring piano *lead-sheets/vocal charts* of music to be performed with an accompanist.

**c. Auditions Conducted At Government Expense**

- (1) Applicants' NRDs are responsible for funding travel in conjunction with an audition. TRs, TEMADD orders and government transportation and berthing (on-site) may be utilized in transporting an applicant to an out-of-area audition site. However, to conserve Navy travel funds, only those candidates who demonstrate a reasonable ability to qualify should be authorized auditions at government expense. Commander, Navy Personnel Command, must approve all requests for government-expense auditions. Procedures:

(a) Complete preliminary processing in accordance with Chapter 2 of this manual.

(b) Submit candidate's *Application for the Navy Music Program* (NAVPERS 1130/11), along with two or more *Letters of Recommendation*, to Navy Personnel Command (PERS-64) for use in determining if an audition is warranted. For *Vocal candidates*, also forward a current ***full-length photo*** and recent ***cassette recording*** of the applicant performing at least THREE selections of varying styles.

- d. **Auditions Conducted At No Expense To The Government.** Auditions conducted at no expense to the government do not require "prior approval," and may be coordinated directly with the audition site. However, audition supervisors and the MU Detailer are available at anytime to conduct preliminary screenings over the phone to help recruiters and applicants determine if an audition is *warranted*.

e. **Official Audition Sites**

Naval Academy Band  
U.S. Naval Academy  
101 Buchanan Rd.  
Annapolis, MD 21402-5080  
410-293-3282

ATLANTIC Fleet Band  
Hdqtrs, U.S. ATLANTIC Fleet  
1562 Mitscher Ave., Ste. 250  
Norfolk, VA 23551-2487  
757-444-6777

CINCSOUTH Band  
Hdqtrs., Allied Forces Southern  
Europe  
PSC 813, Box 155  
FPO AE 09620-0155  
011-39-081-721-2106

Navy Band Great Lakes  
Building 150  
2815 Barry Place  
Great Lakes, IL 60088-5024  
847-688-4760/64/79

Navy Band Southeast  
PO Box 62  
Naval Air Station Jacksonville  
Jacksonville, FL 32212-0062  
904-542-5611/16/21

Navy Band Mid-South  
NSA Mid-South  
5720 Integrity Drive  
Millington, TN 38053-5054  
901-874-5784/85

Navy Band New Orleans  
NSA (Code-07)  
2300 General Meyer Avenue  
New Orleans, LA 70142-5007  
504-678-2790/91/92

Navy Band Northeast  
Naval Station Newport  
348 Easton Street  
Newport, RI 02841-1516  
401-841-2479/2506

PACIFIC Fleet Band  
380 Neville Way  
Pearl Harbor, HI 96860-4910  
808-474-4151

Navy Band Southwest  
NAS North Island  
Box 357021  
San Diego, CA 92135-7021  
619-545-6478/98

Navy Band Northwest  
1103A Hunley Road  
Silverdale, WA 98315-1103  
360-315-3447/48/52/55

SEVENTH Fleet Band  
PSC 473 Box 86  
FPO AP 96349-2911  
011-81-616-043-7319/5096

SIXTH Fleet Band  
PSC 817 Box 47  
FPO AE 09622-0047  
011-39-081-568-5237/5335

U.S. Navy Band  
617 Warrington Ave. SE  
Washington Navy Yard, D.C. 20374-5054  
202-433-2864/6107

School of Music  
1420 Gator Blvd.  
Norfolk, VA 23521-2617  
757-462-7505

**3P-3 Entry Level Paygrade Authorizations**

- a. *High school graduates: E-2 upon entry to active duty.*
- b. *With two or more years of college: E-3 upon entry to active duty. Additionally, college graduates with a 4-year degree or higher are authorized immediate advancement to MU3 (E4) upon completion of MU "A" School.*

NOTE: Qualify applicants under the *Advance Paygrade Authorizations* found in Chapter 4F.

**3P-4 Application For Assignment To Navy Premier Bands**

- a. The *United States Navy Band*, Washington, DC is a special-duty *Presidential-support* command, and the *U.S. Naval Academy Band*, Annapolis, MD is a special-duty activity in support of the Navy's military academy. Members of these *premier bands* are selected from only the Navy's top performing Fleet musicians, and from among the very *best* civilian musicians in the country on the basis of a competitive, on-site audition conducted by the individual bands. Selection for, and assignment to, the *U.S. Navy Band* and *U.S. Naval Academy Band* is determined on a preferential basis from among those candidates applying for specific vacancies. These vacancies are announced as they occur. Audition dates are then published to the Fleet and in civilian trade papers by the respective Officer in Charge.

Applicants interested in auditioning specifically for openings published for the U.S. Navy Band may write or call:

**Audition Supervisor  
United States Navy Band  
Washington Navy Yard Bldg 105  
901 M Street SE  
Washington, DC 20370-5054  
Phone: 202-433-2840/6107**

Applicants interested in auditioning specifically for openings published for the U.S. Naval Academy Band may write or call:

**Audition Supervisor  
U.S. Naval Academy Band  
101 Buchanan Road  
Annapolis, MD 21402-5080  
Phone: 410-293-3282/1260**

- b. **Notes Regarding United States Navy Band Accessions:**

- (1) Civilian applicants selected for assignment to the U.S. Navy Band do not attend "A" school or Apprenticeship Training, but report for duty upon completion of Recruit Training.
- (2) The MU designator is assigned upon completion of Recruit Training.
- (3) Personnel selected for assignment to the U.S. Navy Band are required to complete a "Yankee White" background and security clearance in accordance with SECNAVINST 5312.12 series. Applicants with known/suspected disqualifying background information should not be processed until first contacting the U.S. Navy Band.
- (4) Personnel selected for assignment to the U.S. Navy Band are authorized advance paygrade enlistment at E-6(MU1), effective upon completion of recruit training.

c. **Notes Regarding U.S. Naval Academy Band Accessions:**

- (1) Civilian applicants selected for assignment to the Naval Academy Band do not attend "A" School or Apprenticeship Training, but report for duty upon completion of Recruit Training.
- (2) The MU designator is assigned upon completion of Recruit Training.
- (3) Personnel selected for assignment to the Naval Academy Band are authorized advanced paygrade enlistment at E-5 (MU2), effective upon completion of recruit training.

**3P-5 NAVCRUIT 1133/52 (Annex To Enlistment/Reenlistment Document - Armed Forces Of The United States (DD Form 4)).** This form provides the service and training *guarantee annex* to the DD Form 4 for enlistments/reenlistments in the Navy, and must be prepared in accordance with this manual. When applicants are approved for enlistment as an MU, PERS-64 will attach a sample 1133/52 to the Commander, Navy Personnel Command *authorization letters*. These examples will list the applicable guarantees. See Exhibit 3-23 (three different forms).



### 3Q U.S. Naval Academy Preparatory School

#### 3Q-1 Program Information

- a. The U.S. Naval Academy Preparatory School (NAPS) Program provides for the enlistment in the Naval Reserve 3YO Program of Naval Academy candidates who meet the requirements.
- b. The candidate selection and notification process is normally completed by late May of each year. The Superintendent, U.S. Naval Academy sends an individual letter to the accepted candidate (with copy to CO, NRD), providing authorization and instructions. The candidate must telephone the nearest NRD to allow enlistment processing before a date established by the Naval Academy and no later than a 10 July deadline.
- c. The NRD schedules any pre-enlistment requirements and all appropriate planning for the enlistment ceremony (before the 1 July enlistment date deadline). The letter of selection will include an information packet with instructions to the candidate and additional instructions for enlistment processing by the NRD. Also included are forms and active duty order blanks to be completed upon enlistment of the candidate.
- d. Candidates provide for their own transportation at their expense for all pre-shipping processing unless the NRD or local recruiter desires to provide such transportation for the candidate.
- e. NAPS enlistees are not counted toward goal requirements contained in CNRCNOTE 1133, Recruiting Goals and Policy.

#### 3Q-2 Enlistment Processing

If a candidate intends to accept the NAPS nomination, the NRD Enlisted Programs Officer schedules enlistment processing for the 3YO Program (Delayed Active Duty), subject to the following modifications:

- a. **ASVAB Test.** Not required.
- b. **Physicals.** No physical exam is required. Individuals have been found medically qualified by the Department of Defense Medical Review Board.
- c. **Enlistment with Advanced Paygrade.** NAPS candidates are enlisted in the Seaman Apprenticeship (i.e., SR, SA, or SN) and are authorized to be enlisted E-2 or E-3 if qualified per 4C, **Advanced Paygrade.**
- d. **Police Checks and Entrance National Agency Check (ENTNAC).** These investigations are required for NAPS candidates.
- e. **Special Situations.** Any questions that cannot be resolved at the NRD level (such as moral waivers or applicants found not eligible for enlistment for any other reason) must be directed to the Naval Academy Guidance Office phone (410) 293-1840 or Toll Free (800) 638-9156 in CONUS other than the State of Maryland).
- f. **Forms**
  - (1) The NRD retains for 4 years one copy of all the following enlistment documents in a residual file.
    - (a) *Record of Military Processing - Armed Forces of the United States* (DD Form 1966), completed per 5B-2.

- (b) *Enlistment/Reenlistment Document* (DD Form 4), completed per 5B-9.
  - (c) *Administrative Remarks* (NAVPERS Form 1070/613), Page 13 entries provided with the Naval Academy letter of selection. No other Page 13 entries are required.
  - (d) *Dependency Application/Record of Emergency Data* (NAVPERS 1070/602) Page 13 entries provided with the Naval Academy letter of selection. If no NAVPERS 1070/602 is attached or if the form is lost, complete a Record of Emergency (DD Form 93) per 5B-8.
  - (e) Eight copies of the active duty orders, prepared using order blanks provided with the letter of selection. Forward one copy of the active duty orders to Superintendent, U.S. Naval Academy (Attention: Candidate Guidance Office), Annapolis, Maryland 21402 and one copy to NAPS School, Naval Education and Training Center (NETC) Newport, Rhode Island 02841.
- (2) Complete and mail a *Travel Information Card*, (NAVPERS 7041/1) per BUPERS Instruction 7040 series (Subj: Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy), Financial Management Guide)).
  - (3) All enlistment documents prepared, except the copies of documents retained in the residual file, are retained in the Enlisted Service Record and forwarded to the Commanding Officer, Personnel Support Detachment (PSD), NETC, Newport, RI 02841. Authority has been delegated to that activity to correct administrative/clerical errors discovered on the enlistment documents, including the paygrade of the member. When the original enlistment documents are verified and corrected, where appropriate, PSD, Newport, RI sends them directly to the Chief of Naval Personnel (Pers-31) for creation of the microform personnel record.

### **3Q-3 Reporting Enlistment**

After the candidate is enlisted, the NRD must immediately report the enlistment by phone to the Naval Academy Candidate Guidance Office. The NRD must also ensure that the provisions of this manual are closely followed when processing 3YO enlistments through the Military Entrance Processing Station.

### **3Q-4 Transportation and Execution of Active Duty Orders**

- a. All applicant travel arrangements will be made to Providence, RI, interconnecting with Newport AREA to Newport, RI. Direct travel inquiries to:

Administrative Assistant  
Naval Academy Preparatory School  
Naval Education and Training Center  
Newport, RI 02841  
Phone: Comm: (401) 841-2692/3/4  
Autovon: 948-2692/3/4

- b. NAPS candidates are authorized to travel by private automobile to Newport. They are reimbursed for mileage allowance after reporting to Newport. If the candidate wants transportation provided by the U.S. Government, complete a U.S.

Government Transportation Request (TR) using accounting data provided in the active duty orders. Ensure that TR information is stamped or typed on the original and all copies of the active duty orders.

### **3R Broadened Opportunity for Officer Selection and Training (BOOST) Program**

#### **3R-1 Program Information**

- a. The BOOST program, as a direct civilian input source, no longer exists. Selection to BOOST, for non-active duty applicants, now occurs as an adjunct to the Naval Reserve Officers Training Corps (NROTC) selection process. NROTC applicants, especially those with marginal qualifications, are considered for and should be made aware of the possibility of selection to BOOST. Successful completion of BOOST ensures a follow-on NROTC scholarship. Any future applicants interested in BOOST must meet NROTC eligibility criteria and submit a completed application for NROTC consideration per CNRCINST 1131.2.
- b. Chief of Naval Education and Training (CNET) notifies applicants of their selection to BOOST. Notification includes the phone number of the nearest Military Entrance Processing Station (MEPS) for processing.

#### **3R-2 Procedures**

The following standard procedure is used for processing BOOST Track II selectees.

- a. MEPS fingerprints each BOOST applicant and forwards the prints to the FBI.
- b. CNET sends the SF 86 to applicants in their package and has them fill it out and bring it to the MEPS on processing day. MEPS initiates the automatic Entrance National Agency Check to applicants' packages. Navy Liaison signs the MEPS ZHM 00-3/31 report on each BOOST applicant.
- c. MEPS administers an abbreviated preenlistment interview (PEI), with briefing on DOD separation policy, and checks for a valid SSN and a notarized copy of a birth certificate or naturalization papers. On PEI question 3, change *MEPS* to *DODMERB*, and delete question 4.6 (ASVAB test). If there is a disclosure made, or any physical impairment is noted, MEPS will call the BOOST School at (401) 841-3731 for a verbal waiver.
- d. MEPS issues orders and arranges for transportation to BOOST School, Naval Education and Training Center (NETC), Newport, RI.
- e. MEPS bills CNRC for any meals and lodging. MEPS will include the Military Traffic Management Command (MITMC) emergency phone number for transportation problems.
- f. MEPS completes a *Record of Emergency Data* (DD Form 93) for each applicant.
- g. MEPS completes a standard Enlistment contract (DD Form 4-1/2) with BOOST Guarantee Program Annex for the applicant. (See Exhibit 3-24.) Applicants report to the MEPS with their medical records (DODMERB physical). The Navy Liaison office is responsible for initiating a local police check if the situation warrants it.
- h. Copies of the service record with original and yellow copy of contracts along with the other documents, are placed into a sealed envelope and sent with the applicant.

Other forms or documents not sent with the applicant are forwarded to:  
Commander NETC, Newport, RI, Attn: BOOST Code 311.

**3R-3 CNET Contact**

The CNET point of contact for BOOST matters is Mr. Gary Patton, DSN 922-4020 or commercial, (904) 452-4020.

### **3S Enlistment Bonus Program**

#### **3S-1 Program Information**

- a. The purpose of the Enlistment Bonus (EB) Program is to stimulate enlistments in programs characterized by chronically inadequate volunteer levels. The EB Program is effective for eligible personnel enlisting in eligible Regular Navy or Naval Reserve ratings/programs specified in 3T-2. An individual is entitled to only one EB. An individual will not be paid an EB and reenlistment bonus for the same period of military service. The EB does not affect subsequent entitlement to Selective Reenlistment Bonuses (SRB) based on periods of additional obligated service acquired by reenlisting for qualifying extensions of enlistment.
- b. The EB Program is flexible; therefore, the amount of the bonus, qualifying terms of enlistment, and eligible programs are subject to change depending on Navy's manpower requirements. However, advance notification of any changes to qualifying programs will be made in a timely manner. Enlistments for the EB Program are limited by quotas, which are controlled by CNRC (Code 3541).

#### **3S-2 Enlistment Programs that Qualify for Enlistment Bonus**

- a. The award levels for the EB Program are in BUPERS messages (Subj: Enlistment Bonus) which is forwarded by CNRC, Code 3541. All applicants in these ratings/skills are eligible, unless specifically precluded by their program. The award level associated with each rating/skill applies to all **new contracts** written on or after the effective date of the current BUPERS message.
- b. Applicants enlisting into eligible four or five year programs must agree to extend their enlistment by 12-months if they accept the bonus. GENDET applicants are not required to extend their enlistment obligation to be eligible for EB.

#### **3S-3 Eligibility**

- a. The EB is paid to designated individuals enlisting in the Regular Navy or Naval Reserve in a program listed in 3T-2a and who meet the following requirements:
  - (1) Be either HSDG or HSG as defined in paragraph 2H.
  - (2) Successfully completing the required course(s) of instruction leading to designation in the rating in which enlisted, and earning the appropriate NEC for EB entitlement if required.
  - (3) Signing an Agreement to Extend Enlistment for period of at least 12 months, unless enlisting as a GENDET, a SF/SS, a SECF, a GTEP or a rating/program requiring a six-year obligation. Should additional service be required for other programs or options, such agreements may be executed concurrently, provided the total obligated service equals at least five-years and does not exceed six-years.
  - (4) Have an AFQT score of 31 or higher.
- b. The following categories of individuals may volunteer for the EB Program:
  - (1) Initial enlistees.

- (2) Naval Reserve personnel not on active duty (including those in the DEP) who enlist in the Regular Navy but have not received or are not presently entitled to a reenlistment bonus, regular reenlistment bonus, or selective reenlistment bonus.
- (3) Prior service personnel who have been released from active duty at least three months. (Personnel establishing eligibility for the EB via Class "A" School must enlist at paygrade E-3 or below).
- (4) Navy DEP personnel who volunteer for an EB program.

### **3S-4 Method of Payment**

Enlistment Bonuses will be paid in one lump sum. EB will be paid to designated individuals as follows:

- a. Upon successful completion of Class "A" School with sufficient academic standing to continue in the program for which enlisted, achievement of rating designation, and if required, attainment of NEC designation and execution of required extension(s). The EB will be paid shortly after arrival at first permanent duty station
- b. For prior service enlistees and individuals not requiring Class "A" School, entitlement bonus accrues after completing school (if applicable) with sufficient academic standing to continue in the program for which enlisted, achievement of rating designation, and execution of qualifying extension(s). Payment is made not earlier than 30-days after arrival at the first permanent duty station.
- c. Nuclear Field EB is paid after candidate successfully completes nuclear prototype training assignment of appropriate nuclear propulsion plant operator NEC series 335X or 338X.

### **3S-5 Enlistment Bonus Eligibility Maintenance and Termination**

- a. If Navy members fail to complete basic qualifications for the EB, including failure to graduate from required school(s), and do not continue in the program for which enlisted, the EB option is nullified. Partial payment of the EB is not authorized.
- b. The EB entitlement is the amount in effect at the time of initial enlistment into DEP. EB entitlement for individuals who reclassify into an EB eligible program or adjust shipping dates are entitled to the EB amount listed in the BUPERS message that was in effect on the date of their initial enlistment into DEP. DEP members are locked into the EB entitlements offered for programs/rating on the BUPERS message in effect at the time of their initial enlistment into DEP and cannot have EB entitlements adjusted by any subsequent BUPERS message released while in DEP.

**3S-6 Administrative Procedures.** At recruitment, counsel all personnel enlisting in programs specified in 3T-2 who are eligible for an EB regarding the EB option and the service obligations incurred upon acceptance. Classifiers are required to have all applicants accepting EB to read, sign and date the EB statement of understanding shown in Exhibit 3-25.

### 3T Special Enlistment Programs

#### 3T-1 Direct Procurement Enlistment of Illustrator-Draftsman (DM) Personnel

- a. **Program Information.** Recruitment of individuals into the DM rating under the Direct Procurement Enlistment Program (DPEP) is encouraged.
- b. **Enlistment Criteria**
  - (1) Individuals who possess transcripts of completed drafting/graphic arts school and/or any completed graphic arts/computer graphics classes **may be eligible for enlistment as a DM.**
  - (2) Applicants must meet the following requirements:
    - (a) A copy of all completed drafting/graphic art school and all completed graphic arts/computer graphics class transcripts must be provided
    - (b) Applicants must have normal color perception and vision corrected to 20/20.
    - (c) Applicants must be eligible for access to classified information.
  - (3) There is no "A" school or other formal training for the DM rating. To ensure that applicants have the basic skills and aptitude necessary to succeed in the rating, they must prepare a portfolio of art work. A DM Review Board is convened semi-annually in June and December, composed of senior Illustrator-Draftsmen to screen portfolios and select candidates for direct procurement into the DM rating.
- c. **Application Package**
  - (1) Each application package should include a letter from the individual and a cover letter from the NRD certifying that the portfolio submitted is the applicant's own work. Include in the portfolio a copy of any transcripts of completed graphic arts schooling and computer graphics classes (post high school). Also include a broad range of representative artwork, not more than 1 year old, as described below:
    - (a) Freehand lettering
    - (b) Freehand drawing
    - (c) Cartooning
    - (d) Third angle projection
    - (e) Perspective
    - (f) Figure drawing
    - (g) Paste-up samples
    - (h) Poster work
    - (i) Computer Graphics artwork (optional)



- (2) Applicants are encouraged to combine some of these works, for example, cartooning, lettering, and color. There should be a minimum of 12 samples of work. Include a Table of Contents, listing all artwork and category. All work should have cover sheets and be mounted on the same illustration board. Overall size of the work should generally not exceed 11x14 inches. Place the portfolio in a reasonable carrying case. All work will be returned to the applicant upon completion of the review board. Attention to detail and neatness are critical to a successful portfolio. Offensive, distasteful, or sexually explicit drawings must not be included in the portfolio.
  - (3) The enlistment package (including portfolio) must be submitted per the guidelines of the DPEP 30 to the DM Review Board via CNRC (Code 334). Code 334 will make the entry paygrade determination and provide approval/disapproval notification to the applicant.
- d. **Term of Enlistment.** Individuals will be enlisted as Seamen for a minimum of 4 years and are eligible to be advanced/designated to the paygrade authorized in their DPEP enlistment authorization letter effective **the date of successful completion of recruit training.** Personnel Support Detachment, Recruit Training Command, Great Lakes will effect the advancement and prepare an availability report to the DM detailer.

### 3T-2 Seabee 2 X 8 Recruiting Program

- a. **Program Information.** The Seabee 2 X 8 Recruiting Program was established to recruit a total of 240 personnel annually under the 2-year obligor program, and guarantee them assignment to "A" school in one of the following ratings: BU, CE, CM, EA, EO, SW or UT. Applicants are enlisted in the Seaman Apprenticeship in paygrade E-1 unless eligible for advanced paygrade as outlined in 4C.
- b. **Eligibility.** Applicants for this program must be High School Diploma Graduates or High School Graduates and meet all general enlistment and appropriate "A" school qualifications in Chapter 2.
- c. **Term of Enlistment.** Enlistment in this program will be for a period of 8 years, with a continuous active duty obligation of 24 months followed by a minimum of 48 months in the Selected Reserve and the remaining 24 months in a Ready Reserve status to complete the Military Service Obligation (MSO).
- d. The classifier must have the applicant initial paragraph 6 of the Seabee 2 X 8 Recruiting Program Enlistment Guarantee annex in Exhibit 3-26.

### 3T-3 GENDET Targeted Enlisted Program (GTEP)

- a. **Program Information.** The GTEP was established on 1 June 99 as a follow on to the Targeted "A" School Program II (TASP-II) to offer a field of ratings vice one specific rating and include an enlistment bonus (EB). The enlistment bonus is paid upon successful completion of Apprenticeship Training. This program is designed to enhance GENDET manning in the fleet while guaranteeing assignment to "A" school after serving approximately 12-months (18 months for the LLE program) at a

permanent duty station. Personnel enlisted in GTEP will incur a four-year obligation, unless enlisting for the Medical field, which incurs a five-year obligation.

- b. **Qualifications Required.** GTEP personnel must maintain eligibility for the prospective rating or field of ratings. Personnel will be screened during enlistment for qualification into either one or possibly all of the ratings within a “field.” All applicants for enlistment in this program must meet all basic enlistment eligibility requirements in Chapter 2 and the following additional program qualifications:
- (1) **Test Score.** Applicant must meet the minimum ASVAB line scores required for at least one of the ratings offered in the field in which they are enlisting.
  - (2) **Age.** Applicant must meet the age requirement established for at least one of the ratings offered in the field in which they are enlisting.
  - (3) **Education.** Applicant must meet the applicable education requirements for at least one of the ratings offered in the field in which they are enlisting.
- c. **Term Of Enlistment.** GTEP requires a four year enlistment for all fields with the exception of the MED field. The MED field requires a five year enlistment.

d. **General Apprenticeship and Paygrade**

- (1) **Apprenticeship.** Applicants will be enlisted in the apprenticeship (Seaman , Fireman or Airman) that is within the normal path of advancement for the field of ratings being guaranteed. Non-Prior Service (NPS) enlistees will attend recruit training before apprenticeship training while NAVETs/OSVETs not required to attend recruit training will attend apprenticeship training after in-processing at a Transient Personnel Unit (TPU).
  - (2) **Paygrade.** All applicants accepted for this program are enlisted in paygrade E-1. This is not to preclude enlistment at paygrade E-2 or E-3 per the provisions of 4C (Advanced Paygrade).
- e. **GTEP Fields.** GTEP applicants are guaranteed assignment to an “A” school for a rating within the field they enlisted. The different fields and the ratings within each field are as follows:

RATING CODE	FIELD	RATINGS
ADMIN	Administration	DK, PN, RP, YN
CONT	Controller/Guidance	AG
ENGR	Engineering	EN, GSM, MM, MR
ELCT	Electronics	STG
ELCL	Electrical	EM, GSE
HCMB	Hull/Combat Systems	DC, HT, MN
NAV	Navigation	QM, SM
OPCM	Operations/Communications	OS, IT
ORDN	Ordnance	GM
AORD	Aviation Ordnance	AO
SPSV	Special Services	MS, SH
MCHA	Mechanical (Aviation)	AME, AM(H/S), PR
MED	Medical	HM
BMA	Boatswain's Mate (Aviation)	ABE, ABF, ABH
LLE	Legal/Law Enforcement	LN/MA

- f. **Disqualification.** Substandard performance or disciplinary problems are cause for cancellation of a member's GTEP guarantee. Members will be checked for eligibility requirements at recruit training and during their first permanent duty station assignment prior to "A" school assignment.

### 3T-4 GENDET Homeport Guarantee Program

- g. The GENDET Homeport Guarantee Program provides individuals enlisting in either the two, three or four-year obligor GENDET program guaranteed assignment to one of six homeports upon successful completion of recruit training and apprenticeship training. The homeports are geographical area guarantees rather than specific locations and are subject to availability. GENDET homeport choices include:

- (1) Norfolk
- (2) San Diego
- (3) Jacksonville/Mayport
- (4) Pacific Northwest
- (5) Hawaii (See note below)
- (6) Japan (See note below)

**NOTE:** Guaranteed assignment to either Hawaii or Japan requires a minimum four-year obligation and is not available to two or three-year obligor GENDETS.

- a. **GENERAL QUALIFICATIONS REQUIRED.** All applicants for enlistment in this program must meet all enlistment eligibility requirements given in Chapter 2.
- (1) Education. High school diploma graduates are desired.
  - (2) Gender. Open to both males and females. Both male and female applicants must be approved by EPMAC prior to buying a reservation.
  - (3) Apprenticeship. Open for Seaman, Fireman and Airman apprenticeship.
  - (4) EPMAC Points of Contact. Classifiers are advised to check with EPMAC for homeport availability prior to discussing the subject with an applicant. Call EPMAC personnel utilizing the following phone numbers to determine each applicant's enlistment options:
    - (504) 678-1432
    - (504) 678-1433
    - (504) 768-1435
    - (504) 678-1722

**NOTE: Enlistment without EPMAC approval is not authorized.**

- b. **Enlistment Incentives.** Applicants enlisting under this program are eligible to receive an Enlistment Bonus (EB) or the Navy College Fund (NCF) provided they meet all eligibility requirements as per CRUITMAN-ENL. Refer to the most current Enlistment Bonus GENADMIN message for entitlements.
- c. **Processing Requirements.** Contact EPMAC for approval prior to buying a reservation in PRIDE. EPMAC will assign a Control Number to verify their approval. This Control Number will be recorded on the DD Form 1966, Section VI, Remarks, in the following manner:

"Approved for enlistment in the (Seaman, Fireman, Airman) Apprenticeship Program, with guaranteed homeport assignment to (List homeport location) per phonecon between EPMAC (Code 47) (Name of person) and (Classifier) on (Date). Control Number: \_\_\_\_\_"

- (1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52 (Rev. 10/99) as Annex A to DD Form 4 (See Exhibit 3-27).
- (2) Code DD Form 1966, Item 18o, with "SY"
- (3) Code DD Form 1966, Item 19, Block 83, with one of the following as appropriate:
  - 1 = Guaranteed assignment to Norfolk
  - 2 = Guaranteed assignment to San Diego
  - 3 = Guaranteed assignment to Jacksonville/Mayport
  - 4 = Guaranteed assignment to Pacific Northwest
  - 5 = Guaranteed assignment to Hawaii
  - 6 = Guaranteed assignment to Japan

**3T-5 Mess Specialist Submarines (MSS) Homeport Guarantee Program**

- a. The MSS Homeport Guarantee Program provides individuals enlisting in the four-year obligor MSS School Guarantee program a guaranteed assignment to one of seven homeports upon successful completion of recruit training, apprenticeship training and Basic Enlisted Submarine School. The Homeports are geographical area guarantees and are subject to availability. MSS homport choices include:

- (1) Norfolk, VA
- (2) San Diego, CA
- (3) Kings Bay, GA
- (4) Bangor, WA
- (5) Pearl Harbor, HI
- (6) Groton, CT
- (7) Guam

b. **General Qualifications Required**

- (1) All applicants for enlistment in this program must meet all enlistment eligibility requirements for MSS as described in Chapters 2 and 3.
- (2) PERS-403 Point of Contact. Classifiers are advised to check with PERS-403EG for homeport availability prior to discussing the subject with an applicant. To determine each applicant's enlistment options, call PERS-403EG utilizing the following telephone number: (901) 874-3638.

**Note: Enlistment without PERS-403EG approval is not authorized.**

- c. **Enlistment Incentives.** Applicants enlisting under this program are eligible to receive an Enlistment Bonus (EB) or the Navy College Fund (NCF) provided they meet all eligibility requirements as per CRUITMAN-ENL. Refer to the most current Enlistment Bonus GENADMIN message for entitlements.
- d. **Processing Requirements.** Contact PERS-403EG for approval prior to buying a reservation in PRIDE. PERS-403 will assign a Control Number to verify their approval. This Control Number will be recorded on DD Form 1966, Section VI, Remarks, in the following manner:

"Approved for enlistment in the MSS School Guarantee Program with guaranteed homeport assignment to (list homeport location) per phonecon between PERS-403EG (name of person) and (Classifier) on (Date). Control Number: \_\_\_\_\_."

- (1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52 (Rev. 10/99) as Annex A to DD Form 4 (See Exhibit 3-27 (p. 2)).
- (2) Code DD Form 1966, Item 18o, with "TY".

(3) Code DD Form 1966, Item 19, Block 84, with one of the following as appropriate:

- 1 = Guaranteed assignment to Norfolk, VA
- 2 = Guaranteed assignment to San Diego, CA
- 3 = Guaranteed assignment to Kings Bay, GA
- 4 = Guaranteed assignment to Bangor, WA
- 5 = Guaranteed assignment to Pearl Harbor, HI
- 6 = Guaranteed assignment to Groton, CT
- 7 = Guaranteed assignment to Guam

### **3T-6 Subfarer (SS-SF) Homeport Guarantee Program**

- a. The SS-SF Homeport Guarantee Program provides individuals enlisting in the four-year obligor Subfarer program a guaranteed assignment to one of seven homeports upon successful completion of recruit training and Basic Enlisted Submarine School. The Homeports are geographical area guarantees and are subject to availability. SS-SF homeport choices include:

- (1) Norfolk, VA
- (2) San Diego, CA
- (3) Kings Bay, GA
- (4) Bangor, WA
- (5) Pearl Harbor, HI
- (6) Groton, CT
- (7) Guam

b. **General Qualifications Required**

- (1) All applicants for enlistment in this program must meet all enlistment eligibility requirements for SS-SF as described in Chapters 2 and 3.
- (2) EPMAC Points of Contact. Classifiers are advised to check with EPMAC for homeport availability prior to discussing the subject with an applicant. To determine each applicant's enlistment options, call EPMAC utilizing the following telephone numbers:

(504) 678-1433

(504) 678-1435

(504) 678-1722

(504) 678-1432

**Note: Enlistment without PERS-403EG approval is not authorized.**

- c. **Enlistment Incentives.** Applicants enlisting under this program are eligible to receive an Enlistment Bonus (EB) or the Navy College Fund (NCF) provided they

meet all eligibility requirements as per CRUITMAN-ENL. Refer to the most current Enlistment Bonus GENADMIN message for entitlements.

- d. **Processing Requirements.** Contact EPMAC for approval prior to buying a reservation in PRIDE. EPMAC will assign a Control Number to verify their approval. This Control Number will be recorded on DD Form 1966, Section VI, Remarks, in the following manner:

"Approved for enlistment in the SS-SF Apprenticeship Program with guaranteed homeport assignment to (list homeport location) per phonecon between EPMAC (Code 47) (name of person) and (Classifier) on (Date). Control Number:

\_\_\_\_\_."

(1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52 (Rev. 10/99) as Annex A to DD Form 4 (See Exhibit 3-27 (p. 2)).

(2) Code DD Form 1966, Item 18o, with "SY".

(3) Code DD Form 1966, Item 19, Block 84, with one of the following as appropriate:

- 1 = Guaranteed assignment to Norfolk, VA
- 2 = Guaranteed assignment to San Diego, CA
- 3 = Guaranteed assignment to Kings Bay, GA
- 4 = Guaranteed assignment to Bangor, WA
- 5 = Guaranteed assignment to Pearl Harbor, HI
- 6 = Guaranteed assignment to Groton, CT
- 7 = Guaranteed assignment to Guam

### 3U Navy College Assistance/Student Headstart Program (Navy-CASH)

**3U-1 Program Information.** The Navy-CASH Program is designed to allow enlistment to active duty of applicants who qualify for the Nuclear Field (NF), Submarine Electronics Computer Field (5YO-SECF), Advanced Electronics Field-Missile Technician (AEF-MT) rating, Advanced Technical Field-Cryptologic Technician Interpretive (ATF-CTI) rating, Advanced Electronics Field-Advanced Electronics Computer Field (AEF-AECF), Advanced Electronics Field-Electronics Warfare Technician (AEF-EW) rating, or Advanced Electronics Field-Sonar Technician Surface (AEF-STG) rating. This program is designed to penetrate the high quality college, and college-bound, market and support placement in the Delayed Entry Program, especially hard to fill shipping months. Selectees will enlist to active duty and receive pay and allowances (less uniform allowance) while attending an accredited college or university for up to 12 months. Enlistment will be in paygrade E-1 unless qualified for advanced paygrade in accordance with CRUITMAN-ENL. Accession credit will be counted the month the applicant swears onto active duty and no credit will be given when the member physically ships to RTC.

#### 3U-2 Program Description

##### a. Basic Eligibility Requirements

- (1) Be BEERS and program eligible in all respects for desired rating/program: NF, 5YO-SECF, AEF-MT, ATF-CTI, AEF-AECF, AEF-EW, or AEF-STG.
- (2) If an applicant has not attended college, have a Final High School GPA of 2.8 or higher on a 4.0 scale.
- (3) Be classified an HSDG. If not a traditional 12L, district ESS Education Verification as an HSDG is required in the application package.
- (4) If a present or past college student, have a 2.5 GPA or higher on a 4.0 scale. All Navy-CASH students must maintain a 2.5 GPA or higher on a 4.0 scale each term to remain program eligible.
- (5) While enrolled in Navy-CASH as a *Nuclear Field Student*, complete one college-level algebra course (or higher) and one physics based science course with a letter grade of C or better prior to reporting to RTC. For all other ratings, technical courses and courses which will improve the member's performance in Navy training are encouraged. Non-challenging course of study plans will not be approved.
- (6) Enlist for a standard four year enlistment plus a concurrent extension of enlistment to equal the sum of that required for the rating/program plus the number of months spent in Navy-CASH. *Example of a NF who goes to college for six months:*

Four year enlistment  
 + 24 month extension for NF  
+ 6 month extension (time spent in Navy-CASH)  
 = Four year enlistment and a 30 month extension

- (7) Maintain a full time student status, 12 semester hours (or equivalent) while in Navy-CASH.



- b. **Selection Process.** After meeting Basic Eligibility Requirements, approval for the Navy-CASH program by CNRC N333E will be determined in a competitive process based upon “whole-person” qualification, quota availability, and shipping requirements to Recruit Training Command. The length of time an applicant may attend school prior to RTC will depend on the applicant's qualifications. In no case will the time in Navy-CASH exceed 12 months.
- c. **Member Entitlements.**
- (1) Members will enlist on active duty and receive E-1 pay and allowances (except uniform allowance) and benefits including an Active Duty Identification Card and medical/dental treatment for themselves and eligible family members. Tuition, books and other school-related expenses are the member's responsibility. Navy-CASH members are not entitled to Tuition Assistance prior to RTC IAW CNETINST 1560.3. Navy-Cash members may be entitled to enter on active duty in an advanced paygrade and receive advancements in accordance with reference (a), paragraph 4C. Upon proof of eligibility, CNRC N333E will authorize advancements.
  - (2) Members are eligible for enlistment incentives (EB, NCF, and LRP) in accordance with current directives. EB entitlement will be based on the date the member reports to Recruit Training Command (RTC) and the EB NAVADMIN message in effect at the time of DEP enlistment. College credits earned while in the Navy-CASH program do not count when determining the award level for EB Kicker.
- d. **Processing.** Submit Navy-CASH application via fax to CNRC N333E at (901) 874-9476 or DSN 882-9476. Application must include:
- (1) Navy-CASH application form (NAVCRUIT 1130/22) with signature endorsement from the NRD CO/XO only. This form is available from CNRC (N333E) (Com: (901) 874-9253/9231 or DSN 882-9253/9231).
  - (2) High School and College transcripts.
  - (3) Request for Examination (USMEPCOM Form 714-ADP).
  - (4) Signed Course of Study Plan (NAVCRUIT 1130/19) detailing course of study for balance of time in the Navy-CASH program. Contact CNRC (N333E) for a copy of NAVCRUIT 1130/19.
  - (5) If program/rating waiver is required, enclose waiver form and all supporting documentation.
  - (6) Education verification if required.
- e. **Administration.** The primary point of contact for Navy-CASH selectees is the NRD Advanced Programs Coordinator (APC). NRD Commanding Officers are responsible for the oversight of these students as well as their training and career development until they report to RTC. Navy-CASH selectees must attend college in the district from which they were recruited Specific Advanced Programs Coordinator responsibilities include:
- (1) Assist members in completing their Course of Study Plan for entry into the program (NAVCRUIT 1130/19).

- (2) Assist members in completing Navy-CASH application and request applicable waivers. (Note: electronic applications can be obtained from CNRC N333E).
- (3) Assist members in completing Program Service Agreement (NAVCRUIT 1130/20). (See Exhibit 3-28).
- (4) If approved for Navy-CASH, direct members to establish a financial account with a banking institution of their choice, in order to establish a Direct Deposit System (DDS) pay account.
- (5) Upon approval from CNRC N333E, applicant will receive initial orders for active duty assignment to the cognizant NRD and a Selectee's Responsibility Letter. The applicant should be scheduled for accession processing at the cognizant Military Entrance Processing Station (MEPS). Applicant is required to go through the normal accession processing routine, to include Medical Inspection, Liaison Processing, ceremony for enlistment, and record "breakdown" performed by MEPS personnel. Ensure the member signs the Active Duty Orders, the Navy-CASH Selectee's Responsibilities Letter, and the Navy-CASH Service Agreement in addition to all other enlistment documents. The Advanced Programs Coordinator and the Navy Liaison at the MEPS will verify that the individual has been placed into the MIRS computer system. Upon completion of record breakdown, the Navy-CASH selectee, along with their service record, is transported to the cognizant Personnel Support Detachment in order to complete all in-processing requirements, establish pay account, and obtain an Active Duty Identification Card. When it is not practical for the selectee to be transported to PSD, the APC must ensure selectee's record is forwarded to PSD.

While at the PSD, if the individual's data is not in the SDS or NSIPS computer systems, it must be entered manually. Particular attention must be paid to the Type Accession Code, correct entries are 17 for males and 47 for females. Active duty orders issued to the individual by CNRC N333E will contain the Accounting Code and UIC. PSD will verify and ensure the correct codes are entered. Incorrect codes will affect PERS 4010S ability when they try to write orders for the individual to go to RTC

- (6) Once enlisted, contact each Navy-CASH student at least three times monthly. One of these contacts must be in person, face to face. Regulations governing contact with Navy-CASH members will be in accordance with the Recruiting Leadership Management Manual (CNRCINST 1133.6B) Chapter Nine (Delayed Entry Program).
- (7) Ensure members attend a monthly meeting for General Military Training (GMT) and academic review. Typically, this meeting should take place at the student's school to minimize travel and time away from school duties. This also provides an opportunity for recruiters to contact potential Navy-CASH candidates.
- (8) Act as a Pass Liaison Representative (PSD POC) to Navy-CASH members, to include the following:
  - a. Ensure PSD pays member by check, if direct deposit will not commence by the next pay period or within 20 days of processing the member's record.
  - b. Assist the member with any administrative and pay matters.

**Note.** Selection of future Navy-CASH applicants will be suspended for districts which fail to assist member with pay and administrative matters in a timely manner. Future selections will be reinstated when pay and administrative matters have been resolved by the APC.

- (9) Review student grades and records at the end of each term and forward quarterly/semester reports to CNRC N333E. Failure to provide transcripts to CNRC N333E in a timely fashion may result in early transfer of the member to RTC. Advancement, if applicable, should be recommended by the AP Coordinator and final determination will be made by Code N333E based on transcript review. Close monitoring and counseling is required to ensure required progress is made and to guarantee adherence to the approved plan. Any deviation from the approved course of study plan must be approved by CNRC N333E.
- (10) Ensure members maintain program eligibility for their rating. In the event a member becomes ineligible for accession while attending school, the Advanced Programs Coordinator must inform CNRC N333E and submit required waivers as soon as practicable. Waiver criteria and submission procedures are the same as for personnel enrolled in the DEP. Members who desire release from active duty must be processed in accordance with MILPERSMAN 1910.
- (11) Ensure Navy-CASH members are briefed on the Montgomery GI Bill (MGIB) and either elect or decline participation in the MGIB program.
- (12) Within 30 days of enlistment, ensure members receive the following training:
  - (a) Navy Rights and Responsibilities.
  - (b) Sexual Harassment and Fraternization.
  - (c) Physical Readiness Program.
  - (d) Code of Conduct and UCMJ.
  - (e) Random Urinalysis Program, Zero Tolerance of Drug and Alcohol Abuse.
- (13) Oversee administration of the semi-annual Physical Fitness Assessment and random drug testing for Navy-CASH. It is expected that random urinalysis testing will be conducted (under the direct supervision of the NRD Urinalysis Coordinator) during monthly visits to students.
- (14) Within 30 days of member graduation or completion of Course of Study Plan, Advanced Programs Coordinators will assist in the issuance of orders by PERS 4010S to RTC (Maximum school attendance cannot exceed 12 months). If, for any reason, a student is unable to ship to RTC upon completion of Navy-CASH, Advanced Programs Coordinators must contact CNRC N333E for guidance.
- (15) Inform CNRC N333E if Navy-CASH member is applying for selection to a Navy Officer Program.
- (16) Once transfer orders to RTC have been obtained, the AP Coordinator is to liaison with the cognizant PSD to arrange travel for the Navy-CASH member to RTC. Ensure the member has service and medical records in hand when transferring to RTC.

f. Member's Responsibilities and Information.

- (1) CNRC N333E will issue initial orders to selectees to report to the Navy Recruiting District (NRD) nearest their college for administrative purposes. Navy-CASH members are responsible for abiding by the terms of their contracts, maintaining eligibility for their enlistment program, meeting and maintaining Navy physical readiness standards, and notifying the NRD Commanding Officer of any change of status (including physical qualifications and civil or criminal involvement). Members are accountable for complying with all provisions of the UCMJ, but are not required to wear a uniform or maintain Navy grooming standards while serving in the Navy-CASH Program.
- (2) Upon completion of each school term, members must have official transcripts provided directly from their school to the responsible Navy Recruiting District for submission to CNRC N333E. Members are not allowed to hand carry or provide their own transcripts. Failure to provide transcripts or evidence that transcripts have been tampered with, will result in disenrollment from Navy-CASH and transfer to RTC.
- (3) Navy-CASH students are assigned to an NRD and may be employed (at the CO's discretion) between semesters and while awaiting transfer to RTC. Navy-CASH members departing the area of residence/NRD are required to have approved leave on a Leave Request/Authorization Form (NAVCOMPT 3065).
- (4) Applicants must provide a Course of Study Plan, signed by an academic counselor, reflecting a course plan working toward an Associate's/Bachelor's Degree. There are no requirements regarding academic major, however, technical majors (mathematics, science or engineering) are preferred.
- (5) Members may not extend their projected Degree Completion Date or RTC reporting date, cease attending classes, enter exchange programs, or transfer schools without written approval of CNRC N333E.
- (6) Member must maintain at least a 2.5 GPA on a 4.0 scale each term to remain eligible. Based upon CNRC N333E determination, members who are disenrolled from Navy-CASH or become ineligible for their rating may be ordered to recruit training or processed for discharge in accordance with MILPERSMAN 1910.
- (7) Members who are no longer eligible for their rating prior to transferring to RTC will have their extension of enlistment (NAVPERS 1070/621) cancelled. However, if reclassified, they may be required to extend their enlistment at that time to meet the required service obligation for the new "A" School or program. Members who fail to maintain Navy retention standards prior to receipt of orders to RTC will be processed for discharge.
- (8) Members may apply for consideration and selection to any Navy commissioning program. Selection will be considered on a case basis. **If selected, members must receive written approval from CNRC N333E for release from the Navy-CASH Program.**

**Exhibit 3-1. Eligibility Chart for Nuclear Field Program**

NAPT Score	First HS Math Grade	Math Retake Grade	Second HS Math Grade	Eligibility
50-54	A, B, C	NR	A, B, C, NT	Eligible
50-54	A, B, C	NR	D, F	Waiver
50-54	D	NR	A, B, C	Waiver
50-54	D, F	A, B, C	A, B, C, D, F	Waiver
55-80	A, B, C	NR	NR	Eligible
55-80	D	NR	A, B, C	Eligible
55-80	D	NR	D, F, NT	Waiver
55-80	D	A, B, C	NR	Waiver
55-80	F	A, B, C, D	NR	Waiver

**Notes**

- "NT" means the class was not taken. "NR" means that class was not required, but may have been taken. (See note 6)
- The "First HS Math Grade" is the first math course completed in high school. Algebra I completed prior to high school counts as the "First HS Math Grade" if it is documented on the transcripts. The "Second HS Math Grade" must be the second math course sequentially taken after the "First HS Math Grade" (i.e., if Algebra I is successfully completed and documented in the 8<sup>th</sup> grade, then the math course taken in 9<sup>th</sup> grade represents the "Second HS Math Grade"). All subsequent math courses are only of concern if the applicant repeated, withdrew from, or failed said courses.
- The applicant must pass one full year of Algebra, which may have been completed prior to high school.
- The grades on this chart are based on the final full letter grade (plus or minus grades do not qualify) received for the entire year of instruction.
- The above courses and scores are the minimum required for eligibility in to the Nuclear Field Program. Applicants are either "eligible" without a waiver, need to be screened "with a waiver," or are not eligible (if the applicant's mathematics do not fall into one of the above categories). For example, if the NAPT score was 51, and the first and second mathematics courses were both graded "D", then the applicant is "Not Eligible" because it is not on the chart.
- Applicants who received a failing grade, withdrew from, or repeated a portion of a grading period of any High School or College Math Course must submit a NF Type 1 Academic Waiver to DCNO (N133D) via CNRC (Code 382) (i.e., if an applicant received semester grades "A" and "F", a waiver is required).
- For applicants who do NOT take the NAPT, use the "50-54" rows under the "NAPT Score" column. (Applicants requiring an Academic Waiver, who would other wise be qualified based on ASVAB line scores, may take the NAPT if desired.)**

**Exhibit 3-2. Nuclear Field Medical Statement of Understanding (insert onto a NAVPERS 1070/613)**Nuclear Field Statement Medical Statement of Understanding

\_\_\_\_\_: I am enlisting in the United States Navy for the Nuclear Field Program. I have been briefed on, and fully understand the following:

- That I am either physically qualified, or have been granted a medical waiver for the purpose of enlistment in the United States Navy.
- That the Military Entrance Processing Station (MEPS) that I am enlisting through does not have the staff or equipment required to determine if I am physically qualified for the Nuclear Field Program.
- That I will receive another, more comprehensive medical screening and physical while at recruit training command to determine my medical eligibility for the Nuclear Field Program.
- That the recruit training command doctors and/or Bureau of Naval Medicine doctors may find a medical condition that disqualifies me from entering the Nuclear Field Program.
- That, if I am disqualified from the Nuclear Field Program, I will be reclassified into another rating or discharged from the United States Navy. The decision to reclassify me or discharge me from the United States Navy will be made by the Commanding Officer of Recruit Training Command or a designee on that staff.

Witnessed:

\_\_\_\_\_

**Exhibit 3-3. Designation as Navy Supplementary Test Administrator - Sample Letter**

From: Commanding Officer, Navy Recruiting District \_\_\_\_\_

To:

Subj: Designation as Navy Supplementary Test Administrator

Ref: (a) CNRCINST 1130.8F (CRUITMAN-ENL)

(b) MILPERSMAN Article 1236-030

(c) CNETINST 1550.9D

1. You are hereby designated as a Navy Supplementary Test Administrator. You are authorized to administer the \_\_\_\_\_ test(s) only.  
(NAPT, DLAB, Typing Test)
2. You are directed to become familiar with the requirements of references (a), (b), and (c).
3. This designation is effective only while you are serving in a billet designated in paragraph 3A-1a(3) of reference (a). The authority to administer the designated test(s) is automatically revoked when you are removed from the billet.
4. You are cautioned that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

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Signature of NRD Commanding Officer

**Exhibit 3-4. NAPT Retest Request**

From: Nuclear Field Coordinator  
 To: Commanding Officer, Navy Recruiting District

Subj: REQUEST FOR NAPT RETEST AUTHORIZATION

Encl: (1) Copy of USMEPCOM 714 ADP showing initial NAPT score/version  
 (2) Evidence of math or science upgrade

1. I request authorization to administer a second Navy Advanced Programs Test (NAPT) based on the following:

- a. Name of applicant: \_\_\_\_\_
- b. Initial NAPT test score: \_\_\_\_\_ (must be 40 or above)
- c. Composite line scores based on initial NAPT and current ASVAB \_\_\_\_/\_\_\_\_
- d. Previous NAPT test version: \_\_\_\_\_
- e. NAPT retest version: \_\_\_\_\_ (may not be same as line d above)
- f. Date of initial NAPT test: \_\_\_\_\_ (minimum of 90-days must elapse between tests)

2. I understand that 55 is the minimum passing score for a NAPT retest.

3. I understand that if the above applicant qualifies based on the NAPT retest, that I must submit a NF Type 2 waiver request, with a copy of this letter attached, to DCNO (N133D) via CNRC (Code 382) to validate the retest.

4. Summary of extenuating circumstances resulting in the need for NAPT retest:

5. I certify that the above applicant is eligible in all respects to be administered a NAPT retest.

\_\_\_\_\_  
 (Signature)

-----

\_\_\_\_\_  
 Date

**FIRST ENDORSEMENT**

From: Commanding Officer, Navy Recruiting District  
 To: Nuclear Field Coordinator

1. Based on the information that you provided, I approve/disapprove administration of a NAPT retest to the above listed applicant.

\_\_\_\_\_  
 (Signature)



### Exhibit 3-5. Nuclear Field Statement of Understanding

• **Active Duty Service Obligation-** Six years: accomplished by a four-year enlistment, plus a two-year extension of enlistment for training in the Nuclear Field.

• **Rating Assignment-** During recruit training, personnel not already guaranteed Machinist's Mate training will be selected for training in one of the following ratings: Machinist's Mate, Electrician's Mate or Electronics Technician. This decision will be based on the needs of the service, test score profile and, so far as possible, upon the personal desire of the individual.

• **Challenging Program-** The training program consists of three stages: 1) four to six months of intensive classroom instruction at Nuclear Field "A" school; 2) six months of intensive classroom instruction in mathematics, physics and basic engineering sciences at Nuclear Power School; and 3) six months of rigorous operational training and qualification on a nuclear reactor prototype plant. Nuclear Field personnel must demonstrate good academic performance in all phases of training. Markedly inferior performance, including very low passing final grades or obvious lack of effort in any training phase may result in disenrollment from the Nuclear Field Program.

• **Duty Assignment-** The NF program trains personnel for nuclear submarines (men only) and nuclear surface ship assignments. No promise can be made regarding the type of duty assigned.

• **Automatic Advancement-** Personnel in the Nuclear Field program will be enlisted in paygrade E-3. Advancement to paygrade E-4 is authorized only after personnel complete all advancement-in-rate requirements (to include minimum time in rate) and "A" School, provided eligibility in the NF program is maintained. If Nuclear Field "A" School training is not completed, the member will be administratively reduced to E-2 or E-1, depending on the member's time in rate at the date of disenrollment. Upon acceptance of automatic advancement to paygrade E-4, the member will be obligated for 12-months of the two-year extension, in addition to the four-year enlistment, regardless of whether or not advanced training is completed.

• **Termination of training-** Having once volunteered, a NF recruit will not be dropped for reason of non-volunteering. Determination of additional obligated service required following disenrollment from the Nuclear Field program will be in accordance with MILPERSMAN 1160-080.

• **Character-** Personnel in the Nuclear Field program must continually demonstrate by their professional performance, academic achievement and military behavior that they possess the ability, maturity, personal reliability, and integrity to complete the demanding training program and serve successfully as nuclear propulsion plant operators in the fleet. Consequently, any event which cast serious doubt on the member's ability to continually satisfy these high standards of conduct may result in that member's disenrollment from the Nuclear Field program.

• **Drug Abuse-** Entry into or continuation in the Nuclear Field program will be denied to any individual who has been convicted of, or who is identified as having, illegally, wrongfully or otherwise improperly used marijuana, narcotics, inhaled substances or other controlled substances, or illegally or wrongfully possessed or engaged in the sale of the same. This restriction applies prior to and after entry into active service, with the exception of waivers granted for experimental use of marijuana prior to entry into active duty.

• **Special Pay-** Personnel in the Nuclear Field who have completed Nuclear Power Training and been awarded a nuclear NEC receive Special Duty Assignment Pay (SDAP) in accordance with applicable NAVADMIN. Personnel assigned to submarine duty are eligible for submarine pay, according to current pay tables.

• **College Credit-** College Credit is not granted by the Navy for courses studied at Nuclear Power School.

• **Department of Energy License to Operate a Reactor-** A license from the Department of Energy to operate a reactor plant is not granted by virtue of this training.

• **Advanced Education-** While NF training may enhance a candidate's suitability for Navy advanced educational or officer candidate programs, no promise or guarantee of selection nor eligibility for any such program should be inferred.

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(Signature of Enlistee/Date)

---

(Signature of Witness/Date)

**Exhibit 3-6. NAVCRUIT 1133/52 for Nuclear Field  
Enlistment Guarantees**

**JONES, JOHN PAUL**

**123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy I hereby acknowledge that:
  - a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for 24 months to meet the obligations of the Nuclear Field program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
 

Option (1) NF (Open) Program (Submarine Volunteer)\*  
\*Include in Option (1) if applicant is a Subvol; have applicant read Submarine Volunteer Statement of Understanding.

Option (2) Enlistment Bonus \$12,000 (May)

Option (3) Buddy Program w/Johnson, L.K. 999-99-999 (RTC Only)

Option (4) NA
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
  - a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
  - a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the NF Program in which I am enlisting, and the Statement of Understandings required for Options (1), (2), (3). I understand the obligations for the Options and training that I will receive.

I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
(Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 APR 91  
(Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 APR 91.  
NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-7. Nuclear Field Program Election of EB, NCF or EB/NCF Combination (To be inserted onto a NAVPERS 1070/613)****NUCLEAR FIELD PROGRAM**

\_\_\_\_\_:

(Date)

I understand by enlisting in the Enlisted Nuclear Power Program I may choose either the Navy College Fund option, the Enlistment Bonus option, or the Enlistment Bonus/Navy College Fund Combination option. I understand that once accepted, I cannot change the selected option. I also understand that by accepting the Navy College Fund option I am not eligible for any Enlistment Bonuses for Nuclear Power or any other enlistment program. I have elected to accept the \_\_\_\_\_ option.

\_\_\_\_\_  
(Signature of Applicant)

Witnessed:

\_\_\_\_\_  
(Signature of Classifier/EPDS)

**Exhibit 3-8. Nuclear Field Enlistment Bonus NAVPERS 1070/613**

UIC: \_\_\_\_\_ Ship or Station \_\_\_\_\_

**NUCLEAR FIELD ENLISTMENT BONUS  
STATEMENT OF UNDERSTANDING**

1. I have been informed that the program in which I am enlisting, NUCLEAR FIELD (OPEN), offers an enlistment bonus in the amount of \$ \_\_\_\_\_ in accordance with the NAVADMIN \_\_\_\_\_ (applicable Enlistment Bonus message) and OPNAVINST 1160.6 (series) provided I return and ship to Recruit Training Command (RTC) on \_\_\_\_\_ (date).
2. I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.6 (series) which includes attainment of designation in NEC 335X or 338X and attainment of sufficient academic standing to continue in the program for which I enlisted. I acknowledge that should I fail to fulfill these criteria, my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment, plus additional service which may be required as “payback” for advanced training received.
3. I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty (NEC) because:
  - a. I am no longer classified in that specialty; or
  - b. the specialty designator is removed from my records; or
  - c. current and future assignment in my military specialty is precluded for any of the following reasons within my control:
    - (1) Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus; or
    - (2) should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such an action renders me unqualified for future performance in my military specialty), or should an administrative determination result in my inability to continue performance in my military specialty; or
    - (3) should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or
    - (4) should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in my NEC, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my NEC; or
    - (5) demonstrated unreliability for the supervision, operation, and maintenance of naval nuclear propulsion plants, as defined in NAVMILPERSCOMINST 1540.1 (series).
4. I understand that should I be offered and elect to change either the program in which I am enlisting or my date of shipping to RTC listed in Section 1 above, that my enlistment bonus entitlement may be reduced, changed, or nullified as determined by the BUPERS message in effect on the date of my initial enlistment in the Delayed Entry Program (DEP).
  - a. It has been explained to me that I am locked into the EB entitlement as determined by the BUPERS message in effect at the time of my initial enlistment into DEP provided I report for transfer to RTC in the program and on the date listed in Section 1. Furthermore, I understand that should a new BUPERS message be issued that modifies or cancels the EB for which I am enlisting in Section 1, that my EB cannot be decreased, increased, modified, changed, or cancelled by the newly issued BUPERS message or any other subsequent releases.
  - b. I understand that should I accept any offered modification or change to my enlistment program or transfer date to RTC, that my EB could be effected and will be determined by the provisions outlined in the BUPERS message in effect at the time of my initial enlistment into DEP.
5. I understand the Enlistment Bonus will not be paid until I successfully complete nuclear prototype training and become designated with a nuclear plant operator NEC series 335X or 338X, as appropriate.
6. I understand that if I apply to an officer procurement program, but have not been formally notified of my selection to the officer procurement program for which I applied, I shall be paid Enlistment Bonus in accordance with OPNAVINST 1160.6 (Series) upon successful completion of all phases of initial training. If I do not meet all requirement to receive Enlistment Bonus prior to my selection to the officer procurement program for which I have applied, I will have my EB entitlement suspended. The effective date of selection to an officer procurement program is the date time group of the official selection message. In the event that the date I complete all phases of initial training and the message date are the same day, I will be considered as having completed training and will be paid an Enlistment Bonus.
7. I understand that I must remain fully qualified for the program in which I am enlisting at all times prior to receipt of my enlistment bonus. Failure to maintain all eligibility requirements at any point prior to receipt of any enlistment bonus payment, may void my enlistment bonus entitlement.

\_\_\_\_\_  
Signature of Enlistee/Date

\_\_\_\_\_  
Signature of Witness/Date

\_\_\_\_\_  
Name (Last, First, Middle)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Branch and Class

**Exhibit 3-8. Nuclear Field Enlistment Bonus NAVPERS 1070/613 (cont.)**

<b>UIC:</b>	<b>Ship or Station</b>
-------------	------------------------

**To be completed upon return of member for shipping to Recruit Training Command:**

- A. There has been no change to either my enlistment program or accession date as listed in Section 1 above. \_\_\_\_ (Initials)
- B. My enlistment program or accession date has changed. Based on this change, I have been informed that my enlistment bonus entitlement is now set at \$ \_\_\_\_\_ based on the BUPERS message in effect on the date of initial enlistment into the Delayed Entry Program. \_\_\_\_ (Initial)

Signature of Enlistee/Date  
Typed Name of Enlistee

Signature of Witness/Date  
Typed Name of Witnessing Recruiting Official

Name(Last, First, Middle)	SSN	Branch and Class
---------------------------	-----	------------------

**Exhibit 3-9. DEN Administrative Remarks (Insert onto a NAVPERS 1070/613)**

\_\_\_\_\_ : It has been explained to me that I have been granted a provisional authorization to enlist into the Delayed Enlistment Nuclear Field Program (DEN) while awaiting disposition of my Nuclear Field Program waiver. This waiver is subject to review by higher authority, which must be completed prior to my entry onto active duty with a guarantee of the Nuclear Field. I understand that should higher authority not approve m waiver for entry into the Nuclear Field, I will have the option to reclassify into another rating or field for which I am qualified or I may choose to re released from the Delayed Entry Program (DEP).

\_\_\_\_\_  
(Applicant's Signature)

Witnessed:

### Exhibit 3-10. Nuclear Field Program Matrix

CH-4  
Effective Date: 05/11/01

3-116

Rating/ School	ASVAB Test Score Qualifications	Min NAPT	Vision	NCP	NH	SCE	Mos Oblig Svc	US Cit	Remarks
Nuclear Field (FN)	<p><b>Current ASVAB</b></p> <p>VE+ AR+ MK+ MC +NAPT ≥ 290</p> <p style="text-align: center;"><b>or</b></p> <p>AR+ MK+ EI+ GS+ NAPT ≥ 290</p> <p style="text-align: center;"><b>or</b></p> <p>VE+ AR+ MK+ MC ≥ 252</p> <p style="text-align: center;"><b>or</b></p> <p>AR+ MK+ EI+ GS ≥ 252</p>	<p>50 (55 for retest)</p> <p>No NAPT req'd if qualified based on ASVAB scores alone</p>		X		X	72	X	<p><b>Age</b> At least 17 years of age but not have reached 25th birthday by active duty date (waivers on a case basis)</p> <p><b>Marijuana</b> Commanding Officer (1-3X). Commander, Navy Recruiting Command (N333) (4-10X NF Type 1).DCNO (N133D) (more than 10x, or if any other Nuclear Field program waivers are required).</p> <p><b>Character</b> Police Record Checks required. (See Chapter 2). Any offense (except minor traffic) in DEP is a waiver (NF Type 1).</p> <p><b>Citizenship</b> Applicants must meet the requirements of 3B-2e.</p> <p><b>Education/ Academic</b> Must provide complete transcripts of high school records. Those candidates requiring a NF Type 2 waiver must include college academic records, if applicable, to assist in waiver authority's evaluation of candidate's motivation. Refer to 3B-2a.</p> <p>Must have completed one full year of algebra in HS or college. (Refer to 3B-2a( 3)). Note: If a submarine volunteer, must sign NAVPERS1070/613 (Exhibit 3-15).</p>
<p>Point of Contact for NF requirements: N333: COM: (901) 874- 9253</p>									

**Exhibit 3- 11. AEF/ ATF Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
AEF- AECF Advanced Electronics Field- Advanced Electronics Computer Field (SN)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total= 218 Minimum AR= 57 Minimum MK= 57		X	X		X		72	X	Must meet drug abuse criteria in Exhibit 2-18.
AT Aviation Electronics Technician (AN)	<b>Current ASVAB</b> MK+ EI+ GS= 156+ AR, Total= 218		X			X		72	X	
CTM Cryptologic Technician Maintenance (SN)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total= 218 Minimum AR= 57 Minimum MK= 57		X	X		X		72	X	Both the applicant and immediate family members, including parents, siblings, and spouse must be U.S. Citizens. In cases where the applicant has had no contact with non-citizen immediate family members for many years or other extenuating circumstances significantly lessen the potential of influence or duress, contact N32 for possible exception to policy. Further, at Recruit Training Command, applicant must participate in an in-depth personal security screening interview conducted by a Naval Security Group Command special representative. Moral turpitude offense( s) are generally disqualifying. (see 3C-3).  The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file. Applicants who are former members of the Peace Corps are <b>not</b> eligible (See 3C-3b( 10)). (cont.)

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Effective Date: 02/28/00



**Exhibit 3- 11. (p.2) AEF/ ATF Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
CTM Cryptologic Technician Maintenance (SN) (cont.)										Must be High School Graduate (HSG) as defined in 2H-2b and must have completed the 10 <sup>th</sup> grade regardless of whether General Educational Development (GED) Test or adult high school diploma has been obtained. Must meet drug abuse criteria in 2M-3.
EW Electronics Warfare Technician (SN)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total= 218 Minimum AR= 57 Minimum MK= 57	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>		<b>72</b>	<b>X</b>	Repairs and operates EW equipment. <b>Minimum Auditory Requirements</b> Cycles <u>500</u> <u>1000</u> <u>2000</u> ISO 35 30 30 <u>4000</u> <u>8000</u> 40 45 See drug abuse in Exhibit 2-18.
IS Intelligence Specialist (SN)	<b>Current ASVAB</b> AR+ VE= 103		<b>X</b>		<b>X</b>	<b>X</b> <b>SSBI</b> <b>PRP</b>	<b>X</b>	<b>72</b>	<b>X</b>	See Remarks for CTM
MT Missile Technician Submarine (SN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC ≥ 222  Or AR+ MK+ EI+ GS ≥ 222  Note: See 3I-9 for line score point waiver guidelines		<b>X</b>		<b>X</b>	<b>X</b> <b>SSBI</b> <b>PRP</b>	<b>X</b>	<b>72</b>	<b>X</b>	(Note 9) Closed to women. Requires Personnel Reliability screening under BUPERSINST 5510.11. Must sign NAVPERS 1070/613 volunteering for submarine duty (Exhibit 3-15). The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in 2M-3.

**Exhibit 3- 11. (p.3) AEF/ ATF Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
STG Sonar Technician (Surface) (SN)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total= 218 Minimum AR= 57 Minimum MK= 57		X	X	X	X		72	X	Any drug usage other than marijuana and any drug usage while in DEP is usually disqualifying.
<b>Minimum auditory requirements</b>										
Cycles	<u>500</u>	<u>1000</u>	<u>8000</u>							
ISO	35	30	30							
<b>Maximum Auditory Levels</b>										
Frequency	<u>3000</u>	<u>4000</u>	<u>5000</u>	<u>6000</u>	(hz)					
<p><b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers are not recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure are considered after ENT/ Audiology consult clearance.</p>										
EN Engineman (FN)	<b>Current ASVAB</b> MK+ AS= 96 VE+ AR= 108							72	X	
<b>Maximum Auditory Levels</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)										
<p><b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers are not recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure are considered after ENT/ Audiology consult clearance.</p>										

**Exhibit 3- 11. (p.4) AEF/ ATF Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
GSE Gas Turbine System Technician (Electrical) (FN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS =204		X					72		
GSM Gas Turbine System Technician (Mechanical) (FN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS =204		X					72		
HT Hull Maintenance Technician (FN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS =212		X	X		X		72	X	
<p><b>Maximum Auditory Levels</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u>(hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers are not recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure are considered after ENT/ Audiology consult clearance.</p>										
IC Interior Communi- cations Electrician (FN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS= 212		X			X		72	X	

**Exhibit 3- 11. (p.5) AEF/ ATF Program Matrix****Notes:**

1. VISION CORR 20/20 = No minimum vision requirement, unless specified, but vision must be 20/20 corrected.
2. NCP = Normal color perception.
3. NH = Normal hearing. (“ 1” under H of PULHES)
4. NSI = No speech impediment.
5. SCE = Must be eligible for Security Clearance.
6. SUB QUAL = Submarine qualified.
7. MOS OBLE SERVE = Obligated service/ months.
8. US CIT = U. S. Citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED Article 15-69. For initial enlistment purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualification for submarines.

**Exhibit 3-12. NAVCRUIT 1133/52 for SEAL/EOD/Fleet Diver Challenge Programs****Enlistment Guarantees****JONES, JOHN PAUL****123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy I hereby acknowledge that:
  - a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for 24 months to meet the obligations of the Enlistment Bonus program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
 

Option (1) (SEAL, EOD or Fleet Diver) Challenge Program

Option (2) Enlistment Bonus (amount per latest EB message)

Option (3) NA

Option (4) NA
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
  - a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
  - a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Options (1), (2). I understand the obligations for the Options and training that I will receive

\_\_\_\_\_  
 (applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
 (Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 APR 91  
 (Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 APR 91.**  
**NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-13. Challenge Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NC P	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
Fleet Diver Challenge (SN) (See Note 1).	<b>Current ASVAB</b> Minimum MC= 50 VE+ AR= 104	Note 1	<b>X</b>			<b>X</b>		<b>48</b>	<b>X</b>	Meet physical under U. S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in paragraph 2.12.3. Must be 30 years of age or less at time of enlistment.
EOD Challenge (SN) (See Note 2).	<b>Current ASVAB</b> VE+ AR= 110 AND MC= 50 OR GS+MC+EI=165	Note 1	<b>X</b>			<b>X</b>		<b>48</b>	<b>X</b>	Meet physical under MANMED Articles and physical screening test. Must meet drug abuse criteria specified in paragraph 2.12.3. Must be 30 years of age or less at time of enlistment.
SWCC	<b>Current ASVAB</b> AR+VE=104 MC=50									
SEAL Challenge (SN)	<b>Current ASVAB</b> VE+ AR= 104 Minimum MC= 50	Note 2	<b>X</b>			<b>X</b>		<b>48</b> <b>72</b> <b>(HM)</b>	<b>X</b>	Closed to women. Meet physical under MANMED Articles and physical screening test. Must meet drug abuse criteria specified in paragraph 2.12.3. Must be 28 years of age or less at time of enlistment.

**Notes:**

- EOD/DIVER.** Uncorrected vision in the better eye can be no worse than 20/100, the worse eye no more than 20/200. Both eyes must correct to 20/20. No color deficiency.
- SEALS.** Uncorrected vision in the better eye can be no worse than 20/40, the worse eye no more than 20/70. Both eyes must correct to 20/20. No color deficiency.

**Exhibit 3-14. GENDET to Special Operations Challenge NAVCRUIT 1133/52****Enlistment Guarantees****JONES, JOHN PAUL****123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy I hereby acknowledge that:

a. I am enlisting into the United States Navy for an active duty period of **FOUR** years.

b. I am enlisting with the following guarantees and understanding that Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8 with the option or options as indicated below:

Option (1) SEAMAN APPRENTICESHIP -FOUR YEAR GENDET PROGRAM

Option (2) Guaranteed assignment to a SEAL Challenge Program source rating Class "A" School (Requires a 24-month extension)

Option (3) GUARANTEED ASSIGNMENT TO BUDS TRAINING

Option (4) Enlistment Bonus for GENDET (\$2000.00)

2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1b and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.

3. The Navy will enroll me in the training specified above, unless I elect to disenroll from the program prior to accepting orders to training listed in Option (2) above. I also acknowledge that if during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1b above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:

a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or

b. Decline assignment to an alternate "A" school in which I am qualified and a vacancy exist, and remain in the GENDET program until the completion of my obligated service.

In any event, my entitlement to any guarantee listed in 1b above, to include enlistment bonus/reenlistment bonus, if any, becomes null and void and the Navy may, at its option, choose to discharge me.

4. If I am not enrolled in the training guarantee specified in section 1b above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand the following:

a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.

b. The Navy may, at its option, discharge me in accordance with law and regulation.

5. I understand that I will be assigned to the training guaranteed me in 1b, Option (2) above **after serving a minimum of 12-months** on board my first permanent duty station and that is my responsibility to maintain all eligibility requirements for assignment and continued service in the Special Operations Challenge Program. I further understand that it is my responsibility to maintain contact with my assigned Career Counselor and Education Service Officer in order to get assigned and transferred to the Option (2) training. **I also understand that I will be required to extend my enlistment for 24-months prior to assignment to Class "A" school.**

5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the training or program(s) for which I am enlisting, and the Statement of Understandings required for Options (1), (2) (3) (4). I understand the obligations for the Options and training that I will receive JPJ.

(applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 NOV 99JOHN PAUL JONES, 5 NOV 99

(Signature of Enlisting Officer)/Date

(Signature of Enlistee)/Date

Annex A to DD Form 4 dated 5 NOV 99.

NAVCRUIT 1133/52 (Rev. 10-99)

**Exhibit 3-15. Submarine Duty Volunteer (Insert onto a NAVPERS 1070/613)**

\_\_\_\_\_ : I am enlisting in the United States Navy and volunteering for duty in Submarines. I also understand that eligibility for duty in submarines has not been fully verified and that no guarantee of ultimate assignment to submarines has been made to me. Having volunteered as a submarine trainee, I may not be dropped from the program unless found disqualified due to reasons either within or beyond my control or unless the need of the Navy dictate my assignment in a non-submarine billet. Failure to be accepted in submarines will in no way affect the basic term of the program in which I am enlisting. I hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand that a more detailed physical will be performed on me at Recruit Training Center or Submarine School to determine physical qualification for duty aboard submarines.

\_\_\_\_\_  
(Applicant's Signature)

Witnessed: \_\_\_\_\_  
Name/Title: \_\_\_\_\_ Typed



**Exhibit 3-16. School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
ABE Aviation Boatswain's Mate Launching and Recovery Equipment (AN)	<b>Current ASVAB</b> AR+ MC+ AS= 130	20/100	X	X						
<p><b>Maximum Auditory Levels</b>                      Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
ABF Aviation Boatswain's Mate (Fuels) (AN)	<b>Current ASVAB</b> AR+ MC+ AS= 130	20/ 100	X	X						
<p><b>Maximum Auditory Levels</b>                      Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										

**Exhibit 3-16. (p.2) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
ABH Aviation Boatswain's Mate (Aircraft Handling) (AN)	<b>Current ASVAB</b> AR+ MC+ AS= 130	20/100	X	X						Must have normal stereoscopic vision.
<p><b>Maximum Auditory Levels</b>                      Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
AC Air Traffic Controller (AN)	<b>Current ASVAB</b> AR + 2MK+ GS= 210	20/ 100	X	X	X	X		60	X	Must be 18 years old upon school entry. Be physically qualified under MANMED Article 15-69. Must meet drug abuse criteria specified in 2M-3.
AD Aviation Machinist's Mate (AN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS= 190		X	X						
<p><b>Maximum Auditory Levels</b>                      Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										

3-127

Effective Date:03/27/02  
CH-11

**Exhibit 3-16. (p.3) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
AE Aviation Electrician's Mate (AN)	<b>Current ASVAB</b> AR+ MK+ GS+ EI= 218		X			X			X	
AG Aero- grapher's Mate (AN)	<b>Current ASVAB</b> VE+ MK+ GS= 165		X			X			X	
AK Aviation Storekeeper (AN)	<b>Current ASVAB</b> VE + AR= 103									
AM Aviation Structural Mechanic (AN)	<b>Current ASVAB</b> AR+ MC+ AS= 164		X	X						<b>Must meet same Hearing requirements as AME Rating</b>
AME Avia- tion Structural Mechanic (Safety Equip- ment (AN)	<b>Current ASVAB</b> AR+ MC+ AS= 164		X	X						
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
AO Aviation Ordnance- man (AN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS =190	20/ 100	X	X		X			X	
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										

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**Exhibit 3-16. (p.4) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
AS Aviation Support Equipment Technician (AN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS = 200	<b>X</b>	<b>X</b>							
AT Aviation Electronics Technician (AN)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total = 218		<b>X</b>			<b>X</b>			<b>X</b>	
AV Aviation Avionics (AN)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total = 218		<b>X</b>			<b>X</b>			<b>X</b>	
AW Aviation Warfare Systems Operator (AN) Note: The Only route that an applicant can become an AW is the AIRCREW Program	<b>Current ASVAB</b> AR+ 2MK+ GS= 196	20/200	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>60</b>	<b>X</b>	Must volunteer for duty involving aerial flight as crew member and be physically qualified and psychologically adapted for flight per the appropriate MANMED Article. Must be certified as a Class II swimmer (3G-2d( 1) prior to completion of recruit training, with the potential of qualifying as a Class I swimmer (3G-2d( 2) during AW training. Rescue swimmer and sea-air rescue training included in AW guarantee. These requirements are physically demanding, therefore strong swimmers are desired. Must meet drug abuse criteria specified in 2M3.
<b>Aviation Weight</b>										
The Maximum acceptable weight is 235 pounds. There is no waiver of this requirement since this is the maximum weight for ejection seat capability.										
<b>Body Fat</b>										
Males: Less than or equal to 22 percent Females: Less than or equal to 30 percent Note: Hayfever, Asthma, Bee Sting or food allergic reaction and chronic motion sickness are general medical disqualifiers for applicants for the AW rating.										

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**Exhibit 3-16. (p.5) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
AZ Aviation Maintenance Administra- tionman (AN)	<b>Current ASVAB</b> VE+ AR= 103					X			X	
BU Builder (SN)	<b>Current ASVAB</b> AR+ MC+ AS= 140			X				60		
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
CE Construction Electrician (SN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS= 200	X	X					60		
CM Construction Mechanic (SN)	<b>Current ASVAB</b> AR+ MC+ AS= 158							60		

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**Exhibit 3-16. (p.6) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
CT Cryptologic Technician (CTA, CTI, CTM, CTO, CTR, CTT) (SN)	<b>Current ASVAB</b>					<b>X</b>			<b>X</b>	<p>Both the applicant and immediate family members, including parents siblings, and spouse, must be U. S. citizens. In cases where the applicant has had no contact with non-citizen immediate family members for many years or other extenuating circumstances significantly lessen the potential of influence or duress, contact N32 for determination. Further, at RTC, applicant must participate in an in-depth personal security screening conducted by a Naval Security Group Command Representative. Moral turpitude offenses(s) and a history of bad credit are generally disqualifying.</p> <p>The Military applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file. For details on the CTM rating, refer to (3C). Applicants who are former members of the Peace Corps are not eligible. Must be a HSG. CTI NAVET applicant with Native language skills who score less than 95 on DLAB will require ECM approval for enlistment.</p> <p>Recruiters must submit a Certificate of Release or Discharge (DD Form 214), Record of Military Processing – Armed Forces of the United States (DD Form 1966), and preliminary MASS summary, Fax copies are accepted. As a first step, classifiers should call DONCAF (Mr. Kent Wells at DSN 288- 8885, COM:</p>

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## Exhibit 3-16. (p.7) School Guarantee Program Matrix

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
CTA Cryptologic Technician Administra- tive. (SN)	<b>Current ASVAB</b> VE+ MK=105					<b>X</b>			<b>X</b>	202/433-8885 or Ms. J. Bolton at 8892) to verify security status upon leaving the service. This will accelerate security screening. All NAVETS must be interviewed during in-processing at TPU, Great Lakes. Alternatively, NSGFO interviewers are resident in San Diego, CA and Pensacola, FL. Contact Mr. T. Bellow (RIC, NSGFO, Great Lakes) at DSN 792- 6813, COM: 847/ 688- 6813 for information and instructions on MASS screening and interviews. Must meet drug abuse criteria in 2M-3.
CTI Cryptologic Technician Interpretive (SN)	<b>Current ASVAB</b> VE+ MK+ GS =150			<b>X</b>		<b>X</b>			<b>X</b>	DLAB score of 95 or better required. Waivers to the minimum DLAB may be granted on a case-by- case basis. If found qualified, member may be assigned to duty in submarines or duty involving aerial flight as a non- crewman. Neither requires normal color perception. The appropriate MANMED article and SECNAVINST 6420.1 pertain. Male applicants will read the Volunteer for Duty in Submarines and the Volunteer for Duty involving Aerial Flight as a Non-crewmember Statement of Understanding. Must meet drug abuse criteria in 2M-3.
CTO Cryptologic Technician Communica- tions (SN)	<b>Current ASVAB</b> VE+ AR= 103			<b>X</b>		<b>X</b>			<b>X</b>	Must meet drug abuse criteria specified in 2M-3. The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file.

**Exhibit 3-16. (p.8) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
CTR Cryptologic Technician Collection (SN)	<b>Current ASVAB</b> VE+ AR= 110			X		X			X	Must meet drug abuse criteria specified in 2M-3. The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file.
CTT Cryptologic Technician, Technical (SN)	<b>Current ASVAB</b> VE+ MK+ GS=165		X	X		X			X	Must meet drug abuse criteria specified in 2M-3. The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file.
DC Damage Controlman (FN)	<b>Current ASVAB</b> VE+ MC+ AS=158		X							
DK Disbursing Clerk (SN)	<b>Current ASVAB</b> VE+ AR= 105									Have not been convicted or received punishment for any crime incident to larceny or fraud by a courts-martial under the Uniform Code of Military Justice (UCMJ), under Article 15 of the UCMJ, or by a civilian court within the previous 36 months.
DT Dental Technician (SN)	<b>Current ASVAB</b> VE+ MK+ GS=149  Or  VE+ MK+ CS=153		X					<b>60</b>		Must meet drug abuse criteria specified in 2M-3. Applicant must be informed that they will be assigned to duties involving direct patient care and clinical services and they could be subject to assignment to the Operating Forces or Fleet Marine Force duty. A physician or dentist licensed in any country is not eligible for this rating. Include all school transcripts with records (used to determine sub-specialties qualified for).

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**Exhibit 3-16. (p.9) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
EA Engineering Aid (SN)	<b>Current ASVAB</b> AR+2MK+GS = 210							<b>60</b>		One half year of high school trigonometry or one college quarter or semester of trigonometry with a minimum grade of C required.
EM Electrician's Mate (FN)	<b>Current ASVAB</b> AR+2MK+GS = 196		<b>X</b>							
EN Engineman (FN)	<b>Current ASVAB</b> MK+ AS= 96			<b>X</b>						
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)</p> <p><b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/ Audiology consult clearance.</p>										
EO Equipment Operator (SN)	<b>Current ASVAB</b> AR+ MC+ AS= 140		<b>X</b>	<b>X</b>				<b>60</b>		<p>Must have stereoscopic vision. The examination for stereoscopic vision will be administered at the RTC. Must possess a valid driver's license. Can not have a DUI conviction within one year prior to the start of Class "A" school. No major vehicle accident to include:</p> <ol style="list-style-type: none"> <li>1. Damages to private, state, or government property in excess of \$5K</li> <li>2. Hitting a pedestrian.</li> </ol>
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)</p> <p><b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										

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**Exhibit 3-16. (p.10) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Correct 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
EW Electronics Warfare Technician (SN)	<b>Current ASVAB</b> VE+ MK+ GS=165	<b>X</b>	<b>X</b>			<b>X</b>			<b>X</b>	Operates EW equipment. <b>Minimum auditory requirements</b> Cycles <u>500</u> <u>1000</u> <u>2000</u> <u>4000</u> <u>8000</u> ISO     35    30     30     40     45 See drug abuse in 2M-3.
GM Gunner's Mate (GMG, GMM) (SN)	<b>Current ASVAB</b> AR+MK+GS+EI =204		<b>X</b>	<b>X</b>		<b>X</b>			<b>X</b>	Moral turpitude offenses are generally disqualifying. Selection for GMG or GMM by SSC Great Lakes. Must meet drug abuse criteria specified in 2M-3.
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)</p> <p><b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment eligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
GSE Gas Turbine System Technician (Electrical) (FN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS= 204		<b>X</b>							
GSM Gas Turbine Tech- nician (Mechanical) (FN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS= 204		<b>X</b>							
HM Hospital Corpsman (SN)	<b>Current ASVAB</b> VE+ MK+ GS = 149							<b>60</b>		Applicant must be informed that he/she will be assigned to duties involving direct patient care and clinical services and that he/ she could be subject to assignment to the Operating Forces or Fleet Marine Force for duty. Must meet drug abuse criteria specified in 2M-3. Physician or dentist licensed in any country is not eligible for this rating. Include all school transcripts with records (used to determine sub-specialties qualified for).

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**Exhibit 3-16. (p.11) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision C orr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
HT Hull Maintenance Technician (FN)	<b>Current ASVAB</b> VE+ MC+ AS= 158		X	X		X			X	
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
IC Interior Communica- tions Electrician (FN)	<b>Current ASVAB</b> AR+MK+EI+GS = 212		X			X			X	
IS Intelligence Specialist (SN)	<b>Current ASVAB</b> VE+ AR= 103	X	X			X		60	X	Both the applicant and immediate family members, including parents siblings, and spouse, must be U. S. citizens. Further, at RTC, applicant must participate in an in- depth personal security screening conducted by a Naval Security Group Representative. The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file. Moral turpitude offense( s) are generally disqualifying. Must be HS graduate. Applicants who are former members of the Peace Corps are not eligible. Must meet drug abuse criteria specified in 2M-3.

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**Exhibit 3-16. (p.12) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
IT Information Technician (SN)	<b>Current ASVAB</b> AR+2MK+GS=222 Or AR+MK+EI+GS= 222		X	X	X	X			X	Moral turpitude offenses( s) are generally disqualifying. Must meet drug abuse criteria specified in 2M-3. The Military Applicant Security Screening (MASS) System is required and the printout must be in the service record and the residual file.
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)</p> <p><b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
JO Journalist (SN)	<b>Current ASVAB</b> VE+ AR= 110					X		<b>60</b>	X	Must be HS graduate. Typing 20 WPM mandatory when enlisted. Verification by either school transcript (which documents a passing grade and attainment of no less than 20WPM), or the results of the U. S. Navy Performance Test (typing test) may be utilized. Transcript/ test results shall be documented in Section VI, Remarks of the DD Form 1966.
LI Lithographer (SN)	<b>Current ASVAB</b> VE+ AR= 103	X				X			X	
LN Legalman (SN)	<b>Current ASVAB</b> VE+ MK = 105								X	Must be HSDG or HSG. Must type minimum of 40 wpm prior to submission of 1306/ 7. No NJP or Civil involvement within past 24 months (except minor traffic). No drug or alcohol waivers above NRD CO level. Must be eligible for a security clearance.
MA Master- At- Arms (SN)	<b>Current ASVAB</b> WK+ AR= 100 (Minimum WK= 45)	X	X	X	X				X	Must be HSDG or HSG. Must possess valid Drivers License. No NJP or Civil involvements within past 24 months (except minor traffic). No drug or alcohol waivers above CO NRD level. Must be eligible for a security clearance.

**Exhibit 3-16. (p. 13) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Correct 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
MM Machinist's Mate (FN)	<b>Current ASVAB</b> MK+ AS= 96			X						
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
MMS Machinist's Mate (Submarine) (FN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC = 210  Note: See 3I-9 for line score point waiver guidelines.		X		X	X	X		X	(See Note 9) Must sign NAVPERS 1070/ 613 volunteering for submarine duty (Exhibit 3- 15). Must meet drug/alcohol abuse criteria specified in 2M-3. Closed to women.
MN Mineman (SN)	<b>Current ASVAB</b> VE+ MC+ AS= 158		X			X			X	Must meet drug abuse criteria specified in 2M-3.
MR Machinery Repairman (FN)	<b>Current ASVAB</b> AR+ MC+ AS= 158	X		X						
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/ Audiology consult clearance.</p>										
MS Mess Management Specialist (SN)	<b>Current ASVAB</b> VE+ AR= 89									

**Exhibit 3-16. (p. 14) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	VisionC orr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
MSS Mess Management Specialist (Submarine) (SN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC = 200  Or AR+ MK+ EI+ GS = 200  Note: See 3I-9 for line score point waiver guidelines.				X	X	X		X	(See Note 9) Must sign NAVPERS 1070/ 613 volunteering for submarine duty (Exhibit 3-15). Must meet drug/alcohol abuse criteria specified in 2M-3. Closed to women.
MU Musician (SN)	<b>Selection based on personal audition at school of music or Navy band. No test score criteria. Minimum AFQT= 31.</b>									
OS Operations Specialist (SN)	<b>Current ASVAB</b> VE+ MK+ CS= 157  Or AR +2MK +GS= 210		X	X	X	X			X	
PC Postal Clerk (SN)	<b>Current ASVAB</b> VE+ AR= 108					X			X	Must provide verification of successful completion of the 10 <sup>th</sup> grade of high school (i.e., eligible for advancement to the 11th grade). Successful completion of GED/CPT/ home study course is acceptable. a. Have no criminal record of: (1) Conviction by Courts-martial. (2) Punishment under Article 15 of the UCMJ within the last 3 years involving a postal- related incident. (3) Civilian conviction other than minor traffic violations. (Cont.)

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**Exhibit 3-16. (p. 15) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	VisionC orr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
PC Postal Clerk (SN) (cont.)										<ul style="list-style-type: none"> <li>b. Have no record of derogatory information or unfavorable conduct, which casts doubt on an individual's trustworthiness and honesty.</li> <li>c. Possess high moral standards and excellent military bearing.</li> <li>d. Have no history of psychiatric disorder, alcoholism, or drug abuse unless a medical evaluation determines the condition no longer exists.</li> <li>e. Be financially responsible.</li> <li>f. Not have been previously relieved for cause or criminal convictions from military postal duties</li> <li>g. Be eligible for security clearance.</li> <li>h. Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting of weights up to 70 pounds.</li> <li>i. Have a physical profile serial code (PULHES) of 211221.</li> <li>j. Must be a high school graduate.</li> <li>k. Must possess a valid state driver's license.</li> </ul>

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**Exhibit 3-16. (p. 16) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
PH Photo- grapher Mate (AN)	<b>Current ASVAB</b> VE+ AR= 103	<b>X</b>	<b>X</b>			<b>X</b>		<b>60</b>	<b>X</b>	
PN Personnelman (SN)	<b>Current ASVAB</b> VE+ AR= 105 Or VE+MK+CS=157									
PR Aircrew Survival Equipment- man (AN)	<b>Current ASVAB</b> VE+ MC+ AS= 158									
QM Quarter- master (SN)	<b>Current ASVAB</b> VE+ AR= 97	<b>X</b>	<b>X</b>		<b>X</b>				<b>X</b>	
RP Religious Program Specialist (SN)	<b>Current ASVAB</b> VE+ MK= 105 Or VE+MK+CS= 157				<b>X</b>					Must pass interview by chaplain at RTC. Must be HSG. Moral turpitude offense(s) are disqualifying. The following personnel are ineligible for the RP rating: a. Repeated military offenders, personnel convicted by military or civilian authorities of any criminal offense, theft, or related offense, or any other offense reflecting unfavorably upon their integrity. b. Ministers, Priests, or Rabbis.
SH Ship's Serviceman (SN)	<b>Current ASVAB</b> VE+ AR= 96									Have not been convicted or received punishment for any crime incident to larceny or fraud by a courts-martial under the UCMJ1, under Article 15 of the UCMJ1 or by a civilian court within the previous 36 months.

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**Exhibit 3-16. (p. 17) School Guarantee Program Matrix**

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Rating/ School	ASVAB Test Score Qualifications	Vision C orr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
SK Storekeeper (SN)	<b>Current ASVAB</b> VE+ AR= 103									
SKS Storekeeper (Sub- marine) (SN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC = 200 Or AR+ MK+ EI+ GS = 200 Note: See 3I-9 for line score point waiver guidelines.				X	X	X		X	(See Note 9) Must sign NAVPERS 1070/613 volunteering for submarine duty (Exhibit 3-15).  Must meet drug/alcohol abuse criteria specified in 2M-3.  Closed to women.
SM Signalman (SN)	<b>Current ASVAB</b> VE+ MK+CS= 147 Or AR+2MK+GS=190	X	X			X			X	
STG Sonar Technician (Surface)	<b>Current ASVAB</b> MK+ EI+ GS= 156 +AR, Total= 218 Minimum MK= 57 Minimum AR= 57		X	X		X			X	Must meet minimum auditory requirements set forth in the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section I (NAVPERS 18068 series). Must meet drug abuse criteria specified in 2M-3.
<p><b>Maximum Auditory Levels:</b> Frequency <u>3000</u> <u>4000</u> <u>5000</u> <u>6000</u> (hz)  <b>Average</b> hearing threshold level in these four frequencies must be less than 30db, with no level greater than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible in the rating. Waivers will not be recommended for those applicants whose hearing loss resulted from exposure to noise. Waivers for hearing loss, other than from noise exposure will be considered after ENT/Audiology consult clearance.</p>										
SUB Sub- marine School (SN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC = 200 Or AR+ MK+ EI+ GS = 200 Note: See 3I-9 for line score point waiver guidelines.		X		X	X	X		X	(See Note 9) Must sign NAVPERS 1070/613 volunteering for submarine duty (Exhibit 3-15).  Must meet drug/alcohol abuse criteria specified in 2M-3.  Closed to women.

**Exhibit 3-16. (p. 18) School Guarantee Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
SECF Submarine Electronics/ Computer Field (SN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC = 222  Or AR+ MK+ EI+ GS = 222  Note: See 3I-9 for line score point waiver guidelines.		X		X	X	X	60	X	(See Note 9) Must sign NAVPERS 1070/613 volunteering for submarine duty (Exhibit 3- 15).  Must meet drug/alcohol abuse criteria specified in 2M-3. Closed to women.  Guarantee is for either ST, FT, or ET Class 'A' school with submarine volunteer required.
SW Steelworker (SN)	<b>Current ASVAB</b> AR+MC+AS = 140							60		
TM Torpedoman's Mate (SN)	<b>Current ASVAB</b> AR+ 2MK+ GS= 196		X			X			X	Must meet drug abuse criteria specified in 2M-3.
UT Utilitiesman (SN)	<b>Current ASVAB</b> AR+ MK+ EI+ GS= 200							60		
YN Yeoman (SN)	<b>Current ASVAB</b> VE+ MK= 105  Or VE+ MK+ CS= 157					X			X	
YNS Yeoman (Submarine) (SN)	<b>Current ASVAB</b> VE+ AR+ MK+ MC = 200  Or AR+ MK+ EI+ GS = 200  Note: See 3I-9 for line score point waiver guidelines.				X	X	X		X	(See Note 9) Must sign NAVPERS 1070/613 volunteering for submarine duty (Exhibit 3-15). Must meet drug/alcohol abuse criteria specified in 2M-3. Closed to women.

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Effective Date: 03/27/02

CH-11

**Exhibit 3-16. (p. 19) School Guarantee Program Matrix****Notes:**

1. VISION CORR 20/20 = No minimum vision requirement, unless specified, but vision must be 20/20 corrected.
2. NCP = Normal color perception.
3. NH = Normal hearing (defined as PULHES Code of “1” under the Hearing Section “H”).
4. NSI = No speech impediment.
5. SCE = Must be eligible for Security Clearance.
6. SUB QUAL = Submarine qualified.
7. MOS OBLE SERVE = Obligated service/months.
8. US CIT = U. S. Citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED Article 15-69. For initial enlistment purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualification for submarines.

**Exhibit 3-17. NAVCRUIT 1133/52 for School Guarantee****Enlistment Guarantees****JONES, JOHN PAUL****123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy I hereby acknowledge that:
  - a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for **NA** months to meet the obligations of the **NA** program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
 

Option (1) SH School Guarantee

Option (2) Decline Enlistment Bonus

Option (3) NA

Option (4) NA
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
  - a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
  - a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Options (1), (2). I understand the obligations for the Options and training that I will receive

\_\_\_\_\_  
 (applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
 (Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 APR 91  
 (Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 APR 91.**  
**NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-18. NAVCRUIT 1133/52 for School Guarantee with Bonus****Enlistment Guarantees****JONES, JOHN PAUL****123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy/Naval Reserve, I hereby acknowledge that:
- a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for 12 months to meet the obligations of the Enlistment Bonus program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
      - Option (1) HT School Guarantee
      - Option (2) Enlistment Bonus \$1000.00
      - Option (3) NA
      - Option (4) NA
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
- a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.
- In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
- a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Options (1), (2). I understand the obligations for the Options and training that I will receive \_\_\_\_\_.

(applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
 (Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 APR 91  
 (Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 APR 91.**  
**NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-19. Aircrew Program Matrix**

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
AIRR - Aircrew Rescue Swimmer	<b>Current ASVAB</b> AR+ 2MK+ GS= 196	<b>20/70</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>60</b>	<b>X</b>	Normal depth perception. Uncorrectable vision no worse than 20/70. High School Graduate. Must meet drug abuse criteria specified in 2M-3.
AIRC- Aircrew Non- rescue Simmer	<b>Current ASVAB</b> AR+ 2MK+ GS= 196	<b>20/200</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>60</b>	<b>X</b>	Uncorrectable vision no worse than 20/200. High School Graduate. Must meet drug abuse criteria specified in 2M-3.
Male Aviation Height (inches) and Weight (pounds)										
Height	<b>60</b>	<b>61</b>	<b>62</b>	<b>63</b>	<b>64</b>	<b>65</b>	<b>66</b>	<b>67</b>	<b>68</b>	
Max Wt	<b>161</b>	<b>163</b>	<b>166</b>	<b>168</b>	<b>173</b>	<b>181</b>	<b>183</b>	<b>184</b>	<b>193</b>	
Min Wt	<b>100</b>	<b>102</b>	<b>103</b>	<b>104</b>	<b>105</b>	<b>106</b>	<b>109</b>	<b>111</b>	<b>115</b>	
Height	<b>69</b>	<b>70</b>	<b>71</b>	<b>72</b>	<b>73</b>	<b>74</b>	<b>75</b>	<b>76</b>	<b>77</b>	
Max Wt	<b>200</b>	<b>203</b>	<b>208</b>	<b>215</b>	<b>221</b>	<b>230</b>	<b>235</b>	<b>235</b>	<b>235</b>	
Min Wt	<b>119</b>	<b>123</b>	<b>127</b>	<b>131</b>	<b>135</b>	<b>139</b>	<b>143</b>	<b>147</b>	<b>151</b>	
Height	<b>78</b>									
Max Wt	<b>235</b>									
Min Wt	<b>153</b>									

**Exhibit 3-19. (p.2) Aircrew Program Matrix**

Effective Date: 02/28/00

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Rating/ School	ASVAB Test Score Qualifications			Vision Corr 20/ 20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serve	US Cit	Remarks
Female Aviation Height (inches) and Weight (pounds)												
Height	58	59	60	61	62	63	64	65	66			
Max Wt	126	128	131	135	138	142	145	149	153			
Min Wt	100	100	100	100	100	100	106	106	108			
Height	67	68	69	70	71	72	73	74	75			
Max Wt	156	160	163	167	171	175	178	185	190			
Min Wt	111	114	117	119	122	128	128	130	133			
Height	76	77	79									
Max Wt	196	201	206									
Min Wt	136	139	141									
Body Fat												
Males: Less than or equal to 22 percent Females: Less than or equal to 30 percent Note: Waivers will not be granted for Aircrew personnel who are outside both height/ weight and body fat limits. Additionally, hayfever, asthma, bee sting/ food allergic reaction and chronic motion sickness are general medical disqualifiers for applicants for the Aircrew Program.												

**Exhibit 3-20. NAVPERS 1133/52 for Reserve**

**Enlistment Guarantees**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy/Naval Reserve, I hereby acknowledge that:
  - a. I am enlisting into the U.S. Navy/U.S. Naval Reserve for an active duty period of \_\_\_\_\_ (years/months) and, at the same time, I agree to extend my enlistment for \_\_\_\_\_ months to meet the obligations of the \_\_\_\_\_ program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
 

Option (1) \_\_\_\_\_

Option (2) \_\_\_\_\_

Option (3) \_\_\_\_\_

Option (4) \_\_\_\_\_
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
  - a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
  - a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Option(s) (1). I understand the obligations for the Options and training that I will receive \_\_\_\_\_.  
(applicant's initials)

\_\_\_\_\_  
(Signature of Enlisting Officer)/Date

\_\_\_\_\_  
(Signature of Enlistee)/Date

Annex \_\_\_\_\_ to DD Form 4 dated \_\_\_\_\_.  
NAVCRUIT 1133/52 (Rev. 10-94)



**Exhibit 3-20a. Non-Prior Service Basic Statement of Understanding**

<b>NON-PRIOR SERVICE BASIC PROGRAM STATEMENT OF UNDERSTANDING</b>
<p>NAME (LAST, FIRST, MIDDLE, JR, ETC.)    SOCIAL SECURITY NUMBER</p> <p>“DATE”: I understand and agree that I am enlisting under the provisions of the Non-Prior Service (NPS) Basic Program for eight years. The program is designed to provide me with Basic Training and Hospital Corpsman Class 'A' School with a follow-on obligation for me to drill within the Naval Reserve for six years from the date of enlistment. The remaining two years may be spent in a drill status or I may request transfer to the Individual Ready Reserve (IRR). The requirements for that obligation are:</p> <ol style="list-style-type: none"> <li>1. I must report to (<i>Naval Reserve Activity assigned</i>) within three working days of completion of my Initial Active Duty for Training (IADT) orders.</li> <li>2. I am also required to maintain satisfactory participation within the Naval Reserve. This includes:               <ol style="list-style-type: none"> <li>a. Maintain Physical and Dental Readiness Standards as stated in OPNAVINST 6110.1F and MANMED.</li> <li>b. Maintain satisfactory Reserve participation as defined by Commander, Naval Reserve Force (CNRF).                   <ol style="list-style-type: none"> <li>(1) Initially I will be assigned a requirement of 48 drills per year; currently I must attend a minimum of 40 drills to maintain satisfactory participation.                       <ol style="list-style-type: none"> <li>(a) Normally four drills will be completed each month. Drill schedules will be published in advance.</li> <li>(b) One drill period is defined as a four hour training period. Normally two drills will be completed on one day.</li> <li>(c) In case I am unable to attend a drill, I am required to contact my Unit Commanding Officer or their designated representative prior to the completion of the scheduled drill. My Commanding Officer has complete adjudication authority with the disposition of that drill.</li> </ol> </li> <li>(2) I am required to perform a two-week Annual Training as scheduled by my Unit Commanding Officer each fiscal year (1 OCT–30 SEP), unless waived by CNRF.</li> </ol> </li> </ol> </li> <li>3. The expiration of my drill obligation should be 6 years from my accession date.</li> <li>4. If my participation becomes unsatisfactory prior to the end of my six-year drilling obligation, I may be authorized probation from the Commanding Officer of the Naval Reserve Activity or be transferred to the IRR. Re-affiliation will not be authorized without approval from the Commander, Naval Surface Reserve Force (N1).</li> <li>5. I fully understand the provisions of this program and agree to fulfill the obligations as stated above.</li> </ol>  <p>_____</p> <p>SIGNATURE OF APPLICANT/DATE</p>    <p>_____</p> <p>WITNESSED: SIGNATURE OF CLASSIFIER/DATE</p>

**NAVCRUIT 1110/112 (07/01)**

**Exhibit 3-20b. Satisfactory Participation Requirements For Naval Reservists**

**SATISFACTORY PARTICIPATION REQUIREMENTS/  
RECORD OF UNEXCUSED ABSENCES**

COMNAVRESFORINST 1001.5C

1. Requirements for Satisfactory Participation for Naval Reservists:
  - a. Must attend 40 of 48 scheduled Inactive Duty Training (IDT) periods including IDT travel away from your Permanent IDT site. Percentage of attendance is based on a progressive 12 month period.
  - b. Perform a minimum of 12 days Annual Training (AT) within each fiscal year.
  - c. Must report for scheduled physical examination.
  - d. Responsible for the receipt/response to all official correspondence.
  - e. You must keep your unit Commanding Officer informed of the following:
    - (1) Current address and work/home telephone number.
    - (2) Changes in physical status
    - (3) Dependency changes
    - (4) Current employment status
    - (5) Other factors which could jeopardize mobilization potential
2. Requirements for Excused of Missed IDT periods:
  - a. Request must be made to the unit Commanding Officer **prior to the end of the missed scheduled IDT period/IDT weekend.**
  - b. IDT periods excused will be schedule as Equivalent Training (ET) IDTs and will be performed the month before, the month of, or the month after the originally scheduled IDT date. (A maximum of four ET IDTs will be credited for pay each fiscal year.)
3. IDT periods are considered Unexcused when:
  - a. No request for excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.
  - b. Insufficient reasons of request for excuse of missed IDT period(s) as determined by unit Commanding Officer.
4. Nine Unexcused IDT periods in any 12 month period or failure to comply with requirement outlined in paragraph 1 above is considered Unsatisfactory Participation.
5. Failure to maintain Satisfactory Participation may results in the following actions:
  - a. **Officers:** Termination from assigned unit
  - b. **Non-obligor:** Termination from the Selected Reserve or be placed in a 6 month probationary status.
  - c. **Advanced Pay Grade:** Reversion to your permanent rate and termination from the Selected Reserve.
  - d. **Sea and Air Mariner:** Involuntary orders up to 45 days, be placed in a probation status for 6 months, or processed for administrative separation.
6. Failure to receipt for or respond to OFFICIAL MAIL and failure to keep your Commanding Officer advised of your current address will not prevent the actions described in paragraph 5 above.
7. Termination of IDT Status:
  - a. All Reservists may request termination of IDT status due to extreme personal hardships.
  - b. You may be terminated from IDT status due to mobilization requirement change, changes in laws or regulations, or as the needs of the service dictate.
8. It is your responsibility to contact your Commanding Officer or the Naval Reserve activity where you participate concerning missed IDT(s). The activity telephone number is \_\_\_\_\_.

I will conform to the above requirements.

TYPED NAME AND SIGNATURE OF MEMBER:	DATE:	TYPED NAME AND SIGNATURE OF WITNESS:	DATE:
-------------------------------------	-------	--------------------------------------	-------

The following IDT period(s) has/have been declared unexcused. By receipt of this form, you are again reminded of your obligation and possible consequences for unsatisfactory participation as outlined in paragraph 5 above.

DATES: (List chronologically left to right)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE OF COMMANDING OFFICER or BY DIRECTION:	DATE SIGNED:
--	--------------

**Exhibit 3-20c. NPS Basic Reserve Program Enlistment Guarantees****NPS BASIC RESERVE PROGRAM ENLISTMENT GUARANTEES****JONES, JOHN PAUL****123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SOCIAL SECURITY NUMBER

1. **ACKNOWLEDGEMENT:** In connection with my enlistment into the United States Navy I hereby acknowledge that:
- I am enlisting into the United States Naval Reserve for a period of eight years, six years of which will be in an active drilling status as a Selected Reserve and the remaining 2 years in the non-drilling Individual Ready Reserve.
  - I am enlisting with the following guarantees and understanding:  
Upon enlistment, I will be enlisted under the provisions of COMNAVCRUITCOM Instruction 1130.8 (series) with the option or options as indicated below:
    - Option (1) Guaranteed assignment to Hospital Corpsman Class "A" School
    - Option (2) Assignment to Naval Hospital Bremerton, WA Reserve Unit
    - Option (3) Enlistment Bonus \$5000.00 (paid upon return to NRA per payment schedule)
    - Option (4) N/A
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1b and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Naval Reserve will order me to recruit training, Hospital Corpsman Class "A" School, and the reserve unit listed in 1b above under initial active duty for training (IADT) orders. I understand I will be required to report to my assigned Naval Reserve Activity within three working days upon completion of my IADT orders. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1b above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
- Agree to request enlistment into the Regular Navy for a minimum period of two years active duty with no guarantees of duty assignment or accession. I understand that if I elect this option that I am subject to worldwide assignability.
  - Elect entry level separation from the Naval Reserve.
  - In any event, the Naval Reserve may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1b above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose all guarantees and I am subject to separation from the Naval Reserve.
5. I must maintain satisfactory drill participation and annual training requirements as outlined in the NPS Basic Statement of Understanding. Should I fail to do so, I will be processed for Administrative Separation and/or placed in the Individual Ready Reserve (IRR) due to Unsatisfactory Performance, not recommended for re-affiliation/reenlistment.
6. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating or Program(s) for which I am enlisting, and the Statement of Understandings required for Options (1), (3). I understand my obligations for the Options I am enlisting for and the training I will receive JPJ.

(applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 NOV 99  
(Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 NOV 99  
(Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 NOV 99.**  
**NAVCRUIT 1133/52 (Rev. 11-99)**

**Exhibit 3-20d. Non-Prior Service (NPS) Basic Enlistment Bonus Written Agreement For The Naval Reserve Incentive Program**

<b>NON-PRIOR SERVICE (NPS) BASIC ENLISTMENT BONUS WRITTEN AGREEMENT FOR THE NAVAL RESERVE INCENTIVE PROGRAM</b>			
<i>(Chapter 5, Title 37, U.S. Code, Section 308c)</i>			
PRIVACY ACT STATEMENT			
<b>AUTHORITY:</b>	Chapter 5, Title 37, U.S. Code, Section 308c.		
<b>PRINCIPLE PURPOSE:</b>	To establish eligibility for the Reserve Component Incentive Bonus Program.		
<b>ROUTINE USES:</b>	Information will be used as a resource document indicating participation status of each servicemember in the Reserve Components Incentive Benefits Program. Determination of participation status or eligibility will involve computer matching between Department of the Navy and the Defense Finance and Accounting Service (DFAS) using information from this document.		
<b>DISCLOSURE:</b>	Voluntary; however, failure to provide the Social Security Number may delay processing of this agreement and may result in the respondents eligibility not being established.		
<b>1. SERVICE MEMBER (Print or Type)</b>			
a. Name (LAST, First, Middle Initial)	b. Social Security Number:	c. Rate and/or NEC:	
<b>2. ACKNOWLEDGEMENT</b>			
In connection with my enlistment in the Naval Reserve under the Non-Prior Service (NPS) Basic Program, I hereby acknowledge that I meet the eligibility criteria for the Reserve Components Incentive Benefit Program, as follows:			
<ul style="list-style-type: none"> <li>a. I am enlisting in the Naval Reserve for a period of 8 years.</li> <li>b. I am enlisting in a critical rating that is approved for bonus entitlement by the Naval Reserve.</li> <li>c. I will complete my Initial Active Duty Training (IADT), that will consist of Basic Training (Boot Camp) and my required "A" school, and that I will affiliate with a Naval Reserve unit in an Inactive Duty Training (IDT) status.</li> <li>d. I have not previously been paid a bonus for enlistment in a Selected Reserve service component.</li> <li>e. I have not been a drilling member of the Selected Reserve at any time in the last 180 days.</li> </ul>			
<b>3. OBLIGATION</b>			
I shall incur the obligations of this enlistment, as follows:			
<ul style="list-style-type: none"> <li>a. I will drill in an IDT status for a minimum period of 6 years in the Selected Reserve.</li> <li>b. I shall serve satisfactorily as prescribed by Naval Reserve regulations and this written agreement for the entire period of my enlistment.</li> <li>c. I further obligate to serve in the same Military Department and in the same critical rating for which the bonus is approved, unless excused for the convenience of the Government.</li> </ul>			
<b>4. AUTHORIZED NON-AVAILABILITY</b>			
If I am not able to continue to serve in the Selected Reserve for a valid reason approved by the Commander, Naval Reserve Force, following a period of satisfactory Reserve participation, I may be authorized up to one year of non-availability. I understand that if approved, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I must return to a Selected Reserve status prior to the expiration of the approved non-availability and extend my commitment for the duration of the approved non-availability to serve the full qualifying period in the Selected Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Selected Reserve service (i.e., the date shall be adjusted for the period of non-availability). Failure to meet reinstatement criteria shall result in termination of the incentive and recoupment, as appropriate. Only one period of release is permitted during the qualifying contractual agreement.			
<b>5. ENTITLEMENTS</b>			
I shall receive my non-prior service (basic) enlistment bonus as follows: Total bonus of \$5,000, less tax. Initial payment of \$2,500, less tax after completion of IADT and affiliation with the Naval Reserve in an IDT status, and subsequent payments of \$416.66, less tax on the first through sixth anniversaries following satisfactory completion of service for the preceding year.			
<b>6. STATEMENT OF UNDERSTANDING</b>			
<p>1. I shall be terminated from eligibility as follows:</p> <ul style="list-style-type: none"> <li>a. If I fail to participate satisfactorily in training with the Selected Reserve per current directives that includes maintaining medical and dental readiness.</li> <li>b. If I voluntarily separate from the Selected Reserve for any reason including Active Duty for Special Work, or Active Duty Training for more 179 consecutive days.</li> <li>c. If I voluntarily change to a non bonus-eligible rating without the express direction of Commander, Naval Reserve Force.</li> <li>d. If I fail to extend the contracted term of service for a period of authorized non-availability.</li> </ul> <p>2. If I am terminated, an amount to be recouped or reimbursed shall be computed, as follows:</p> <ul style="list-style-type: none"> <li>a. The number of months I have served satisfactorily during the term for which my bonus has been paid shall be multiplied by the monthly rate authorized by the particular bonus. That amount shall be subtracted from the total amount of bonus paid to me to date. If the calculation indicates overpayment to me, I will refund that amount to the Government United States. If the calculation indicates that I have earned more than I have been paid, I shall receive a final payment in that amount.</li> </ul> <p>3. Termination from bonus entitlement and/or any refund made by me shall not affect my period of obligation to serve in the Ready Reserve.</p> <p>4. Recoupment of a bonus payment as calculated under subsection 2, above, shall be waived if termination was for any of the following reasons:</p> <ul style="list-style-type: none"> <li>a. I am accepting an immediate appointment as an officer in the Ready Reserve, and have completed more than 1 year of the incentive contract term.</li> <li>b. I am involuntarily separated from the Selected Reserve as a result of unit inactivation, relocation, reorganization, or a directed reduction in the Selected Reserve force.</li> <li>c. I am not recommended for retention in the Naval Reserve as determined by a medical review board, and that my medical condition was not caused by my own willful misconduct.</li> </ul> <p>5. I have read and understand each of the statements above, and understand that they are intended to constitute all promises or agreements whatsoever concerning my enlistment in the Naval Reserve. No other promises, representations, or commitments have been made to me in connection with my non-prior service basic enlistment bonus. (If none, write "NONE").</p>			
<b>7. SERVICEMEMBER</b>			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Rank	c. Signature	d. Date
<b>8. COMMANDING OFFICER OR DESIGNEE</b>			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Grade	c. Signature	d. Date

NAVRES Incentive Agreement 1-4, JUN 01

**Exhibit 3-21. Jobs Rating/Strand Criteria**

<b>Strand No. Included</b>	<b>Title Series 8/9/10/11/12/13/14</b>	<b>Rating</b>	<b>ASVAB Composite</b>	<b>Location</b>
I	Engineering	BT DC EN GSM HT MM MR	MK+AS=96 VE+MC+AS=158 MK+AS=96 AR+MK+EI+GS=204 VE+MC+AS+158 MK+AS=96 AR+MC+AS=158	G. Lakes
	Strand I Criteria		AR+MC+AS=120	
II	Operations	AW (5YO) OS IT CTO CTR CTT IS	AR+2MK+GS=196 VE+MK+CS=157 VE+MK+CS=147 VE+AR=103 VE+AR=110 VE+AR=110 VE+AR=103	Pensacola
	Strand II Criteria		AR+2MK+GS=184	
III	Administration	AK AZ CTA DK PC PN SH SK YN	VE+AR=103 VE+AR=103 VE+NO+CS=160 VE+AR=105 VE+AR=108 VE+AR=108 VE+AR=96 VE+AR=103 VE+NO+CS=160	Meridian
	Strand III Criteria		VE+AR=90	
IV	Electronics	AE AT CTM (6YO) EW	AR+MK+EI+GS=218 AR+MK+EI+GS=218 AR+MK+EI+GS=218 AR+MK+EI+GS=218	Pensacola
	Strand IV Criteria		AR+MK+EI+GS=198	
V	Electrical	CE EM GSE IC	AR+2MK+GS=196 AR+2MK+GS=196 AR+MK+EI+GS=204 AR+MK+EI+GS=212	Great Lakes
	Strand V Criteria		AR+MK+EI+GS=184	

**Exhibit 3-21. (p. 2) Jobs Rating/Strand Criteria**

<b>Strand No. Included</b>	<b>Title Series 8/9/10/11/12/13/14</b>	<b>Rating</b>	<b>ASVAB Composite</b>	<b>Location</b>
VI	Navigation	QM SM	VE+AR=97 VE+MK+CS=147	Great Lakes
	Strand VI Criteria		VE+AR=87	
VII	Airframe Mechanic	AD AME AMH AMS AO AS PR	AR+MK+EI+GS=190 AR+MC+AS=164 AR+MC+AS=164 AR+MC+AS=164 AR+MK+EI+GS=190 AR+MK+EI+GS=190 VE+MC+AS=158	Pensacola
	Strand VII Criteria		AR+MC+AS=144	
VIII	Electronics	ET (6YO) FC (6YO) GM STG	MK+EI+GS=156+AR=218 MK+EI+GS=156+AR=218 MK+EI+GS+AR=204 MK+EI+GS=156+AR=218	Great Lakes
	Strand VIII Criteria		AR+MK+EI+GS=198	

\*Unless otherwise noted, all ratings are 4YO.

**Exhibit 3-22. Reenlistment Eligibility and Interservice Separation Codes**

<b>Interservice Reenlistment Eligibility Codes</b>	
<b>Code</b>	<b>Interpretation</b>
1	Immediately eligible for reenlistment at time of separation.
2	Not eligible for immediate reenlistment.
3	May be eligible with waiver - check reason for separation.
4	Definitely not eligible for reenlistment.
5	Not a "1" but codes 2, 3, and 4 for submission period may have different interpretations than above.
9	Conflicting data in file - check hard copy records.
0	Unknown

<b>Interservice Separation Codes</b>			
<b>Code</b>	<b>Definition</b>	<b>Code</b>	<b>Definition</b>
01	Release From Active Service	1	Medical Disqualifications 10 Conditions Existing Prior to Service.
02	Expiration of Term of Service	11	Disability - Severance Pay
03	Early Release - Insufficient Retainability	12	Permanent Disability - Retired
04	Early Release - To Attend School	13	Temporary Disability - Retired
05	Early Release - In the National Interest	14	Disability - Non EPTS - No Severance Pay
06	Early Release - Seasonal Employment	15	Disability - Title 10 Retirement
07	Early Release - To Teach	16	Unqualified for Active Duty Other
08	Early Release - Other (Including RIF)	17	Failure to Meet Weight/Body Fat Standards (Included in 16 Prior to FY-85)
2	Dependency or Hardship	3	Death
22	Dependency or Hardship	30	Battle Casualty
		31	Non-Battle - Disease
		32	Non-Battle - Other
		33	Death - Cause Not Specified
4	Entry Into Officer Programs	5	Retirement (Other Than Medical)
40	Officer Commissioning Program	50	20-30 Years of Service
41	Warrant Officer Program	51	Over 30 Years of Service
42	Service Academy	52	Other Categories
6	Failure to Meet Minimum Behavioral or Performance Criteria	7	
60	Character or Behavior Disorder	70	Unsanitary Habits
61	Motivational Problems (Apathy)	71	Civil Court Conviction
62	Enuresis	72	Security
63	Inaptitude	73	Court - Martial
64	Alcoholism	74	Fraudulent Entry
65	Discreditable Incidents - Civilian and Military	75	AWOL, Desertion
66	Shirking	76	Homosexuality
67	Drugs	77	Sexual Perversion

**Exhibit 3-22. (p. 2) Reenlistment Eligibility and Interservice Separation Codes**

<b>Interservice Separation Codes</b>			
<b>Code</b>	<b>Definition</b>	<b>Code</b>	<b>Definition</b>
68	Financial Irresponsibility	78	Good of the Service (In lieu of court-martial)
69	Lack of Dependent Support	79	Juvenile Offender
8		9	Other Separations or Discharges
80	Misconduct (Reason Unknown)	90	Secretarial Authority
81	Unfitness (Reason Unknown)	91	Erroneous Enlistment or Induction
82	Unsuitability (Reason Unknown)	92	Sole Surviving Son
83	Pattern of Minor Disciplinary Infractions	93	Marriage
84	Commission of Serious Offense	94	Pregnancy
85	Failure to Meet Minimum Qualifications for Retention	95	Minority
86	Expeditious Discharge/Unsatisfactory Performance	96	Conscientious Objector
87	Trainee Discharge/Entry Level Performance and Conduct	97	Parenthood
		98	Breach of Contract
		99	Other
10	Transactions		
100	Reenlistment		
101	Dropped from Strength for Desertion		
102	Dropped from Strength for Imprisonment		
103	Record Correction		
104	Missing in Action or Captured		
105	Other Dropped from Strength/the Rolls		



**Exhibit 3-23. NAVCRUIT 1133/52 for Music Program**

**Enlistment Guarantees**

**JONES, JOHN PAUL**

**123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy I hereby acknowledge that:
  - a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for **NA** months to meet the obligations of the **NA** program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
 

Option (1) Assignment to Musician "A" School, School of Music, Norfolk, Virginia

Option (2) \_\_\_\_\_

Option (3) \_\_\_\_\_

Option (4) \_\_\_\_\_
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
  - a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
  - a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Options NA. I understand the obligations for the Options and training that I will receive

\_\_\_\_\_  
(applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
(Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 APR 91  
(Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 APR 91.**  
**NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-23. NAVCRUIT 1133/52 for Music Program**

**Enlistment Guarantees**

**JONES, JOHN PAUL**

**123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy I hereby acknowledge that:

a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for **NA** months to meet the obligations of the **NA** program. I am enlisting with the following guarantees and understanding:

(1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:

Option (1) Assignment to United States Naval Academy Band, Annapolis, Maryland and advancement to MU2 (E-5) upon successful completion of recruit training.

Option (2) \_\_\_\_\_

Option (3) \_\_\_\_\_

Option (4) \_\_\_\_\_

2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.

3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:

a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or

b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.

4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:

a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.

b. The Navy may, at its option, discharge me in accordance with law and regulation.

5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Options NA. I understand the obligations for the Options and training that I will receive

\_\_\_\_\_  
(applicant's initials)

I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
(Signature of Enlisting Officer)/Date

JOHN PAUL JONES, 5 APR 91  
(Signature of Enlistee)/Date

**Annex A to DD Form 4 dated 5 APR 91.**  
**NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-23. NAVCRUIT 1133/52 for Music Program****Enlistment Guarantees****JONES, JOHN PAUL****123-45-6789**

NAME (LAST, FIRST, MIDDLE, JR., ETC.)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy, I hereby acknowledge that:
  - a. I am enlisting into the U.S. Navy for an active duty period of 4 years and, at the same time, I agree to extend my enlistment for **NA** months to meet the obligations of the **NA** program. I am enlisting with the following guarantees and understanding:
    - (1) Upon enlistment, I will be enlisted under the provisions of CNRC Instruction 1130.8, option or options as indicated below:
 

Option (1) Assignment to United States Navy Band, Washington, DC and advancement to MU1 (E-6) upon successful completion of recruit training.

Option (2) \_\_\_\_\_

Option (3) \_\_\_\_\_

Option (4) \_\_\_\_\_
2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a(1) and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.
3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a(1) above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:
  - a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
  - b. Navy apprentice training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.
4. If I am not enrolled in the training guarantee specified in section 1a(1) above because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand:
  - a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprentice training, or an enlistment/reenlistment bonus, I may incur additional service as required by regulation.
  - b. The Navy may, at its option, discharge me in accordance with law and regulation.
5. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Options NA. I understand the obligations for the Options and training that I will receive

\_\_\_\_\_  
(applicant's initials)I. M. BEST, PN1, USN, BYDIR, 5 APR 91  
(Signature of Enlisting Officer/Date)JOHN PAUL JONES, 5 APR 91  
(Signature of Enlistee)/Date**Annex A to DD Form 4 dated 5 APR 91.**  
**NAVCRUIT 1133/52 (Rev. 10-94)**

**Exhibit 3-24. BOOST Guarantee Program****BOOST Guarantee Program**

I acknowledge that I am enlisting in the Broadened Opportunity for Officer Selection and Training (BOOST) Guarantee Program in connection with my application to the Naval Reserve Officers Training Corps (NROTC). I understand and agree that:

- a. **Obligation.** I am enlisting this date in the U.S. Navy for a period of eight years (four active and four inactive) in the rate of SR, SA or SN only. My eight-year Selective Service obligation under the Universal Military Training and Service ACT, as amended, including four years on active duty, is not affected by this application but remains in effect.
- b. **Failure to Complete BOOST School.** If I enroll in the BOOST School, but subsequently fail to complete BOOST for any reason, (voluntary disenrollment, medical, academic failure, or attitude), other than misconduct, I understand that I will be discharged from the Naval service.

(initials) \_\_\_\_\_

Disenrollment for reasons of misconduct will be reviewed and disposition determined by the Chief of Naval Education and Training.

(initials) \_\_\_\_\_

- c. **Physical Requirements.** I understand that I will be scheduled for a DODMERB commissioning physical. If found "Not Physically Qualified" for commissioning by DODMERB, I will have no obligated naval service.
- d. **Active Duty Obligation.** I understand that upon graduation from BOOST School, I will convert to midshipman status in the NROTC or USNA Program and will incur a minimum of four years active duty service following program completion and commissioning.
  - (1) If I am offered an appointment to the Naval Academy and subsequently disenroll, my status will be determined by the policy that governs disenrollments of personnel from the Naval Academy.
  - (2) If I am offered an NROTC scholarship and subsequently disenroll, my status will be determined by the policy that governs disenrollments of personnel from the NROTC program.

**Annex \_\_\_\_\_ to DD Form 4 dated \_\_\_\_\_.**

**Exhibit 3-25. Enlistment Bonus Statement of Understanding**

<b>ENLISTMENT BONUS</b>	
<b><u>STATEMENT OF UNDERSTANDING</u></b>	
<p>1. I have been informed that the program in which I am enlisting, _____, offers an enlistment bonus in the amount of \$_____ provided I return and access onto active duty on _____.</p> <p>2. I understand that should I elect to change either the program in which I am enlisting or my active duty date listed in Section 1 above, that my enlistment bonus entitlement may be reduced, changed or nullified as determined by the BUPERS message in effect on the date of my initial enlistment into the Delayed Entry Program (DEP).</p> <p style="padding-left: 40px;">a. It has been explained to me that I am locked into the enlistment bonus entitlement that is in effect at the time of my initial enlistment into DEP. Furthermore, I understand that should a new BUPERS message be issued that modifies or cancels the enlistment bonus for which I am enlisting in Section 1, that my enlistment bonus entitlement cannot be decreased, increased, modified, changed or cancelled by the newly issued BUPERS message or any other subsequent releases.</p> <p>3. I understand that I will not receive my enlistment bonus entitlement until after I successfully complete the required course(s) of instruction, and if required, qualification skills for the program in which I am enlisting. Payment of enlistment bonuses are normally made within 30 days of after transferring to the first permanent station after recruit training and initial training (Class "A" and/or Class "C" schools).</p> <p>4. I understand that I must remain fully qualified for the program in which I am enlisting at all times prior to receipt of my enlistment bonus. Failure to maintain all eligibility requirements at any point prior to receipt of any enlistment bonus payment may void my enlistment bonus entitlement.</p>	
<p>_____</p> <p>(Signature of Enlistee/Date)</p>	<p>_____</p> <p>(Signature of Witnessing Recruiting Official/Date)</p>
<p>To be completed upon return of member for accession onto active duty:</p> <p>A. There has been no change to either my enlistment program or accession date as listed in Section 1 above. _____</p> <p style="padding-left: 40px;">(Initials)</p> <p>B. My enlistment program or accession date has changed. Based on this change, I have been informed that my enlistment bonus entitlement is now set at \$_____ based on the BUPERS message in effect on the date of my initial enlistment into the Delayed Entry Program. _____ (Initials)</p>	
<p>_____</p> <p>(Signature of Enlistee/Date)</p>	<p>_____</p> <p>(Signature of Witnessing Recruiting Official/Date)</p>

NAVCRUIT 1133/81

**Exhibit 3-26. Seabee 2X8 Program Guarantees**

<b>SEABEE 2 X 8 PROGRAM ENLISTMENT GUARANTEES</b>	
NAME (LAST, FIRST, MIDDLE, JR, ETC)	SSN
<p>1. ACKNOWLEDGEMENT. In connection with my enlistment into the United States Naval Reserve, I hereby acknowledge that:</p> <p style="margin-left: 40px;">a. I am enlisting into the US Naval Reserve for an active duty period of 24-months and, at the same time, I agree to remain a member of the Selected Reserve for a minimum of 48-months following my two-year active duty. I will complete the remaining 24-months of my Military Service Obligation (MSO) in the Individual Ready Reserve (IRR).</p> <p style="margin-left: 40px;">b. Upon enlistment, I will be enlisted under the provisions of Commander, Navy Recruiting Command Instruction 1130.8 for the option(s) indicated below:</p> <p>Option (1): _____</p> <p>Option (2): _____</p> <p>Option (3): _____</p> <p>Option (4): _____</p> <p>2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in 1b and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.</p> <p>3. The Navy will enroll me in the training specified above. If during the periodic review of my eligibility, I am found no longer eligible for the options listed in 1b because of information I provided in my enlistment application, because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:</p> <p style="margin-left: 40px;">a. Reassignment to an "A" school within the construction field for which I am qualified and a vacancy exist, or</p> <p style="margin-left: 40px;">b. Reassignment as an undesignated Seaman</p> <p>4. I understand that should I desire to remain on active duty beyond two-years, I must be approved by BUPERS through the ENCORE Program.</p> <p>5. If I am not enrolled in the training guarantee specified in 1b because of some reason that is due to my fault, negligence or conduct or if I am disenrolled from it for any other reason not specified in paragraph 3, then I lose that guarantee and at the Navy's option remain subject to continued naval service. I also understand the Navy may, at its option, discharge me in accordance with law and regulation.</p> <p>6. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understanding required for Option(s) _____</p> <p style="text-align: right;">I understand the obligations for the Options and training that I will receive _____ (applicant's initials)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>(Signature of Enlisting Officer/Date)</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>(Signature of Enlistee/Date)</p> </div> </div> <p>Annex _____ to DD Form 4 dated _____</p>	

**NAVCUIT 1133/69 (Rev. 1/00)**

**Exhibit 3-27. GENDET Homeport Guarantee Program**Enlistment Guarantees

NAME (LAST, FIRST, MIDDLE, JR., ETC)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the (United States Navy/Naval Reserve), I hereby acknowledge that:

a. I am enlisting into the (U.S. Navy/U.S. Naval Reserve) for an active duty period of (Two/Three/Four) years. I am enlisting with the following guarantees and understanding:

Option (1) Seaman Apprenticeship Training-Four Year GENDET Program

Option (2) Guaranteed Homeport Assignment to Japan

Option (3) Enlistment Bonus \$2000

Option (4) NONE

2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.

3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:

a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or

b. Navy apprenticeship training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.

4. I may waive my homeport option while in recruit training. I will then become eligible for assignment, as the needs of the Navy require.

5. If I accept assignment to a Navy Class "A" School or accept reclassification into an Apprenticeship other than the apprenticeship for which I was enlisted, the above homeport assignment guarantee becomes null and void.

6. If I am not enrolled in the training guarantee specified in section 1a because of some reason due to my fault, negligence or conduct, or if I am disenrolled for any other reason not specified in paragraph 3, then I lose all guarantees and at the Navy's option remain subject to continued Naval service. I also understand:

a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprenticeship training, enlistment/reenlistment bonus or Navy College Fund, I may incur additional service as required by regulation.

b. The Navy may, at its option, discharge me IAW law and regulation.

7. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Option(s) \_\_\_\_\_. I understand the obligations for the Options and training that I will receive. \_\_\_\_\_ (applicant's initials)

\_\_\_\_\_  
(Signature of Enlisting Officer)/Date

\_\_\_\_\_  
(Signature of Enlistee)/Date

Annex \_\_\_\_\_ to DD Form 4 dated \_\_\_\_\_  
NAVCUIT 1133/52 (Rev. 10/99)

**Exhibit 3-27. (p. 2) MSS School Guarantee Homeport Guarantee Program**  
Enlistment Guarantees

NAME (LAST, FIRST, MIDDLE, JR., ETC)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy, I hereby acknowledge that:

a. I am enlisting into the U.S. Navy for an active duty period of Four years and at the same time I agree to extend my enlistment for 12 months to meet the obligations of the Enlistment Bonus program. I am enlisting with the following guarantees and understanding:

- Option (1) MSS School Guarantee
- Option (2) Enlistment Bonus \$5000.00
- Option (3) Guaranteed Homeport Assignment to Norfolk, VA
- Option (4) None

2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.

3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:

- a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or
- b. Navy apprenticeship training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.

4. I may waive my homeport option while in recruit training. I will then become eligible for assignment, as the needs of the Navy require.

5. If I accept assignment to a Navy Class "A" School or accept reclassification into an Apprenticeship other than the apprenticeship for which I was enlisted, the above homeport assignment guarantee becomes null and void.

6. If I am not enrolled in the training guarantee specified in section 1a because of some reason due to my fault, negligence or conduct, or if I am disenrolled for any other reason not specified in paragraph 3, then I lose all guarantees and at the Navy's option remain subject to continued Naval service. I also understand:

- a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprenticeship training, enlistment/reenlistment bonus or Navy College Fund, I may incur additional service as required by regulation.
- b. The Navy may, at its option, discharge me IAW law and regulation.

7. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Option(s) (1), (2), and (3). I understand the obligations for the Options and training that I will receive. \_\_\_\_\_ (applicant's initials)

\_\_\_\_\_  
 (Signature of Enlisting Officer)/Date  
 Annex \_\_\_\_\_ to DD Form 4 dated \_\_\_\_\_  
**NAVCRUIT 1133/52 (Rev. 10/99)**

\_\_\_\_\_  
 (Signature of Enlistee)/Date



**Exhibit 3-27. (p.3) Subfarer Proram with Homeport Guarantee**Enlistment Guarantees

NAME (LAST, FIRST, MIDDLE, JR., ETC)

SSN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy, I hereby acknowledge that:

a. I am enlisting into the U.S. Navy for an active duty period of Four years. I am enlisting with the following guarantees and understanding:

Option (1) Seaman Apprenticeship Training-Four Year Subfarer Program

Option (2) Guaranteed Homeport Assignment to Norfolk , VA

Option (3) Enlistment Bonus \$3000

Option (4) NONE

2. I understand that I must be fully qualified at all times throughout my obligated service for all security, professional, military, physical, psychological and academic requirements of the options guaranteed in section 1a and that my eligibility will be rechecked during recruit training and periodically throughout my enlistment.

3. The Navy will enroll me in the training specified above. If during the periodic reviews of my eligibility, I am found no longer eligible for the options listed in 1a above because of information I provided in my enlistment application; because of a physical or psychological disqualification, or because of some reason that is not due to my fault, negligence, or conduct, I may only choose one of the following options:

a. Reassignment to an "A" school for which I am qualified and a vacancy exists, or

b. Navy apprenticeship training for which I am qualified and a vacancy exists.

In any event, the Navy may, at its option, choose to discharge me.

4. I may waive my homeport option while in recruit training. I will then become eligible for assignment, as the needs of the Navy require.

5. If I accept assignment to a Navy Class "A" School or accept reclassification into an Apprenticeship other than the apprenticeship for which I was enlisted, the above homeport assignment guarantee becomes null and void.

6. If I am not enrolled in the training guarantee specified in section 1a because of some reason due to my fault, negligence or conduct, or if I am disenrolled for any other reason not specified in paragraph 3, then I lose all guarantees and at the Navy's option remain subject to continued Naval service. I also understand:

a. If I am retained, I may be required to serve the rest of my enlistment. If given accelerated advancement, post-apprenticeship training, enlistment/reenlistment bonus or Navy College Fund, I may incur additional service as required by regulation.

b. The Navy may, at its option, discharge me IAW law and regulation.

7. I certify that I have read and received a copy of the Classifier Rating/Program Fact Sheet for the Rating/Program for which I am enlisting, and the Statement of Understandings required for Option(s) (1), (2), and (3). I understand the obligations for the Options and training that I will receive. \_\_\_\_\_ (applicant's initials)

\_\_\_\_\_  
(Signature of Enlisting Officer)/Date

\_\_\_\_\_  
(Signature of Enlistee)/Date

Annex \_\_\_\_\_ to DD Form 4 dated \_\_\_\_\_  
NAVCUIT 1133/52 (Rev. 10/99)

**Exhibit 3-28. Navy-CASH Program Service Agreement**  
**NAVY COLLEGE ASSISTANCE/STUDENT HEADSTART (NAVY-CASH) PROGRAM**  
**SERVICE AGREEMENT**

\_\_\_\_\_  
 (Typed or Printed Full Name)

\_\_\_\_\_  
 (Social Security Number)

1. Having volunteered for guaranteed training in the \_\_\_\_\_ Program and enlistment in the U.S. Navy, in rat/paygrade \_\_\_\_\_, under the provision of the Navy College Assistance/ Student Headstart (Navy-CASH) Program, I hereby acknowledge that:
- a. I am enlisting in the U.S. Navy for an active period of four years and agree to concurrently execute an Agreement to Extend Enlistment (NAVPERS 1070/621 for \_\_\_\_\_ months in order to meet the minimum service obligation for the \_\_\_\_\_ Program, based on my Course of Study Plan (NAVCRUIT 1130/19) and RTC commencement date of \_\_\_\_\_ (mm/yyyy). My paygrade while in Navy-CASH will be \_\_\_\_\_. My obligated service (enlistment plus extension), from the time I enter Recruit Training at RTC Great Lakes, will meet all service requirements for the program in which I am enlisting.
  - b. I will receive orders to active duty and will be assigned to Navy Recruiting District \_\_\_\_\_ while attending college and awaiting orders to Recruit Training Command (RTC).
  - c. Upon enlistment, I will be subject to the Uniform Code of Military Justice (UCMJ) and to all orders, instructions and directives issued by competent authority, including those of the Commanding Officer of the activity to which I am assigned. For purposes of the USMJ, class attendance and other activities related to my course of instruction, shall be considered as military duties and are military service connected. As a member of the Nuclear Field Program, I understand that I am required to complete one (1) college level algebra course and one (1) physics-based science course with a letter grade of C or better prior to RTC.
  - d. In the event I fail to maintain qualifications and/or eligibility for training in my selected program for any reason other than physical, I will be ordered to RTC at the end of the school term in which I am enrolled as a General Detail (GENDET) in the Seaman Apprenticeship Program. I will be obligated to service the remainder of my four-year contract, but may have my Agreement to Extend Enlistment (NAVPERS 1070/621) canceled. Reclassification into another rating/program may be requested via CNRC (Code 382) and will be considered based upon my qualifications and the needs of the Navy. I understand that additional obligated service may be required for reclassification into another program.
  - e. If I remain qualified for my selected program and request voluntary disenrollment from Navy-CASH, I will be ordered to RTC and appropriate follow-on training. Orders to RTC will be issued within 30 days after the completion of the school term in which I am enrolled.
  - f. If I am found not physically qualified for my selected program, I may be reclassified for training in another available rating/program based upon my qualifications and the needs of the Navy. I understand that my new rating/program may require a different term of obligated service. It is further understood that I may elect to either accept training under this new rating/program or accept orders to RTC as an undesignated GENDET in the Seaman Apprenticeship Program for the remainder of my four-year enlistment.
  - g. If the Chief, Bureau of Medicine and Surgery, recommends me for separation due to medical reasons, I will normally be processed for separation on the date the recommendation is approved. When a delay in processing is involved, I understand that I will be retained in my current paygrade until such determination has been completed and I have been discharged or until execution of orders to RTC is imminent.

NAVCRUIT 1130/20

**Exhibit 3-28. (p. 2) Navy-CASH Program Service Agreement**  
**NAVY COLLEGE ASSISTANCE/STUDENT HEADSTART (NAVY-CASH) PROGRAM**  
**SERVICE AGREEMENT (cont.)**

\_\_\_\_\_  
 (Typed or Printed Full Name) (Social Security Number)

- h. Drug usage in the Navy is prohibited and will not be tolerated! I understand that urinalysis testing will take place within 72 hours upon arrival at RTC. Additionally, I may be subject to random urinalysis testing while serving in the Navy-CASH Program. If I test positive, I will be discharged based upon fraudulent enlistment. Alcohol abuse or illegal or improper use of drugs during my enlistment could result in punitive action, administrative separation with less than honorable discharge, and loss of veteran benefits.
  - i. I have been briefed on and have selected an enlistment incentive. I have selected \_\_\_\_\_ (enter enlistment incentive, e.g. EB-\$12,000).
  - j. Should I decide to reenlist under the Selective Training and Reenlistment Program (STAR), I understand that I may have up to 24 months (6 YO programs) or up to 12 months (5 YO programs) of my enlistment extension forgiven for the purpose of calculating my Selective Reenlistment Bonus.
2. By enlisting in the U.S. Navy under the auspices of the Navy-CASH program, I acknowledge that:
- a. I must maintain a term and cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale.
  - b. I will not be allowed to increase my projected time in college, extend my Course of Study Plan, or RTC reporting date, enter into an exchange program, or transfer schools without the specific permission of CNRC (Code 382).
  - c. I will enroll as a full time student at my school during all regularly scheduled semesters or quarters, including summer sessions, and I am responsible for the payment of tuition, books and all related college debts.
  - d. I will have my school submit an official copy of my grades or transcripts to CNRC (Code 382), via the Commanding Officer of the Navy Recruiting District to which I am assigned, within 30 days of completion of each semester/quarter term, until completion of my Course of Study Plan. I understand that failure to provide transcripts as required may result in early transfer to RTC.
  - e. I will notify my NRD Commanding Officer immediately of any experimental drug involvement, change in dependency, medical condition, or any civil or criminal involvement.
3. I have received a copy of “Your Responsibilities As A Navy-CASH Selectee” letter and have read and completely understand the meaning and content of the above. No promises either written or oral have been made to me in connection with my enlistment except as specified above. I acknowledge receipt of a copy of this document.

\_\_\_\_\_  
 Signature of Witnessing Officer

\_\_\_\_\_  
 Signature of Enlistee

\_\_\_\_\_  
 Typed Name/Grade of Witnessing Officer

\_\_\_\_\_  
 Typed Name of Enlistee

\_\_\_\_\_  
 Date

NAVCUIT 1130/20

**Exhibit 3-29. UIC Codes**

<b>NRD#</b>	<b>UIC</b>	<b>NRD NAME</b>	<b>STUDENT UIC</b>
830	62410	NRD PHOENIX	32294
313	62442	NRD ATLANTA	32295
103	62414	NRD BUFFALO	32296
521	60268	NRD CHICAGO	32297
531	62437	NRD DALLAS	32298
825	62438	NRD DENVER	32299
532	62419	NRD HOUSTON	32300
542	62421	NRD INDIANAPOLIS	32301
312	62422	NRD JACKSONVILLE	32303
527	62440	NRD KANSAS CITY	32305
836	62441	NRD LOS ANGELES	32306
348	66972	NRD MIAMI	32308
822	62439	NRD MICHIGAN	32310
528	62443	NRD MINNEAPOLIS	32315
310	62412	NRD MONTGOMERY	32316
314	62425	NRD NASHVILLE	32327
102	62435	NRD NEW ENGLAND	32328
334	62444	NRD NEW ORLEANS	32329
104	62445	NRD NEW YORK	32331
318	62416	NRD OHIO	32332
529	62427	NRD OMAHA	32334
119	62446	NRD PHILADELPHIA	32335
120	62447	NRD PITTSBURGH	32336
837	62429	NRD PORTLAND	32338
315	62430	NRD RALEIGH	32339
316	62431	NRD RICHMOND	32340
846	67596	NRD SAN ANTONIO	32341
840	68401	NRD SAND DIEGO	32343
838	62448	NRD SAN FRANCISCO	32344
839	62449	NRD SEATTLE	32345
547	68011	NRD ST LOUIS	32346

**Exhibit 3-30. NAVET PRISE III/Paygrade Reduction Annex**

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	SSN
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I. I have been approved to enlist on active duty under the PRISE III Program for a period of two years as a non-designated Seaman, Airman, or Fireman **or** in my current rating of \_\_\_\_\_ for the sole purpose of rating conversion to the \_\_\_\_\_ rating under the PRISE III Program.

a. I fully understand the following conditions and guarantees applicable to the PRISE III Program:

1. I am enlisting for guaranteed assignment to \_ Class “A” School and rating conversion after successful completion of school under the PRISE III Program.
2. I understand I must incur additional obligated service for “A” school assignment:
 

Option A: I agree to sign an Agreement to Extend Enlistment (NAVPERS 1070/621) for an additional  (24 or 36)  months after completion of “A” school.

Option B: I agree to reenlist or sign an Agreement to Extend Enlistment (NAVPERS 1070/622) for an additional 48 months for assignment to an AEF/ATF/Nuclear Field “A” school.

Option C: As High Years Tenure precludes extending my enlistment for an additional 24 months, I agree to sign an Agreement to Extend Enlistment (NAVPERS 1070/621) for an additional \_\_\_\_\_ months after completion of “A” school.
3. If for any reason I do not complete the Class “A” School for which I enlisted, I understand I will be subject to a forced conversion into another rating based on the needs of the Navy as determined by BUPERS (PERS-815) or retained in a non-designated status.
4. If any requested school has been disestablished once I am on active duty, assignment to another school is guaranteed.
5. I understand I will be made available for worldwide assignment, including sea duty, and that duty station assignment is not guaranteed under the PRISE III Program.

\_\_\_\_\_  
(Signature of Enlistment Officer/Date)

\_\_\_\_\_  
(Signature of Enlistee/Date)

II. It has been explained to me that my application to enlist in paygrade E-4/E-5/E-6 cannot be approved. Current policy restricts the number of paygrade E-4/E-5/E-6 NAVETS designated in certain over-manned ratings from enlisting. I, therefore, voluntarily accept an administrative reduction to  (paygrade/rating)  in order to qualify for enlistment. I acknowledge that this reduction is permanent, and that I cannot petition for re-instatement at any future date.

\_\_\_\_\_  
(Signature of Enlistment Officer/Date)

\_\_\_\_\_  
(Signature of Enlistee/Date)

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## Chapter 4 PROCESSING

### 4A Introduction

#### 4A-1 Contents of Chapter

This chapter provides the procedures that recruiting personnel, MEPS personnel, and commanders use to enlist or reenlist applicants in the regular Navy, the Naval Reserve, or the delayed entry programs.

#### 4A-2 Recruiting Goals and Reports

- a. **Goals.** The Commander, Navy Recruiting Command assigns male and female USN/USNR enlisted program goals monthly to Navy Recruiting Region Commanders.
- b. **Reports**
  - (1) **Progress Reports.** Submit progress reports on USN and USNR goal attainment to CNRC per current instructions. An exception is that enlistments and/or broken service reenlistments effect at Naval activities located overseas per paragraph 1C-2c must be reported on the diary under paragraph 90612 of the Navy Pay and Personnel Manual (PAYPERSMAN).
  - (2) **Reporting USNR Accessions through MEPS.** Under the One Navy recruiting organization, Navy Recruiting Command has responsibility for recruiting first term USNR enlistees in the 2YO, 3YO and TAR Enlistment (TEP) Programs. The United States Army Recruiting Command (USAREC) provides the Navy with a daily report containing an individual enlistment record of each USN/USNR enlistee and DEP enlistee processed at a MEPS. The information used to submit this report on an individual enlistee is acquired from the applications held at the MEPS.

## 4B Applicant Briefing

### 4B-1 Conditions of Navy Life

- a. **Enlistees.** Recruiting personnel must brief all applicants for enlistment in the Navy regarding the conditions of Navy life, especially those which they can expect during the early training phases. Use the information in 4B-2 through 4B-17 for this purpose. In addition, show all applicants the movies *Recruit Training - The Beginning*, *Zero Tolerance*, *Drug Testing in Navy Boot Camp* and *Mutual Respect*. These are excellent aids for conditions to be expected during the early training phases.
- b. **Reenlistees.** Recruiters must also show the movie *Zero Tolerance* to prior service applicants before reenlistments. This movie, approximately 6 minutes in length, provides a brief look at the Navy's policy on drug use and the reasons why drug use is not tolerated in the Navy.
- c. **Non-U.S. citizens.** Non-U.S. citizen applicants (permanent resident aliens) will be briefed to the benefits of military service in expediting the Naturalization process with the Immigration and Naturalization Service (INS). Non-U.S. citizen service members may become Naturalized citizens of the United States after completing three years of honorable service, provided they maintain all other eligibility requirements with INS. The Naturalization process is five years for permanent resident aliens without military service. There is currently no requirement for a Navy service member to become Naturalized for retention or continued service.

### 4B-2 Statements of Understanding

Each recruiter must brief the applicant on the contents of the *Enlistment Statement of Understanding* (NAVCRUIT 1133/53) (see Exhibit 4-1) and *Enlistment Statement of Understanding Regarding Family Members* (NAVCRUIT 1133/71) and have the applicant initial the appropriate blocks and sign. Place the original copy of each form in the Enlisted Service Record, with a copy of each to the applicant, and a copy of each to the residual file.

- a. An applicant with dependent children who are in the custody of another adult must initial the final paragraph on the NAVCRUIT 1133/71 Statement of Understanding Regarding Family Members.
- b. An applicant who is married to a spouse serving on active duty in any branch of the Armed Forces must initial all paragraphs on the NAVCRUIT Form 1133/71 Statement of Understanding Regarding Family Members. Counsel the applicant that dual military couples with dependent children must develop a single Family Care Plan which must be signed by the caregivers, both members, and submitted with Full Kit waiver.

### 4B-3 FAST

- a. Each applicant entering DEP, who has a VE score of 42 or less, must sign the Fundamental Applied Skills Training (FAST) Administrative Remarks (NAVPERS 1070/613), page 13 (see Exhibit 4-2). To inform recruiters of VE scores of 42 or less, Enlisted Processing Division supervisors must ensure that a



copy of the above page 13 is provided to the recruiter of record or Recruiter in Charge.

- b. Recruiters must brief DEP members on the FAST program. Briefings on FAST should emphasize that FAST offers recruits expert training by college instructors—at no cost—on how to effectively study and learn. Native English speakers complete a 3-week course of instruction: 2 weeks of Navy Reading Skills and one week of Study Skills. Some nonnative English speakers experiencing particular difficulty with English complete a 4-week course of instruction: 3 weeks of Verbal Skills and one week of Study Skills. In very rare instances, a 5<sup>th</sup> week of instruction for nonnative English speakers is warranted. In the short term, this will maximize their chances of success in classroom training at RTC, and in long term provides them skills they will use throughout their Navy careers and beyond. Recruiters must annotate the date they briefed their DEPpers on FAST on the prospect card/record.

#### 4B-4 Academic Capacity Enhancement (ACE) Program

- a. ACE is an academic enhancement program designed to enable recruits to successfully complete military training by stressing development of basic academic skills. ACE is required for all HP3 applicants. The ACE program consists of six days of training, which will delay the recruit training graduation accordingly.
- b. Classifiers or MLPOs will ensure that each HP3 enlistee is briefed to understand the ACE Program by counseling the member using the NAVPERS 1070/613 illustrated in Exhibit 4-3.

#### 4B-5 Medicine and Health Information

- a. **Medicines.** Applicants should continue to use any medicines **prescribed by a physician** during MEPS processing and upon reporting to RTC. Recruiters **should not** advise applicants to discontinue prescribed medicines.
- b. **Nonsmoking.** Brief all applicants that the smoking lamp is out at the Recruit Training Center (RTC).
- c. **Health Benefits.** Use the Health Care Benefits Summary Fact Sheets in Exhibit 4-4 to brief applicants on their eligibility for medical and dental benefits. Advise applicants to direct detailed health care benefit questions to the appropriate Civilian Health and Medical Programs of the Uniformed Services (CHAMPUS) advisors/health care personnel. Reproduction of the form at the local level is authorized.
- d. **Immunization Records.** To prevent unnecessary immunizations at RTC, which cost the Navy considerable money and may cause temporary discomfort for recruits, all recruits should bring with them documentation of any immunizations received since birth. Acceptable forms of documentation include yellow “shot cards”, letters from physicians on letterhead stationery, and copies of medical records from school health programs, doctor’s offices, clinics, hospitals, emergency rooms, or a completed immunization form as indicated below.  
**Recruiters must advise recruits that if they do not provide proof of current vaccinations, they will receive the following vaccinations at RTC: measles,**

**mumps, rubella (MMR), polio, yellow fever, and diphtheria-tetanus (DT or DPT).**

(1) Immunizations Information for Navy Recruit Training (NAVCRUIT 6000/2) (Exhibit 4-5).

(a) Use of Form. This form is to be distributed to all applicants for eliminating duplication of immunizations unless absolutely necessary at Boot Camp.

(b) Procedures.

- Advise all applicants that they must first read the Privacy Act Statement (Page 1).
- Applicants shall then take the NAVCRUIT 6000/2 to their physician or health care provider for completion.
- All other instructions are stated on Page 2 of the form.

(2) Recruiters shall request applicants provide a copy of their immunization record with their school transcript or diploma. When received, attach the immunization record to the applicant's Medical Pre-Screening Form, DD Form 2246 prior to enlistment on active duty. The immunization record is not required for processing through MEPS or enlistment in the Delayed Entry Program.

(3) Should the applicant fail to provide a copy of their immunization record prior to enlistment, make the following entry in Section VI of the Record of Military Processing – Armed Forces of the United States, DD Form 1966:  
Immunization Record not available from school, health programs, doctor's offices, clinics, hospitals or emergency rooms.

#### **4B-6 Welcome Aboard Letter**

All applicants at DEP-in receive the Navy Recruiting Command's Welcome Aboard Letter on the Montgomery GI Bill, signed by the NRD Commanding Officer. A sample of the Welcome Aboard Letter is provided in Exhibit 4-6.

#### **4B-7 Zero Tolerance Policy**

Recruiters must thoroughly brief each enlistee on the Navy's Zero Tolerance policy regarding illegal drugs. Inform the enlistee that urinalysis drug testing takes place within 72 hours of arrival at RTC. Stress that a positive urinalysis will result in discharge.

#### **4B-8 Training Period (Boot Camp)**

- a. Recruit training is the period when the recruit adjusts to the Navy. Advise new recruits that the training is rigorous and designed to test the recruit's ability and motivation to be a member of the Navy team. Those who do not meet the stringent Navy standards will be discharged. Recruiters must realize the importance of giving accurate information to the recruit. Discharge for fraudulent enlistment can result if information not disclosed during the recruiting process is revealed at a later time.

- b. Recruits must realize and understand that Navy life requires discipline and adherence to regulations and that these requirements are necessary for the well being of the individual as well as the group as a whole.
- c. Encourage recruits to ask questions and to read and understand everything they sign during the recruiting process and while at the Recruit Training Command (RTC), which is **boot camp**.
- d. Each recruit should understand that graduation from boot camp may be delayed for various reasons, including illness, academic failure, emergency leave, disciplinary problems, lack of motivation, or failure to meet minimum swimming and physical training requirements.

#### 4B-9 Additional Information for Recruits

- a. **Family Papers.** Advise married recruits to bring copies of their marriage certificate and the birth certificate of all dependent children. These certificates are necessary to register allotments. Recruits should also bring copies of court decrees pertaining to alimony and child support. In addition, if either wife or husband has had a previous divorce, a certified copy of divorce documents is needed.
- b. **Additional Training.** All recruits not attending Class “A” School immediately following recruit training will remain for 4 additional weeks of Seaman, Airman, or Fireman Apprentice Training.
- c. **Life Insurance.** Encourage applicants for enlistment or reenlistment who have either U.S. Government National Service Life insurance and/or commercial life insurance policies to retain these policies until they can be adequately informed of their rights under the Serviceman’s and Veterans’ Survivor Benefits Act. Applicants and their parents should be advised that the Navy does not sell insurance or endorse any commercial insurance company. Therefore, the enlistee should be careful in obtaining insurance before receiving full information on the rights of the enlistee under the Serviceman’s and Veterans’ Survivor Benefits Act. This information is normally provided at the indoctrination training schools or can be obtained at the first permanent duty station.
- d. **Alien Papers.** Advise alien recruits to bring a copy of their certificate of entry.
- e. **Transportation.** MEPS arranges transportation to Great Lakes. Enlistees’ luggage is their responsibility and they should personally check it aboard the plane, train, or bus and reclaim it upon arrival. Transportation from airlines/train/ bus terminals to the RTC is handled as follows: Enlistees arriving at O’Hare International Airport are taken to RTC via Continental Air Transport bus. The bus service begins at 0755 and runs until 2215 Monday through Friday, with buses leaving approximately every 2 hours. The service runs from 0755 to 1625 on Saturdays. Enlistees arriving after regular bus service hours (or at any time at the train or bus terminals) must call 688-4962/63 (long distance—approximately 50 cents charge) for transportation.
- f. **Fraternization.** Advise applicants that once they arrive at the RTC no talking or socializing between the sexes is permitted. Anyone breaking this rule is set back 2 weeks in training.

**4B-10 Specific Information for Male Recruits**

- a. **Items to Bring to Boot Camp.** Because storage space is extremely limited at the RTC, instruct recruits to limit the amount of personal effects brought with them, and keep luggage to a maximum of one small gym or travel bag. In addition to the clothing worn on the trip, recruits may also bring:
- (1) One pair of prescription glasses (most recent pair) and reading glasses. Recruits are **not allowed** to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the recruit may wear the contact lenses to RTC and bring a contact lens case with small bottle of solutions for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of inprocessing and contact lens wear will then no longer be permitted.
  - (2) Money (maximum of \$50.00).
  - (3) Light sweater/jacket for winter months.
  - (4) Two sets of clean underwear.
  - (5) Two pairs of clean socks.
  - (6) Completed Direct Deposit Sign-Up (Standard Form 1198A)
  - (7) Check book and ATM Card.
  - (8) Prescription drugs with identifying prescription labels. However, at a designated time, recruits shall be sent to the dispensary at RTC for medical evaluation.
- b. **Additional Items to Bring, if Applicable**
- (1) Marriage certificates (if applicable).
  - (2) Copies of dependent's birth certificates (e.g., children, spouse, etc.)
  - (3) Divorce decree of both husband and wife.
  - (4) Small Bible.
  - (5) Personal athletic footwear (running shoes) may be brought if they are sturdy and provide good support. No high top running shoes.
  - (6) Immunization record (see 4B-5D).

**4B-11 Specific Information for Female Recruits – In addition to the Clothing worn on the trip. Female Recruits may bring:**

- a. **Females Specific Items**
- (1) Clothing and Supplies
    - Six cotton full cup bras. \*
    - One sports bra. \*
    - Six white cotton panties. \*
    - Shampoo in a small plastic container, no more than eight ounces.
    - Money (maximum of \$50 optional).

- One pair of prescription glasses (most recent pair) and reading glasses. Recruits are **not allowed** to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the recruit may wear the contact lenses to RTC and bring a contact lens case with small bottle of solutions for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of inprocessing and contact lens wear will then no longer be permitted.
- Lightweight sweater/jacket (winter months)
- One conservative, solid color (blue or black) one piece swimsuit (All female recruits who do not bring an acceptable swimsuit will buy one during their first week at RTC – facilities and sizes are limited).
- Completed Direct Deposit Sign-up (Standard Form 1198A).
- Check book and ATM card.
- Prescription drugs with identifying prescription labels. However, at a designated time, recruits shall be sent to the dispensary at RTC for medical evaluation.

\*Female lingerie will be inspected upon reporting, and if within specifications, will be authorized for wear. Recruits have an active schedule of physical training. Women may bring a familiar brand of lingerie if deemed necessary; however suitable lingerie is issued as seabag items.

- (2) Hairdo. Recruiters must advise all female recruits that the standard for female recruit haircuts is a length that when in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the uniform collar. All females will have their hair cut (styled) to military standards after reporting to RTC. It will cost a nominal fee for the new recruit to have the styling completed at Great Lakes. They may travel to RTC with their styled as they desire.
  - (3) Medical Processing. To expedite medical processing of female recruits, encourage all women entering the Delayed Entry Program (DEP) who have had a PAP smear/pelvic examination during the 6 months before shipping to bring their test results to RTC. Additionally, if recruits are currently using birth control pills, encourage them to bring copies of exam records (in addition to the pills) specifying the type(s) of birth control pills both presently and previously prescribed. Recruiters should provide the Medical information for Female Recruits (Exhibit 4-7), which may be reproduced locally, to all female recruits after DEP-in: It provides all necessary instructions and details about obtaining and bringing copies of test/exam records to RTC. At RTC, recruits on birth control pills and/or contraceptives will retain their prescription and will be seen by GYN screening.
- b. Additional items, If applicable
- (1) Marriage certificate
  - (2) Copies of dependent's birth certificates (e.g., children, spouse, etc.)
  - (3) Divorce decree of both husband and wife.

- (4) Small bible.
- (5) Personal athletic footwear (running shoes) may be brought, if they are sturdy and provide good support. No high top running shoes.
- (6) Basic make-up is allowed; however, due to time restraints and a lack of personal storage space, recruits are not permitted to wear makeup except during photographs, family night, and on graduation liberty.
- (7) No glass items including mirrors are permitted.
- (8) Immunization record (see 4B-5D).
- c. Cold Weather. Advise recruits reporting to RTC during winter months (October through April), to wear warm outer clothing.
- d. Civilian Clothing and Personal Effects. Counsel recruits that during inprocessing, each recruit will mail any item not listed above with their excess civilian clothing and personal effects to their home or donate them to charity.

#### **4B-12 Items That Will Be Sent Home**

- a. All alcohol based health and comfort items.
- b. Radios/tape players/CD players.
- c. Cameras.
- d. Electric razors.
- e. Hair dryers (oversized or bulky).
- f. Curling irons.
- g. Non-Navy books and magazines.
- h. Cards, dice, gambling paraphernalia.
- i. Large and bulky stationary.
- j. Large plastic picks, rakes, etc., or any make of metal.
- k. Anything in glass containers, including mirrors.
- l. Double edge razor blades.
- m. Cigarettes, cigars, pipes, tobacco, chewing tabacco.
- n. Large deodorants (large than three ounces).
- o. All miscellaneous items that are large or bulky and are of significant value or deemed not required for training will be sent home or donated to a local charity at the recruit's discretion.
- p. (All other items deemed unnecessary).

One set of civilian clothes (shirts, pants and jacket will be sealed in a bag and will be maintained by the recruit during recruit training.

**4B-13 Items Authorized to be Retained by Recruits (Only if Adequate Locker Space is Available)**

- a. Social Security Card.
- b. Toothpaste/toothbrush.
- c. Two personal size bars of soap.
- d. Stick deodorants (three ounces or less).
- e. Shaving cream (10 ounces or less).
- f. Razor (disposable cartridge type).
- g. Wrist watch.
- h. Rings (only the wedding may be worn during recruit training).
- i. Religious medallions.
- j. Writing items (except for bottled ink).
- k. Pocket dictionary.
- l. Small address book.
- m. Shampoo and conditioner, eight ounces or less.
- n. Hairbrush, combs, small plastic picks and rakes.
- o. Small hair dryers.
- p. Feminine sanitary items.
- q. Greaseless hair gel or scalp treatment (eight ounces or less).
- r. Birth control/contraceptives/prescription medication.
- s. Conservative make-up, one each: face powder, blush, lipstick, eye shadow, mascara (non-aerosol or glass).
- t. Barrettes that match hair color.
- u. Sunscreen.
- v. Q-tips (150 count or less).
- w. Mouthwash (non-alcoholic).
- x. Immunization Record (see 4B-5D).

**4B-14 Items that Will be Confiscated at Boot Camp.** The following is a list of items that are **Not Authorized** at RTC and/or cannot be shipped via U.S. Mail. These items will be confiscated and donated to a charity organization.

- a. Large cans of shaving cream (11 ounces or larger).
- b. All aerosol cans.
- c. Hair care products containing grease.

- d. Shampoo, conditioners, scalp treatment (larger than eight ounces or containing grease).
- e. Lighter fluid.
- f. Matches.

**4B-15 Items that Will be Confiscated and Turned over to Security for Disposition**

- a. Firearms, ammunition.
- b. Fireworks.
- c. Clubs, batons.
- d. Brass knuckles.
- e. All straight razor blades, knives with blades over three inches (knives with blade under three inches in length, ice picks and scissors will be sent home).
- f. Narcotic drugs and any paraphernalia for drug usage such as roach clips, hash pipes, hypodermic needles.

**4B-16 All Non-Prescription Drugs and Medications will be Confiscated and Disposed of and/or Mailed Home. These Would Include, But Not be Limited to the following:**

- a. Phisoderm, Phisohex and similar products.
- b. Foot powders.
- c. Rubbing alcohol.
- d. Motion sickness medication.
- e. Commercial sleeping aide.
- f. Decongestants.
- g. Acne medication.
- h. Antihistamines.
- i. Analgesics.
- j. Eyewash (with the exception of saline solution for contact lenses).
- k. Sex-related materials (excluding diaphragms and condoms).
- l. Vitamins.

**4B-17 Physical Fitness Requirements/Measurement Program at RTC**

Physical training at RTC is aimed at qualifying recruits at the “**Good**” rating under OPNAVINST 6110.1. Recruits not meeting the “**Good**” score will have their test results reviewed to determine if they qualify under the “**Satisfactory**” rating for their age group. Those recruits who don’t pass with a “**Satisfactory**” or better will be retested the next day. Applicants should review the following requirements:



Exercise	"GOOD" Standard	
Sit Reach: Sit-Ups (2 minutes): Push-Ups (2 minutes): 1.5 mile run: Percent Body Fat:	Male Touch Toes 60 51 Time: 11 minutes Male 22% or less	Female Touch Toes 52 24 15 minutes Female 33% or less
<b>Male and Female Swim Qualifications (3<sup>rd</sup> Class Swimmers Test):</b> <p style="margin-left: 40px;">Step off 5-foot platform in the abandon ship position.</p> <p style="margin-left: 40px;">Float for 5 minutes.</p> <p style="margin-left: 40px;">Swim one length of a 50-meter pool.</p>		

#### 4B-18 Recruiter Intervention With Civil Authorities for Prospective Applicants

Under no circumstances may recruiting personnel intervene or appear on behalf of prospective applicants/DEPpers pending civil action with court authorities. Civil action is defined as awaiting trial, awaiting sentence, or on supervised conditional probation/parole. Waiver of this restriction is **not** authorized. The following are clarifications:

- a. Recruiting personnel **may not** appear in court or before probation or parole authorities under any circumstances on behalf of any applicant or DEPper.
- b. Informal conversations with defense attorneys or probation or parole officers must be limited to explaining the Navy's recruitment policies. Recruiting personnel may give no opinions or suggestions to enable an unqualified applicant to enlist. They should allow the normal course of civil action to occur without assistance or intervention.

## 4C Advanced Paygrade

### 4C-1 Discussion

- a. **Requirement.** All applicants are enlisted in paygrade E-1 unless they qualify for enlistment in paygrade E-2 or E-3 by meeting one of the advanced paygrade qualifications in 4C-2. **Enlistment in an advanced paygrade based on a combination of two or more of the advanced paygrade qualifications is not authorized** (e.g., combining college credits with referrals, combining Junior Reserve Officers Training Corps (JROTC) participation with referrals, combining Sea Cadet experience with vocational training.) **Retroactive advancements are not authorized.** Therefore, eligibility must be determined and all necessary documents presented before enlistment. Request for advancement after enlistment **cannot be approved** by CNRC.
- b. **Documents.** The recruiter must brief all applicants that they must provide the documentation necessary to receive an advanced paygrade. Applicants are responsible for providing the recruiter with the required documents for advancement **before the shipping date.** All applicants, including those with guaranteed Nuclear Field Program, must have their advanced paygrade eligibility listed in Section VI, Remarks of DD Form 1966.
- c. **Delays in Obtaining Transcripts**
  - (1) When transcripts cannot be obtained prior to shipping, through no fault of the applicant, the Commanding (or Executive) Officer, NAVCRUITDIST must enter the following in Section VI, Remarks of DD form 1966:

(Date): Applicants shipped to RTC Great lakes prior to receipt of college transcripts from (Name of institution due to (Reason, see below). Upon receipt of said transcripts) at PSD, RTC Great Lakes is authorized to advance the recruit to paygrade E-2 or E-3 effective the date the transcripts are received if credits earned meet COMNAVCRUITCOMINST 1130.8 (series) criteria for advanced paygrade. Authorization for this advancement is cancelled upon graduation from recruit training.

The Applicant acknowledges that he/she has been made aware that it is his/her responsibility to have the transcripts delivered to PSD, RTC Great Lakes prior to graduation from RTC.

\_\_\_\_\_

(Signature of CO, NRD)

\_\_\_\_\_

(Signature of Applicant)
  - (2) Acceptable reasons for the delay in obtaining required transcripts include: natural disaster, fire, civil unrest, institution closure, extreme delay (greater than 30 days from end of term) in the institution's processing of transcripts.

Applicants for the advanced paygrade who are currently enrolled or will enroll in a college program should not be scheduled to ship less than 30 days after the end of the term in which they are or will be enrolled.

#### 4C-2 Criteria for Advanced Paygrade

##### a. College Credits

- (1) **Criteria.** Persons who have satisfactorily completed 20 semester hours or 30 quarter hours of **college credits** may be enlisted or reenlist in paygrade E-2 regardless of high school diploma graduate (HSDG) status. Applicants who have satisfactorily completed 45 semester or 67 quarter hours of **college credits** may be enlisted in paygrade E-3. **College credits must be from a U.S. junior college, college, or university accredited for post secondary education** and listed in the Accredited Institutions of Post Secondary Education published by the American Council on Education.
- (2) **Verifying Eligibility.** Either official transcripts or student copy transcripts may be used to verify eligibility for advanced paygrade, providing there is no evidence of any tampering on the transcripts. A degree issued by an institution listed in the Education Directory of Accredited Institutions (such as Associate, Bachelor, etc.) may be used to verify completion of the required credit hours. If the applicant is enlisted as an HSDG based on satisfactory completion of 15 semester/22 quarter hours, these hours can also be applied to advanced paygrade. When transcripts are used to verify the education level in Item 14 of DD form 1966, only official transcripts of degrees may be used.

b. **Foreign Education.** Applicants with college level foreign education who have satisfactorily completed the U.S. equivalent of 20 semester hours (30 quarter hours) may be enlisted in paygrade E-2. Applicants who have satisfactorily completed the U.S. equivalent of 45 semester hours (67-quarter hours) of college may be enlisted in paygrade E-3. Submit foreign education documents to one of the designated district Education Specialist identified in 2H-6.

c. **Navy Sea Cadet Corps.** Applicants of the Naval Sea Cadet Corps may be enlisted in paygrade E-2 or E-3 provided they present conclusive evidence that all the following conditions have been met:

- (1) Completed indoctrination training at a Naval Training Center or an approved Navy activity.
- (2) Completed the approved curriculum and reached paygrade E-2 or E-3 in the Naval Sea Cadet Corps Program.
- (3) Must not have reached 24 years of age on the date of enlistment.

d. **Civil Air Patrol.** Applicants who provide documentation of having received the Civil Air Patrol Billy Mitchell Award may be enlisted in paygrade E-2.

e. **Junior ROTC Program.** Applicants who are accepted for enlistment, and who provide evidence of successful completion of 2 years of any Junior ROTC

Program, are entitled to be enlisted in paygrade E-2. Those applicants who have been awarded a certificate of successful completion of 3 years of the Junior ROTC program under any military department are entitled to be enlisted in paygrade E-3 if the certificate is available.

- f. **Scouting.** Applicants who are accepted for enlistment, and who provide evidence of successful completion of requirements for Eagle Scout or the Girl Scout Gold Award, are entitled to be enlisted in paygrade E-2.
- g. **Sea Scouts.** Applicants who are accepted for enlistment, and who provide evidence of successful completion of requirements for Quartermaster in the Sea Scouts, are entitled to be enlisted in paygrade E-2.
- h. **Young Marines.** Applicants who are accepted for enlistment, and who provide evidence of having been designated an E-5 in the Young Marines, are entitled to be enlisted in paygrade E-2.
- i. **Vocational or Technical School.** Applicants who have successfully completed one academic year or 900 classroom hours at an accredited vocational or technical school may be enlisted in paygrade E-2. Applicants who have successfully completed 2 academic years or 1800 classroom hours at an accredited vocational or technical school may be enlisted in paygrade E-3. The vocational or technical training may not be part of a high school curriculum and must be at a level beyond high school.
- j. **Military Academy.** Applicants who have successfully completed 2 years at, and subsequently graduated from, an accredited high school level military academy may be enlisted in paygrade E-2. Applicants who have successfully completed 3 years at, and subsequently graduated from, an accredited high school level military academy may be enlisted in paygrade E-3.
- k. **DEP Referrals**
  - (1) **Criteria.** The established criteria for advancement under the Delayed Entry Program (DEP referral program, providing access within 12 months, are:

E-2	E-3
One Nuclear Field applicant	Two Nuclear Field applicants
Two non-Nuclear Field applicants	Four non-Nuclear Field applicants

- (2) **Effective Date.** The effective date of advancement will be the date the qualifying referral enlists (including DEP enlistment), or the date the advancing DEPper begins active duty, whichever is later. For advanced paygrade based on a Nuclear Field referral, the effective date of advancement will be the date the qualified referral enlists (including DEP enlistment), or reclassifies in the Nuclear Field, or the date the advancing DEPper begins active duty, whichever is later.

- (3) **Eligibility for Advancement.** Recruits are allowed credit for DEP referrals made before reporting to their first permanent duty station. Referrals made during periods while assigned to Hometown Area Recruiting Program (HARP) duty are not credited toward advancement.
  - (4) **Definition of a Referral.** A referral provided by an applicant to qualify for advancement to paygrade E-2 or E-3 must fall into one of the following categories:
    - (a) A DEP member provides the recruiter with the name of a new prospect, or introduces the recruiter to a new prospect. This includes referrals provided up to 6 months before the DEP member's enlistment date, when it is documented that the DEP member could not DEP-in earlier through no fault of his or her own (age, temporary medical reject, etc.)
    - (b) A DEP member successfully refers a prospect that a recruiter has been unsuccessful in contracting from another source (such as LEADS); the prospect must have declined processing; and the recruiter must have documented at least one unsuccessful follow-up. This type of referral must be within 6 months after the unsuccessful follow-up and the DEP member's efforts must be documented as the reason for successfully contracting the prospect.
  - (5) **No Credit.** No credit is given when:
    - (a) The DEP member is answering the telephone in the recruiting station for the recruiter.
    - (b) The DEP member is calling names of people unknown to him from a list provided by the recruiter; or
    - (c) The recruiter used the DEP member to help with an applicant that the recruiter is currently working.
- j. **Completion of DEP Guide Personal Qualification Standards (PQS) and Physical Readiness Test (PRT).**
- (1) **Criteria.** The Chief of Naval Personnel has authorized advanced paygrade to E-2 for any E-1 DEP member who completes the DEP Guide PQS, and passes a voluntary PRT before shipping to RTC.
  - (2) **Verifying Eligibility.** Any Navy Recruiting personnel may sign off PQS line items. Final PQS completion will be verified by Zone Supervisors. PRT completion is strictly voluntary. Participation requires that the DEP recruit sign a liability waiver. PRT will be conducted IAW OPNAVINST 6110.1D. NRD Commanding Officers will provide final advancement authority IAW paragraph 4C-3a below upon verification of successful completion of PQS and PRT.

- (3) **Effective Date.** The effective date of advancement will be the date the advancing DEP recruit begins active duty.

#### **4C-3 Documentation**

- a. **Advancement.** To document advancement authorization, make an entry in Section VI, Remarks of DD Form 1966 for all eligible members as shown in 4C-2. The Commanding Officer, NRD must sign this entry, but is not authorized to advance personnel who are undergoing entry training. If the member has already shipped, the CO, NRD signs an Administrative Remarks (NAVPERS 1070/613) Page 13 entry, forwarded to the member's current or next duty station, as appropriate.
- b. **Referrals.** For those members who already have attained paygrade E-2 and who continued to provide referrals to Navy recruiters, but do not meet the criteria established for advancement to E-3, the Commanding Officer, NRD should recognize them with appropriate letters of appreciation or commendation. Additional forms of recognition and the paperwork required for verification are shown in COMNAVCRUITCOMINST 5305.1.

## 4D Classification Interviews

### 4D-1 Interviewer Requirements

An enlisted classifier interviews each applicant, whether or not enlisting in a School Guarantee Program, to determine occupational interest, motivation, and qualifications for placement into an appropriate enlistment program.

### 4D-2 PRIDE Entries

- a. **Test Scores.** Enter the applicant's actual test scores from MEPCOM 714ADP, ethnic background from DD Form 1966, and color perception from SF 93 in Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) for program reservation as they appear on the above documents. The enlisted classifier then obtains the desired program and the shipping window/date.
- b. **Vision.** Classifiers must use the worst (distant or near) uncorrected vision and worst (distant or near) corrected vision when making entries in PRIDE. For example, an applicant who has:

**Near Vision**            uncorrected 20/10

                                 Corrected 20/50

**Distant Vision**       uncorrected 20/200

                                 Corrected 20/40

**Would be entered in PRIDE as:**

                                 Uncorrected 20/200

                                 Corrected 20/50

### 4D-3 Reservation Categories

The following categories of PRIDE reservations are authorized, as appropriate:

- a. **DEP (Delayed Entry Program).** DEP reservations are made for all personnel for whom a USNR (DEP) contract is executed, regardless of when they are actually shipped.
- b. **DIR (Direct Ship).** DIR reservations will be made for personnel who will begin active duty within 24 hours and for whom no USNR (DEP) contract is executed.
- c. **DDD (Direct Deposit DEP).** A DDD is a reservation with a signed contract that does not count as a new contract until the following month, when the applicant is converted to a DIR or DEP.
- d. **DEL (Delayed Entry).** DEL reservations may be made only in cases where no contract is executed but the applicant is fully qualified for enlistment in a specific program. An example of this is when applicants wish to discuss the options with their parents. In no case is a DEL reservation held for more than 10 working days.

- e. **DER (Delayed Enlistment Reserve) Program.** Reservations for all types of Reserve/Guard component members **must** be made via the DER Program whether or not an approved Request for Discharge or Clearance from Reserve Component (DD Form 368) is obtained. An approved DD Form 368 **must** be obtained prior to shipping. Applicants continued drilling with their respective units until they are accessed.
- f. **DEF (Delayed Entry Full Kit Waiver) Program.** The DEF program has been developed to expedite the full kit waiver process by allowing the enlistment in DEP based on a CO, NRD provisional DEF waiver while the full kit is being processed at CNRC. The NRD must receive an approved CNRC waiver prior to shipping the member. Members must be bought a reservation at least 45-days out from the date of processing.
- g. **DEM (Delayed Entry Medical) Program.** The DEM program has been developed to expedite the BUMED kit waiver process by allowing the enlistment in DEP based on a CO, NRD provisional DEM waiver while the BUMED waiver is being processed at BUMED and CNRC. The NRD must receive an approved CNRC waiver prior to shipping the member. Members must be bought a reservation at least 30-days out from the date of processing.
- h. **DEN (Delayed Entry Nuclear Field) Program.** DEN was developed to allow provisional enlistment into DEP while awaiting NF Type 2 waiver disposition. Only those applicants with a high probability of receiving a NF Type 2 waiver approval will be permitted to enlist as a DEN. Members must be bought a reservation at least 30-days out from the date of processing.

#### 4D-4 Applicant Requirements

Applicants must meet the following requirements for all reservations:

- a. Applicant must be present at the NRD/Military Entrance Processing Station for the classification interview. Telephone classifications are not authorized.
- b. A completed pre-enlistment kit must be at the navy Liaison Office.
- c. Applicant must have MEPS enlistment physical.
- d. All required waivers must be completed before a PRIDE reservation is made.
- e. Applicant must be completely qualified in all respects for enlistment.

#### 4D-5 Shipping

- a. On actual ship day, applicants are processed as direct shippers for MEPS paperwork purposes, including a signed DD Form 368, Administrative Remarks, Page 13s (NAVPERS 1070/613s); Enlistment/Reenlistment Document Armed Forces of the United States (DD Form 4), and Annexes, etc. Allow enough time before ship date to obtain a signed and completed DD Form 368. DER reservations are authorized for a period not to exceed 365 days and are not counted as new contracts. DERs do not show on any PRIDE quality reports (ACCQAL,



DEPQAL, DEPQFY) until the actual ship date. At that time, they are converted from a DER reservation to a DIR reservation.

- b. Classifiers enter DER into PRIDE for Accession Type. The DER program is an option available to Reserve and Guard personnel from any service including USNR personnel and SAMs (designated and non-designated) converting to USN.
- c. The NRD is responsible for tracking these reservations and ensuring that abuse does not occur. All other NAVET and OSVET requirements for reservists with more than 365 consecutive days active duty/active duty for training remain in effect.
- d. An applicant may have no more than one reservation at a time.

## **4E Background Investigation**

### **4E-1 Navy Policy**

- a. Department of the Navy policy is that only trustworthy individuals are eligible to enlist. The whole person concept is used to decide the trustworthiness of the applicant. Patterns of questionable judgment, irresponsibility, or instability raise sufficient doubt concerning the applicant's acceptability.
- b. The Department of Defense uses the Uniform Adjudication Guidelines and Temporary Eligibility Standards and Investigative Standards required by Executive Order 12968. These guidelines supercede all previous standards and procedures for background investigations.
  - (1) The Entrance National Agency Check (ENTNAC) is an employment trustworthiness investigation that does not qualify the applicant for a security clearance.
  - (2) The background investigation required for a Secret or Confidential security clearance is the National Agency Check, Local Agency Check, and Credit Check (NACLCL).
  - (3) The background investigation required for access to Top Secret and Sensitive Compartmented Information is the Single Scope Background Investigation (SSBI).
- c. Applicants who were sworn into DEP prior to 1 Jan 99 and had an ENTNAC investigation completed prior to 1 Mar 99 are eligible for a security clearance until subject to a periodic reinvestigation later in their career.
- d. Applicants who were sworn into DEP after 1 Jan 99 and had an ENTNAC investigation are not eligible for a security clearance without initiating a NACLCL investigation.
- e. Individuals who were eligible for a security clearance based on an ENTNAC investigation during a previous enlistment and reenlist after 1 Mar 99 are not eligible for a security clearance without initiating a NACLCL investigation.
- f. Individuals who were eligible for a security clearance based on a National Agency Check (NAC) or SSBI during a previous enlistment and reenlist with a break in service of less than 365 days are eligible for a security clearance until subject to a periodic reinvestigation later in their career.
- g. Individuals with a break in service of greater than 365 days are not eligible for reenlistment without initiating a background investigation.

### **4E-2 Screening**

- a. The Chief of Naval Operations has tasked CNRC to minimize the need for multiple investigations by identifying new recruits who will require security clearance eligibility at the time of initial investigation. CNRC will ensure a NACLCL or SSBI (vice ENTNAC or other lesser investigation) is requested as

- appropriate for these individuals as the initial investigation. Non-U.S. citizens are not eligible for a security clearance and will not be subject to the NACLCL. In support of Navy recruiting, Recruit Training Command (RTC) will submit all SSBI requests.
- b. The Office of Personnel Management (OPM) conducts all background investigations based on information provided by the applicant. Applicants complete the Electronic Personnel Security Questionnaire (EPSQ) and the Navy Liaison staff at the MEPS submits the EPSQ to OPM in accordance with COMNAVCRUITCOMINST 1130.10 series.
  - c. Once OPM receives a background investigation request, the information is electronically transmitted to state law enforcement agencies, the FBI, Dept of the Treasury, INS, overseas investigators, and OPM field agents. OPM gathers information for either an SSBI, NACLCL or ENTNAC and forwards the background investigation request forms, the results of each agency check, and supporting documents to the Department of the Navy Central Adjudication Facility (DONCAF).
  - d. DONCAF decides and records the appropriate level of clearance eligibility in the Navy Joint Adjudication and Clearance System (TS for Top Secret; S for Secret; C for Confidential; Q code for favorable investigation-no clearance required; J code for no clearance required-file created requiring review for clearance eligibility determination/no interim clearance authorized without DONCAF approval). DONCAF then forwards all SSBI, NACLCL and ENTNAC background investigations to the Bureau of Naval Personnel (Pers 83) for a fraudulent enlistment determination.
  - e. When the Bureau of Naval Personnel (Pers 83) receives derogatory information from a background investigation which disqualifies the applicant from enlistment, a fraudulent enlistment letter is prepared and forwarded to the applicant's command for processing.

#### **4E-3 Screening Procedures**

- a. All applicants for enlistment that are U.S. born or naturalized citizens, U.S. nationals, and citizens of the Federated States of Micronesia (FSM), and the Republic of the Marshall Islands, and Palau are eligible for a security clearance determination and must have documentation of submission of a NACLCL before reporting on active duty.
  - (1) The Military Liaison Petty Officer is responsible for ensuring that the applicant's EPSQ is completed and submitted to OPM.
  - (2) A signed paper copy of the EPSQ must be placed in both the residual file and enlisted service record.
- b. Applicants classified into the AEF-CTM, AEF-MT, CT, FT, IS, IT, STS, and YNS school guarantee options must have a NACLCL request submitted prior to reporting on active duty. An SSBI investigation to upgrading their clearance to Top Secret will be initiated by Recruit Training Command (RTC). The Military Liaison Petty Officer is responsible for ensuring that:
  - (1) The applicant's request for a NACLCL investigation is submitted
  - (2) A signed paper copy of the NACLCL request is included in both the residual and service records

- (3) A disk copy of the EPSQ is included in the service record to assist RTC in the preparation of their request for an SSBI investigation.
- c. Applicants that are permanent resident aliens are not eligible for a security clearance. An ENTNAC will be conducted based on the fingerprint submission. Fingerprints are submitted by USMEPCOM personnel when the applicant processes at MEPS.
- d. Section 5B-15 contains specific instructions for completing the EPSQ for NACLCLC investigations.

#### **4E-4 Responsibility for Submitting the NACLCLC and ENTNAC**

- a. **MEPS Responsibilities.** The MEPS Operations Officer is responsible for fingerprinting applicants and forwarding those fingerprints to OPM.
- b. **Navy Recruiting Responsibilities.** Until the MEPS role under the EPSQ process is finalized:
  - (1) Navy Recruiters will assist applicants in the completion of the "Subject User Form" of the EPSQ.
    - (a) The EPSQ program is available on recruiter laptops, and can be downloaded to any personal computer for free from the DSS web site, "www.dss.mil."
    - (b) Applicants are encouraged to download the EPSQ to their personal computer if they want to and complete the EPSQ at their own pace.
    - (c) Step by step instructions and manual files are included in the EPSQ program. A copy of the instructions tailored to Navy recruiting is available in the appendix to this manual.
  - (2) Enlisted Processing Division Supervisor (EPDS) will assume responsibility as the Navy Liaison Security Officer and will ensure appropriate staff members are trained and when using the EPSQ:
    - Ensure the same version of the EPSQ program installed on recruiter laptops is installed on computers in the Navy Liaison office. The EPSQ program is available for free from the DSS web site, "www.dss.mil." Step by step instructions and manual files are included in the EPSQ program. A copy of the instructions tailored to Navy recruiting is available in the appendix to this manual.
    - Validate each applicant's "Subject User Form" and complete the "Security Officer User Form".
    - Print out a paper copy of the EPSQ SF-86 "Subject User Form" and have the applicant sign appropriate release form(s).
    - Print out a paper copy of the EPSQ SF-86 "Security Officer User Form" and sign the form.
    - Submit EPSQ to OPM IAW 1130.10 series.
  - (3) The Military Liaison Petty Officer will ensure that the EPSQ SF-86 request for a SSBI investigation is included in the service record forwarded to RTC upon enlistment. RTC will process the SSBI submission to DSS. When using the EPSQ personal computer system, include a disk copy and paper copy of the SSBI request in the service record.

**4E-5 Disclosure of Additional Information.** When additional information is disclosed during MEPS processing a *Report of Additional Information* (MEPCOM Form 601-23) is initiated, MEPS processing is immediately terminated, and the applicant is directed to return to the Navy Liaison Petty Officer with the MEPCOM Form 601-23. The Navy Liaison Petty Officer completes the Recruiting Service Consideration of Additionally Disclosed Information Section of the MEPCOM Form 601-23 and returns the MEPCOM Form 601-23 to the MEPS Processing Section Security Clerk. Procedures are:

<b>If...</b>	<b>Then...</b>
Additional information is considered as not disqualifying.	Continue processing applicant for enlistment.
Additional information requires waiver.	Include waiver information in enlistment packet.
Additional information is disqualifying.	Do not process applicant for enlistment.
Additional medical information is considered.	Continue processing of applicant for enlistment.
Additional information is considered and applicant does not desire to enlist.	Discontinue processing.

If a waiver is required, the Navy Liaison Petty Officer terminates applicant processing for waiver processing. The MEPCOM Form 601-23 is not completed and returned to the MEPS Security Clerk until all necessary waiver action has been completed.

#### **4E-6 Military Applicant Security Screening (Mass) System**

- a. **Use.** The Military Applicant Security Screening (MASS) System is used for applicants in sensitive Navy ratings.
- b. **Procedures.** Classifiers/Processors should use the following procedures with MASS:
  - (1) Administer the MASS questionnaire to all DEP-IN and direct ship applicants who enlist with a school guarantee in the CT, EW, IS, IT, and PRP (MT ) ratings. EW's must be entered as CT's in the MASS computer program.
  - (2) DEP-OUT applicants should be asked whether there has been any change of status while in DEP on any of the responses to items in MASS. If there has been a change in the applicant's status, administer the MASS module(s) corresponding to the area(s) where changes have occurred.
  - (3) Complete all MASS modules and print out of the MASS summary. The MASS summary form must be signed by the applicant and the classifier/processor.
  - (4) MASS interviewers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who document a history of psychiatric counseling, bankruptcy and/or indebtedness. Some versions of MASS program in the field have programming errors and do not properly flag these security risks. The EPDS is required to perform a quality control check of all MASS printouts and sign under the interviewer's signature to verify that security

screening requirements have been thoroughly reviewed and applicants are qualified for future processing into ratings for which MASS is required.

- (5) Contact one of the following agencies when the MASS summary form indicates possible rejection of the applicant because of the disclosure of potentially derogatory information, or for guidance concerning continued processing of the applicant:
  - (a) For CT and IS ratings, contact Mr. T. Ballowe at the Naval Security Group Field Office, Great Lakes, IL (Commercial (847) 688-6813 or DSN 792-6813).
  - (b) For IT rating, contact the Department of the Navy Central Adjudication Facility (DONCAF), Washington, DC (Commercial (202) 433-8870 DSN 288-8870).
  - (c) For PRP ratings (MT and TM) contact CNO (N09N2), Washington, DC (Commercial (202) 433-8853 or DSN 288-8853).
  - (d) When having difficulty reaching one of the above agencies, contact the Assistant PRIDE Branch Head, CNRC (Code 331B), Phone: (901) 874-9481, for assistance.
- (6) Retain one copy of the summary form in both the applicant's service record and residual file. In addition, send a copy of all MASS summaries by the fifth of the month for all transactions conducted the previous month to:

Defense Personnel Security Research Center  
99 Pacific Street, Building 455-E  
Monterey, CA 93940

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## 4F Navy College Fund Program

### 4F-1 Program Information

The Navy College Fund (NCF) is a program offering enlistees in selected ratings or apprenticeship programs education incentives in addition to the basic MGIB benefits for 36 months. All enlistment contracts require either a 3-, 4-, 5-, or 6-year obligation. Enlistees opting for the NCF are not eligible for any other enlistment bonus. Classifiers should continue to sell Six-Year Obligation (6YO) and advanced technical programs to all applicants who qualify. Ideally, applicants should decide among the many enlistment options open to them, choosing the NCF after considering all other alternatives.

### 4F-2 Qualifications Required

All applicants for enlistment in this program must meet enlistment eligibility requirements outlined in Chapter 2 and rating requirements as applicable. The following additional criteria apply to all NCF applicants:

- a. **Mental Group.** Must be in Mental Group I, II, or IIIA Armed Service Vocational Aptitude Battery (ASVAB) and Armed Forces Qualification Test (AFQT) 50-99.
- b. **Education.** Must be a High School Diploma Graduate (HSDG) as defined in 2H-2a. High school seniors may be enlisted in the Delayed Entry Program (DEP) under the NCF Program, provided there is reasonable assurance that they will graduate.
- c. **Source.** Open **only** to non-prior service (NPS) accessions.

### 4F-3 Obligated Service

Total military service obligation is 8 years. The initial 3, 4, 5, or 6-year enlistment will be spent on active duty. The remaining obligation is spent in the Individual Ready Reserve (IRR).

### 4F-4 Disbursement of Funds

- a. **Montgomery GI Bill.** Enlistees in NCF must participate in the Montgomery GI Bill (MGIB) by having \$100 per month deducted from their pay during the first 12 months of active duty. Recruiters should emphasize that this \$1200 is non-refundable.
- b. **Disbursements.** Payment is made through the Veterans Administration. The combined MGIB and NCF total entitlement ranges from \$25,000 to \$50,000 depending on the program and/or accession date guaranteed to the applicant at the time of DEP. Classifiers are to refer to the latest PRIDE NCFRPT for up to date NCF requirements and entitlements for specific ratings and programs. Payments for part-time enrollment is based on the number of classes taken. Individuals are to be informed that MGIB and NCF entitlements become invalid after a period of ten years from the date of separation from service. The total military service obligation remains at 8 years for the NCF program. Any subsequent modification

made to the individuals program or accession date while in DEP could have an adverse effect to the monetary amount of NCF the individual is entitled to receive. Only the NCF guidance in effect at the time the individual entered DEP may be used to determine NCF entitlements.

- c. **Eligibility for Benefits.** Enlistees are eligible to start collecting benefits after completing 2 years of continuous active duty service. Payments made while the enlistee is on active duty or while pursuing a program of education on less than a half-time basis will be the lesser of the amount of assistance authorized or the established charges for tuition and fees.
- d. **Additional Terms.** Education benefits may be reduced if the enlistee fails to complete the enlistment contract assigned. No education benefits will be provided to enlistees receiving less than an honorable discharge after completion of initial contracted obligated service.

## 4G Special Recruit Companies

### 4G-1 Formation

- a. CNRC (Code 33) authorizes the formation of Special Recruit Companies. Send requests for authorization at least 6 months before desired enlistment. In determining whether to form a Special Recruit Company, the primary factor to consider is overall improvement in production versus personnel effort and monetary expenditures. The benefits derived from increased publicity and improved public relations may not necessarily increase production sufficiently to justify the additional cost and effort.
- b. The size of a recruit company at the individual Recruit Training Command is determined primarily by the size of the berthing facilities at the respective RTC. For this reason, the size of the Special Recruit Companies is limited to 70 minimum and 82 maximum. The minimum Special Recruit Company size is specified to use available berthing space properly. Any excessive attrition of recruits during training because of medical causes, dental treatment, or need for special preparatory training will require dilution of the Special Recruit Company by assigning other recruits, thereby detracting from their special designation.
- c. Applicants must have a minimum VE score of 45 to be eligible for a Special Recruit Company.
- d. Commanding Officers are encouraged to make maximum use of local facilities to determine the water survival qualifications of as many recruits as possible; for example, requiring Red Cross or YMCA swimming certificates. Water survival qualifications is the largest single cause of remedial training which violates Special Recruit Company integrity.

### 4G-2 Procedures

- a. Upon approval of a Special Recruit Company by CNRC (Code 33) the applicable Commanding Officer, NRD and Regional Commander will be advised of the approved date by letter. All Special Recruit Company applicants will receive program guarantees through Classification Within Pride (CLASP). No school seats are set aside specifically for these companies, as this practice is incompatible with optimal classification.
- b. Fifteen days before enlistment of a Special Recruit Company, the NRD Commanding Officer, notifies the appropriate Recruit Training Command by message, information to CNRC (Code 33 and 81), the Naval District Commandant, the Naval Training Center, and the Regional Commander, of the following information in code form:
  - ALFA – Estimated number that will be enlisted
  - BRAVO – Planned enlistment date.
  - CHARLIE – Estimated time of arrival at the RTC.

DELTA – Designation of Special Recruit Company.

#### **4G-3 Publicity**

- a. The publicity effort given this program is the key to its success. Every means available to the commands concerned must be used fully to ensure that each drive culminates with the enlistment of a full company on the day on which such ceremony has been announced and scheduled. This can only be assured by the closest coordination between members of the Navy Recruiting Command and Public Affairs Officers of the Naval Recruiting Districts, Naval Training Centers, Recruit Training Command, and Navy Recruiting Regional Commanders. Appropriate publicity in local newspapers, radio, and TV stations, and by bands, parades, demonstrations, and exhibits are only a few of the items that may be featured in these drives.
- b. The publicity effort must continue through the training and recruit leave period. Recruit Training Commands will provide detailed weekly progress reports to the Recruiting Regional Commander and Commanding Officer, NRD as applicable, with the best possible new material. Recruit Training Commands also will provide ample warning of graduation dates and provide the NRD with all available information on the return of any group. The NRD will make every effort to publicize the progress of the Special Recruit Company throughout the State and will provide a fitting ceremony for the return of the Company when they arrive in a group.

#### **4G-4 VIP Interest**

If any prominent person from the Washington, DC area is interested in the formation of a Special Recruit Company, the Commanding Officer, NRD should inform CNRC (Code 33) of the particular case. This information should be forwarded to CNRC at the earliest opportunity in order that CNRC may render whatever assistance is needed in obtaining the cooperation of the dignitary.

#### **4G-5 Implementation and Follow-up**

Navy Recruiting Regional Commanders will closely supervise the implementation of this program within their region. If, in the opinion of the Regional Commander, any unusual methods or procedures have been used in the formation of a particular company which might be of value to other NRDs, a report summarizing the procedures employed should be submitted to CNRC (Code 33 and 80) with a copy to all Regional Commanders.

## **4H Secondary School Relations**

### **4H-1 Importance**

Navy personnel engaged in recruiting must establish and maintain good relations with all secondary schools. To obtain maximum cooperation from school officials, they must understand the recruiting policy of the Department of Defense as it pertains to secondary schools. Listed below are six policy statements issued by DoD Directive 1304.12 series, which all Navy recruiting personnel and civilian Education Specialists assigned to recruiting activities must follow in their association and contact with secondary schools. While the first five statements primarily concern Regular Navy enlistments, they apply as well in the case of Reserve applicants not graduated from high school. Each statement is interpreted for the guidance and instruction of Navy recruiting personnel.

### **4H-2 Policy Statements**

- a. Students in secondary schools will be encouraged to stay in school and graduate. The Naval Service is becoming more and more a highly complex technical organization requiring personnel capable of swift advancement in knowledge. Only by encouraging students to remain in school and graduate can we expect to obtain the necessary trainable manpower to meet these requirements. Continuing efforts must be made to assure educators that Navy recruiters are not seeking entrance into their schools for the purpose of recruiting their students prior to graduation, but that they are there to assist in providing information relating to careers within the Navy.
- b. When local school authorities so desire, may make one representative selected by the military recruiting elements of the military department in each community joint arrangements with school authorities for in-school student. When local authorities request a joint service arrangement for in-school student time, Navy recruiters should fully cooperate with other service recruiters in arranging equal presentations. It is preferable, however, that, where possible, arrangements be made with school authorities for individual service presentations. Experience has shown that less confusion is created in the minds of students when the training and career opportunities of the individual services are explained separately.
- c. The armed forces high school recruiting and testing program will be used as a recruiting tool and for vocational guidance in high schools. An Inter-Service Recruitment Committee plans, coordinates, and maintains the relationship between the recruiting organizations and the high schools to achieve maximum cooperation from school authorities in implementing and expanding the ASVAB testing program and in carrying out other related joint recruiting activities. Provide school authorities with maximum available information on the value of the ASVAB for predicting vocational aptitude for civilian as well as military jobs. Recruiters will provide high school counselors with copies of the ASVAB Counselor's Guide and encourage the use of the Guide when counseling students on vocational career opportunities.

- d. Secondary schools are to be encouraged and given every assistance in teaching the vocational career opportunities of the armed forces at the same time other occupational opportunities are taught in the schools. Guidance Counselors and teachers should be provided information on the availability of Navy films and other materials and officer career manuals should be placed with all school counselors and librarians.
- e. All contacts with school authorities soliciting their cooperation on military career programs will be jointly arranged by the recruiting services to the greatest practical extent. This particular statement is in reference to "Career Days" and similar functions dealt with in paragraphs (b) and (d) above. Navy recruiters will continue to offer the utmost cooperation to the other services as they have in the past. Every assistance should be rendered to the principal and others connected with such joint projects so that the students may obtain the most benefits. The Commanding Officer of the cognizant U.S. NRD arranges, schedules, and coordinates Navy participation in Career Days, Armed Forces Orientation Programs, and similar vocational guidance presentations in public schools.
- f. The National Guard, Air National Guard, and Coast Guard, as appropriate, will be encouraged to participate in this secondary school program. Give full cooperation to each military unit listed above.

#### **4I Processing USNR 3YO and TEP Enlistments With Immediate Active Duty**

For USNR enlistments in the 3YO and TEP Programs, when active duty status begins immediately upon enlistment (i.e., no delay between date of enlistment and transfer to active duty), process recruits as follows: MEPS processes USNR 3YO and TEP (immediate active duty) enlistments in the same manner as for USN direct enlistments (i.e., completion of (DD Form 1966), contract preparation and reporting, enlistment ceremony, transportation to Recruit Training Command (transportation to Naval Education and Training Center, Newport, Rhode Island in the case of Naval Academy Preparatory School (NAPS) candidates, etc.).

## 4J Applicant Travel

### 4J-1 Regulations

Instructions pertaining to travel and allowances for applicants for enlistment and appointment in the Navy and Naval Reserve are provided in Joint Travel Regulations, U.S. Navy Travel Instructions, and Military Traffic Management Regulations (OPNAVINST 4610.8 series). Follow the procedures, requirements, and reports in these directives.

### 4J-2 Procedures

- a. **Active Duty and Reserve Enlistments.** Applicants for enlistment (including preprocessing applicants) in the Regular services or in Reserve components are provided transportation and meal tickets for travel from the place they apply for enlistment or from their homes to the place(s) of physical examination, or place of acceptance for enlistment, or both. This includes return if the applicant is rejected and return if accepted and awaiting further orders or a reporting date.
  - (1) Documents. Use Transportation Request (SF 1169) to provide commercial transportation for applicants and for rejected applicants in those cases where authority has not been obtained for the bulk purchase of transportation tickets per paragraph 22526, NAVSUPSYSCOM Manual, and Chapter 311, Military Traffic Management Regulation. Use Meal Ticket, Uniform Service (DD Form 652), Applicant Travel Orders, or Request for Meal and/or Lodging as appropriate. Mark all transportation requests and meal tickets issued to applicants "Applicant" or "Rejected Applicant" as appropriate.
  - (2) Means of Transport. The Deputy Secretary of Defense has approved the official Navy position that travel of Navy recruits by rail should be limited to routes that involve a travel time of 8 hours or less. Those routes realize the greatest cost savings to the Navy, eliminate overnight travel and the related lost productive time, and reduce the occasion for recruit misconduct. Accordingly, Military Traffic Management Command has been instructed to apply this policy decision regarding Passenger Standing Route Orders for Navy recruits, as follows:
    - (a) Surface transportation. Use rail or bus, as appropriate, for transportation of recruits to RTCs when it is the least costly mode and the transit time is 8 hours or less.
    - (b) Air transportation. Use Air transportation for transportation of recruits to RTCs when it is the least costly mode or the surface transit time is more than 8 hours.
  - (3) Routings. Further, routings should be selected which offer same-day service between the Military Entrance Processing Stations and the Recruit Training Commands, whenever possible, to avoid lost productive time associated with overnight holds. In this regard, productive time lost in transit should be a real consideration when selecting the means of transportation on all routes.



- b. Inactive Duty Enlistments. Travel at government expense is not authorized for applicants for inactive duty direct appointments, or for applicants for enlistment in an inactive duty Naval Reserve Program, (except for Officer Candidate (OC) type programs, and direct appointment applicants who will go on active duty immediately or shortly after appointment or DEP enlistees).
- c. Recruit Training. Recruits must be transferred to training centers as soon as practicable after they are sworn in. Personnel transferred to training centers for recruit training are not permitted to travel at their own expense. Personnel in this category are transported by commercial transportation or government conveyance, as applicable. Those individuals enlisted or reenlisted and transferred direct to other than recruit training may be authorized to travel via privately owned vehicle at their own expense, subject to reimbursement, if they so desire.
- d. Local Transportation. Mileage or script books may not be purchased without prior approval of the Chief of Naval Personnel. Local transportation in streetcars and buses may be provided by purchase of tickets or tokens when movements chargeable to Operation and Maintenance, Navy appropriations are involved. Request for purchase of bulk tickets or tokens chargeable to Military Personnel Navy should be submitted to the Chief of Naval Personnel each fiscal year, via the chain of command, and include an estimate of the number of tickets required. No payment may be made for charges incurred through use of transportation requests or meal tickets.
- e. In the event of an applicant's death while processing, recruiting personnel will abide by section 6A-10b of this manual. In addition the following advice is provided.

“No rule, regulation or question of CACO assignment shall inhibit a Commanding Officer or his designated representative from making a courtesy call on the family of an applicant or DEPPER. While no precise promise of support may be offered at the time of the call, it is imperative that the Navy make an appropriate, timely gesture, in keeping with the traditions of the naval service in time of loss.”

### 4J-3 Travel Orders

The orders format contained in USMEPCOM Regulation 601-19 should be used in transferring all personnel. Further instructions are contained in the following subparagraphs:

- a. Prior Service Personnel. Do not place NAVETs or OSVETs in charge of groups of regular Navy recruits.
- b. NAPS Candidates. NRD personnel/MEPS liaison complete transfer orders for Naval Academy Preparatory School (NAPS) candidates enlisting in the Three Year Enlistment Program, using the format in 3Q.

## **4K Loan Repayment Program (LRP)**

### **4K-1 Eligibility**

- a. Basic eligibility criteria:
  - (1) Be a non-prior service enlistee.
  - (2) Enlist or contract under a delayed enlistment agreement through any Military Entrance Processing Station (MEPS) and enter on active duty after 1 July 1997.
  - (3) Be a high school diploma graduate.
  - (4) Achieve on the Armed Forces Qualification Test (AFQT) score of 50 or higher.
  - (5) Qualify and enlist in one of the LRP eligible ratings. (See Exhibit 4-8)
  - (6) Receive a loan(s) that was made, insured, or guaranteed under Part B of the Higher Education Act of 1965 (Guaranteed Student Loans), after 1 October 1975. Loans qualifying for repayment are the Guaranteed Student Loan/Stafford Loans, Federal Stafford/Ford Loans, Federal Direct Loan, National Direct Student Loans for Students, Federally Insured Student Loans, Parent Loan for Undergraduate Students (PLUS), and Auxiliary Loan Assistance for Students (ALAS) (must be in service member's name).
  - (7) The loan must have been made after 1 October 1975 and before entering on active duty.
- b. Provide the Navy a loan promissory note, disbursement disclosure statements, loan repayment schedule statement, and a statement verifying that the loan is not in default before enlistment.
- c. Provide name and address of loan holder.
- d. Enlist in and remain qualified in a critical rating. Eligible LRP ratings are subject to change based on the recruiting environment.
- e. Eligibility continues if a service member is reassigned by the Navy to another critical rating due to the needs of the Navy.
- f. Entitlement will discontinue after the last payment has been made to loans submitted at initial enlistment.

**4K-2 Disenrollment.** A service member will be automatically from the program and forfeit all future loan repayments if:

- a. Critical rating training was not completed in the qualifying critical rating.
- b. Critical rating was changed voluntarily during the first enlistment to a rating that does not qualify for loan repayment.
- c. Critical rating was changed due to malfeasance (e.g., past or present misconduct, the result of which is disciplinary or adverse administrative action and/or loss of clearance).
- d. Member is discharged or released from active duty before completing 12 months of continuous active duty in the qualifying enlistment; or

- e. Member is discharged from active duty on initial enlistment under general or less than honorable conditions.

#### **4K-3 Benefits**

- a. The Navy will repay a designated portion of any loan made, insured, or guaranteed under Part B of the Higher Education Act of 1965 (Guaranteed Student Loans) or any loan made under Part E of such Act (National Direct Student Loans), after 1 October 1975. Any loan(s) made or incurred by the service member, except those mentioned above, will not be repaid by the Navy.
- b. As an enlisted member on active duty in the armed forces, the portion or amount of a loan that may be repaid is 33.33 percent or \$1,500.00, whichever is greater, for each year of completed service in a designated rating specified in list of eligible ratings in Exhibit 4-8.
- c. The service member is not entitled to receive this benefit until one year of service has been completed.
- d. Repayment of a portion of the loan will be made to the lender after the service member completes each year of service upon which the entitlement is based.
- e. If a service member reenlists early (Prior to first enlistment expiration date), eligibility continues as long as the member remains in the qualifying rating.
- f. Based on an opinion by the Internal Revenue Service (IRS), loan repayments are subject to federal and state taxes.
- g. The Navy will not pay more than the outstanding principal amount borrowed or the principal balance remaining (not to exceed \$10,000) when the service member entered active duty.
- h. The Navy will make payments directly to the lender.
- i. The Navy will not refund any amount of the loan paid prior to entry on active duty.
- j. The Navy will not pay interest and associated charges i.e., insurance, loan origination fees, etc.
- k. Delimiting date: Loan repayment will terminate four years after a service member's entry into active duty or until such times as the loan is repaid, whichever occurs first.

**4K-4 Student Loan Deferment.** Enrollment in the LRP does not exempt a service member from all obligations associated with the repayment of the loan. Because the LRP cannot be paid until the service member has completed one year of service per 4K-3c, the Sailor may choose to seek a deferment. The Sailor remains responsible to secure such deferment from the lender.

**4K-5 Loans in Default.** The Navy will not repay loans or portions of loans in default, delinquent payments, interest, or associated charges.

#### **4K-6 Special Conditions**

- a. Service members who do not complete their initial term of enlistment may qualify for prorated credit if they:

- (1) Completed at least one full year of enlisted service;
  - (2) Separate for hardship or because of a service-connected disability.
- b. Commander, Navy Recruiting command (Code 30), will make final determination of prorated credit.
  - c. Service members who receive a commission/warrant appointment or appointment to BOOST or other precommissioning program before completing one year of service lose eligibility for the LRP.
  - d. Service members who reenlist will not receive additional payments.
  - e. LRP participants may not participate in MGIB. Service members enlisting in LRP must disenroll from MGIB.
  - f. Service members are not eligible for the Navy College Fund or an Enlistment Bonus, which may be available for their rating. There are no exceptions to this policy.

#### **4K-7 Processing LRP Applicants**

- a. For specific enlistment procedures, refer to Chapter Two and Chapter Three of this manual. Additional processing procedures are:
  - (1) Use Exhibit 4-9 (checklist) and forward documents prior to shipping, but no later than 15 working days after the service member is placed in the Delayed Entry Program (DEP) to:

Commander, Navy Recruiting Command (Attn: Code 33)  
5722 Integrity Drive (Bldg 784)  
Millington, TN 38054

Note: Place above address in block 3b of DD Form 2475.
  - (2) Indicate on the NAVCRUIT 1133/52 that the service member has selected the LRP as an option. Ensure service member initials and signs Exhibit 4-10 (Statement of Understanding Loan Repayment Program (NAVCRUIT 1133/75)).
  - (3) After entry on active duty RTC will initiate DD Form 2366 by completing:
    - (a) Items 1 and 2 for all service members.
    - (b) Item 4 for LRP enrollee.
    - (c) Item 5 for the LRP enrollee with the following statement: "I understand that I am enlisting for the LRP; therefore, I am disenrolling from the MGIB and am not eligible for NCF or any enlistment bonuses."
  - (4) Assist service members who opted for the LRP to secure a military deferment from the lender.
- b. Processing payments (order of events)

- (1) CNRC (Code 33) will:
  - (a) Perform quality control checks on all packages received, and notify the recruiter or applicant of any discrepancies either by telephone or in writing.
  - (b) Create a suspense file to maintain and track all applications packages.
  - (c) Forward completed application packages for eligible members to DFAS for processing of payments.
  - (d) Serve as a liaison between the member and DFAS for Loan Repayment pay issues.
- (5) The service member must:
  - (a) Complete DD Form 2475 (Exhibit 4-11), Section I, and forward to the lender(s) to complete section III prior to shipping. Completed forms will be forwarded to the address in section II, item 3b or paragraph 4K-7, section a.
  - (b) Request a statement from the lender on letterhead indicating that the loan(s) is or is not in default with a copy (or copies) of the promissory note(s) for each loan.
  - (c) Send CNRC a copy of the certificate of completion of "A" School.
  - (d) CNRC must have all required documentation before the application will be processed. Missing documentation will delay processing.
- (6) The lender will be asked to:
  - (a) Complete DD Form 2475 (Exhibit 4-11), Section III
  - (b) Forward DD Form 2475 to the address stated in DD Form 2475 (Exhibit 4-11), Section II.
  - (c) Forward a copy of the completed DD Form 2475 (Exhibit 4-11) with the promissory note(s) to the service member and a statement of account (on letterhead).
- (7) Defense Finance Accounting System (DFAS) upon notification by the LRP manager will:
  - (a) Issue the check to the lender within 120 days of receipt of the CNRC notification.
  - (b) Provide verification of disbursement to CNRC.
  - (c) Notify Internal Revenue Service of the amount paid.
- (8) When service member separates from active duty earlier than the initial enlistment term, they must provide CNRC with a copy of DD Form 214, and their current mailing address.

#### **4K-8 Resolution of Discrepancies**

- a. Service members who believe they enlisted for the LRP should provide copies of the following to CNRC: (Exhibit 4-9)
  - (1) NAVCRUIT 1130/12 – Financial Statement.

- (2) NAVCRUIT 1133/52 – Enlistment Guarantees.
- (3) DD Form 1966 – Record of Military Processing – Armed Forces of the United States.
- (4) DD Form 4 – Enlistment/Reenlistment Document.
- (5) DD Form 2366 (Indicating disenrollment form MGIB).
- (6) DD Form 2475 (Sections I and III)
- (7) Married Applicants and Spouses Fact Sheet, if applicable.
- (8) Documents pertaining to the loan, including the name and address of the lender.
- (9) Letter of explanation including a return address, stating reasons and circumstances that justify eligibility.

**Exhibit 4-1. Enlistment Statement of Understanding (NAVCRUIT 1133/53)**

<b>ENLISTMENT STATEMENT OF UNDERSTANDING</b>	
Applicants shall acknowledge each relevant entry by placing initials by the entry. The original shall be placed in the service record, one copy shall be provided to the enlistee and one copy shall be placed in the residual file.	
1. MONTGOMERY GI BILL (MGIB). I am eligible for the MGIB if this is my initial entry onto active duty. I understand that I am automatically enrolled and my pay will be reduced by \$100 per month for the first full 12 months of active duty. I will have ONLY ONE opportunity to disenroll upon arrival at recruit/officer training, or at the activity where first gained to active duty. If I disenroll, I cannot re-enroll later. If I remain enrolled, I cannot SUSPEND or STOP my pay reduction and there is NO REFUND of my monies. MGIB benefits and further eligibility criteria will be discussed in detail when I report for active duty. _____	(initials)
2. MOVIE ACKNOWLEDGEMENT. I have viewed the following movies; "Recruit Training – The Journey Begins" _____; "Zero Tolerance" _____; "Mutual Respect" _____; "Drug Testing in Navy Boot Camp" _____.	(initials) (initials) (initials) (initials)
3. SWIM QUALS AT RTC. I certify that I know how to swim or will learn how to swim. I understand, failure to achieve water survival qualifications will result in assignment to intensive swim remedial training for up to three weeks. Failure of remedial training may result in loss of guaranteed program. _____	(initials)
4. (FEMALES ONLY). I understand that I will receive a pregnancy test within 72 hours upon arrival at RTC. _____	(initials)
5. NAVY PHYSICAL READINESS PROGRAM. I understand I must at all times maintain Navy physical readiness standards and that personnel who fail to do so cannot advance in paygrade, reenlist or transfer. I understand that I must maintain a percent body fat value of 22% or less for males/33% or less for females to be eligible to ship to RTC. _____	(initials)
6. DRUG USAGE. <b><u>DRUG USAGE IN THE NAVY IS PROHIBITED AND WILL NOT BE TOLERATED!</u></b> I understand that urinalysis testing will take place within 72 hours upon arrival at RTC. If I test positive, I will be discharged based upon fraudulent enlistment. Alcohol abuse or illegal or improper use of drugs during my enlistment could result in possible administrative separation with less than an honorable discharge and loss of veterans benefits. _____	(initials)
7. SUPPORT OF EQUAL PROTECTION AND CIVIL LIBERTY GUARANTEES OF THE CONSTITUTION: I understand that my oath of enlistment requires me to uphold and defend the Constitution of the United States, which guarantees the civil rights and equal protection under the law for all residents of the United States. I further understand that Navy and Department of Defense directives prohibit participation of military personnel in extremist or supremacist activities or organizations that attempt to deprive individuals of their civil rights. Failure to comply with these prohibitions may result in disciplinary action and/or involuntary separation from the Navy. _____	(initials)
8. DIRECT DEPOSIT SYSTEM (DDS). I have been brief on the contents of SECNAVINST 7200.17 and understand the requirement that I enroll in the DDS. I understand that failure to perform the duty of establishing and maintaining a DDS account, in the absence of a specific exemption, may subject me to administrative and/or disciplinary action under the Uniform Code of Military Justice. _____	(initials)
9. ADVANCED PAYGRADE ACKNOWLEDGEMENT. I have been briefed by recruiting personnel on how I might be/become eligible for enlistment in an advanced paygrade. I understand that it is my responsibility to obtain required documentation of participation in youth programs and/or post high school education prior to the date I am to report for active duty. I understand that my eligibility for all advanced paygrade programs terminates with graduation from recruit training, with the exception of advancement for referrals which ends upon arrival at my first permanent station. _____	(initials)
_____ SIGNATURE OF APPLICANT (DATE)	_____ SIGNATURE OF NRD PERSONNEL (DATE)
_____ TYPE OR PRINT NAME	_____ TYPE OR PRINT NRD PERSONNEL

NAVCRUIT 1133/53 (REV. 2-00)

**Exhibit 4-2. Fundamental Applied Skills Training**

ADMINISTRATIVE REMARKS  
 NAVPERS 1070/613 (REV. 10-81)  
 S/N 0106-LF-910-6991 SHIP OR STATION

E-32

FUNDAMENTAL APPLIED SKILLS TRAINING

\_\_\_\_\_ : The Navy considers basic skills as stepping stones to future success. The Fundamental Applied Skills Training (FAST) program stresses basic skills that enable recruits to successfully complete military classes and testing. FAST focuses on Navy vocabulary, interpretation of graphic aids as found in Navy manuals, reading, strategies, and study skills.

All recruits with a score of 42 or below on the Verbal Expression (VE) portion of the Armed Forces Vocational Aptitude Battery (ASVAB) are assigned to FAST. The FAST Division Officer may assign other recruits who are not performing well on Basic Military Training Testing to FAST following referral by a Recruit Division Command (RDC) and evaluation of academic performance and study habits.

The program is taught by both civilian and military instructors, most of who hold a Master’s Degree. Civilian instructors are contracted by the San Diego Community College District; military staff members are carefully screened and must have college degrees.

Native English speakers complete a three-week course of instruction, two weeks of Navy Reading Skills and one week of Study Skills. Some non-native English speakers experiencing particular difficulty with English complete a four-week course of instruction, three weeks of Verbal Skills and one week of Study Skills. In very rare instances, a fifth week of instruction for non-native English speakers is warranted.

The FAST program provides recruits an opportunity to develop and enhance skills that enable successful completion of recruit training and are invaluable to all future military training. Many high-achieving recruits and Navy leaders began their Navy careers with the FAST program, and consider it to have been vital to their success.

\_\_\_\_\_  
 (Signature of Applicant (date))

Witnessed:

\_\_\_\_\_  
 (Signature of Classifier/MLPO (date))

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

1313



**Exhibit 4-3. Academic Capacity Enhancement Program**

ADMINISTRATIVE REMARKS  
 NAVPERS 1070/613 (REV. 10-81)  
 S/N 0106-LF-910-6991SHIP OR STATION

E-32

Academic Capacity Enhancement (ACE) Program

\_\_\_\_\_: The Navy considers basic skills as stepping stones to future success. The Academic Capacity Enhancement (ACE) Program stresses basic skills to enable recruits to successfully complete military training. ACE will be required for all non-high school diploma graduate's (NHSDGs).

All ACE students without a GED will be afforded the opportunity to receive their GED. Those students that have already received a GED will be given hands on computer based study skill training.

Processing days will run their course as normal, but upon what would be your 1-2 (first week, second day) day of training (DOT), ACE will commence for 6 days. Following completion of ACE curriculum, 1-2 DOT will commence and the division will progress as normal.

I understand that being an ACE participant requires an additional week of training at Recruit Training Command.

\_\_\_\_\_  
 (Signature of Applicant (date))

Witnessed:

\_\_\_\_\_  
 (Signature of Classifier/MLPO (date))

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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**Exhibit 4-4. Recruiter Desktop Fact Sheet for Active Duty Personnel****Health Care Benefits Summary****Medical Benefits****Active Duty Member:**

- Active Duty members are enrolled in TRICARE Prime.
- Enrollment may be part of inprocessing or require a Managed Care Support Contractor enrollment form.
- Enrollment may be to a Military Treatment Facility (MTF) or to a TRICARE Prime Remote (TPR).
- May get Military Treatment Facility-specific information cards or TRICARE Prime cards.

**Dependents of Active Duty Member:**

- The Government TRICARE Network provides Health Care for authorized dependents.
- TRICARE Network has a TRIPLE Option: Prime, Standard and Extra. These options are explained below.
- Health Care is usually provided at a MTF, contracted network providers, network hospitals (possibly VA), network pharmacies, labs, radiology, and etc. Toll-Free Nurse Advice Lines are also available for assistance regarding health care issues.

**TRICARE Triple Options:**

- The sponsoring service member may select one of three TRICARE health care options for authorized dependents based on the availability of TRICARE network facilities in the geographical location of your dependent's residence.
- **TRICARE PRIME:** Annual cost to enroll family members in TRICARE Prime is \$230 per individual or \$460 per family. Enrollment is accomplished through a local TRICARE Service Center.
  - A Primary Care Manager (PCM) may be selected or assigned to each dependent based on the availability of a military treatment facility and authorized health care providers available nearest the dependents residence.
  - Cost to member:
    - Outpatient Care: \$6 per visit for paygrades E-1 through E-4 and \$12 per visit for paygrades E-5 and above. Treatment at a military treatment facility (MTF) is FREE.

**Exhibit 4-4. (p.2) Recruiter Desktop Fact Sheet for Active Duty Personnel**

- Inpatient Care: Greater of \$25 or \$11 per day for all paygrades. Cost for inpatient care at a MTF is the cost of meals during the patients stay.
- **TRICARE EXTRA:** Dependents receive health care from an authorized civilian doctor/provider who is participating in TRICARE's Preferred Provider Network. Member pays annual deductible and a portion of the treatment bill. The annual deductible is \$50 per individual or \$100 per family for paygrades E-1 through E-4 and \$150 per individual or \$300 per family for paygrades E-5 and above.
  - Cost to member:
    - Outpatient Care: 15 percent of negotiated fees.
    - Inpatient Care: Greater of \$25 or \$10.45 per day for all paygrades.
- **TRICARE STANDARD:** Dependents receive health care from authorized and participating doctors/providers of their choice. Member pays annual deductible, portion of treatment bill and in some cases an additional 15% for treatment above the allowable charges. Member pays annual deductible and a portion of the treatment bill. The annual deductible is \$50 per individual or \$100 per family for paygrades E-1 through E-4 and \$150 per individual or \$300 per family for paygrades E-5 and above.
  - Cost to member:
    - Outpatient Care: 20 percent of allowable charges.
    - Inpatient Care: Greater of \$25 or \$10.45 per day for all paygrades.

**Dental Benefits****Active Duty Member:**

- Dental care at military dental facilities is FREE. If a military dental facility is not available, routine dental care can be obtained from civilian providers after obtaining prior approval from the Office of Dental Affairs by calling 1-800-876-1131.

**Dependents of Active Duty Member:**

- Dependent dental care is usually not available at military dental facilities. Active Duty members may purchase dental insurance for their dependents. This insurance, through the Family Member Dental Plan (FMDP), is partially subsidized by government funding.

Dependents must be in the Defense Enrollment Eligibility Reporting System (DEERS) to be eligible for the above health care or dental programs. They are enrolled when they apply for their dependent identification cards. **This handout is intended to provide general health care benefits information only. You are required to seek advice from your Health Benefits advisor before committing to any health care procedure.**

**Exhibit 4-5. Immunization Information for Navy Recruit Training  
(NAVCRUIT 6002/2)**

<b>IMMUNIZATION INFORMATION FOR NAVY RECRUIT TRAINING</b>					
<b>PRIVACY ACT STATEMENT</b>					
<b>AUTHORITY:</b>	Title 10 United States Code, Sections 591 and 6019. Executive Order authorizes the solicitation of the Social Security Number (SSN).				
<b>PRINCIPAL PURPOSES:</b>	To eliminate the duplication of immunizations. The Social Security Number will be used to verify, identify, and located existing records.				
<b>ROUTINE USES:</b>	To obtain immunization information on the recruit from their physician or other Health Care Provider to eliminate the duplication of immunizations when arriving at boot camp. There is no requirement for the recruit or families to acquire or pay for new shots. The information provided is for official use only and will become a permanent part of your service record and will be maintained and use din strict confidence in accordance with Federal Law and Regulations.				
<b>DISCLOSURE:</b>	Voluntary.				
<b>1. Influenza</b> (Must have one dose, within the current flu season, in order to defer.)					
Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp
<b>2. MMR</b> (Must have two doeses, both received after 12 months of age, in order to defer. No doses should be given within 30 days prior to arrival at boot camp. Include details of separately administered measles, mumps, rebella immunizations, if appropriate.)					
Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp
<b>3. Menignococcal</b> (Must have one dose, within the past 5 years, in order to defer.)					
Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp
<b>4. Oral Polio</b> (Must have one dose, within the past 5 years, in order to defer.)					
Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp
<b>5. Varicella</b> (Must have one dose, within past 5 years in order to defer.)					
Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp
<b>6. Tetanus-Diphtheria</b> (Must have one dose, within 5 years, in order to defer.)					
Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp

NAVCRUIT 6000/2 (6-98)

**Exhibit 4-5. (p.2 ) Immunization Information for Navy Recruit Training**

**(NAVCRUIT 6002/2)**

7. Yellow Fever (Must have one dose, within the past five years, in order to defer. No doses should be within 30 days prior to arrival at boot camp.)

Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp

8. Hepatitis A (Must have two doses, at least 6 months apart, in order to defer the full series. Record any single dose received prior to enlistment.)

Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp

9. Other Immunizations i.e., Hepatitis B, Typhoid (Must have \_\_\_\_ dose(s), within the past \_\_\_\_ year(s), in order to defer.)

Product	Manufacturer	Lot #	Dose/Route Given	Date	HCP Signatures & Stamp

10. Applicant's Name	11. SSN:	12. DOB:
----------------------	----------	----------

\*Please provide this information, if available.

Instructions:

1. Applicant – Please see that your physician or other Health Care Provider completes this form. Any immunization received before recruit training may not be needed when you arrive at boot camp.
2. Physician/Health Care Provider – Please provide the following information and return to recruit. This documentation will ensure that verified immunizations received before boot camp will not be duplicated unless absolute necessary at boot camp.
3. Recruiter – Please ensure this form is completed and accompanies the recruit to boot camp. NAVMED is endeavoring to eliminate shot duplication and save on scarce resources.

**Exhibit 4-6. Welcome Aboard Letter**

Congratulations on your decision to join the United States Navy! Ahead of you are many new experiences and opportunities.

No Matter what program and training you have qualified for and selected, the Navy **wants** you to continue your education. This letter is intended to explain to you your education benefits. It is imperative that you understand the Montgomery GI Bill so that you can make the right decision.

You are **automatically enrolled** in the GI Bill unless you choose not to participate. You will be asked to make this decision upon arrival at boot camp. Participation in the GI Bill requires a \$100 per month reduction in pay for your first 12 full months of service. This \$1,200 is nonrefundable. In return for this investment, you earn GI Bill benefits totaling \$\_\_\_\_\_ for less than a three-year enlistment or \$\_\_\_\_\_ for a three-year or longer enlistment. This equates to a monthly benefit payment of \$\_\_\_\_\_ or \$\_\_\_\_\_ respectively for 36 months to go to school. You are eligible to begin drawing benefits after two years of continuous active duty. You can use your GI Bill for attendance at any VA-approved college, university or technical school or for apprenticeship, flight, on-the-job training or correspondence courses.

If you decide not to remain enrolled in the GI Bill, you will have the opportunity to disenroll after arrival at boot camp. **You will only have one opportunity to disenroll, and your decision is final.** You will not be able to enroll at a later date. The choice is your. Know the facts about the program. An informational pamphlet is enclosed to aid you in this very important decision.

We encourage you to discuss the GI Bill and its benefits with your family and/or school guidance counselor prior to reporting to boot camp. For any further information, contact your recruiter.

Again, congratulations on joining the finest fleet in the world.

**Exhibit 4-7. Medical Information for Female Recruits**

To help medical providers serve you promptly at the Recruit Training Command (RTC), we **strongly recommend** that:

- (1) **If** you had a PAP smear and pelvic exam completed within the past 6 months, bring a copy of the report of this exam with you to RTC.
- (2) **If** you are currently using an oral contraceptive (birth control pills), bring copies of exam records specifying the type(s) of oral contraceptive(s) both presently and previously prescribed.

Consulting a physician just to obtain these items, if you have not previously done so, is **not required**.

This is a voluntary effort but will help prevent unnecessary exams and late delays in transfer. You will receive a pregnancy test within three days of arrival at “boot camp”. If the test results are positive, you will be discharged.

**Exhibit 4-8. Loan Repayment Program Eligible Ratings**

The Loan Repayment Program is authorized for individuals who enlist into the following ratings:

AC	CTM	MU
AECF	EW	DT
AIRC	FN	NF
AIRR	HM	OS
AT	IT	SECF
CTI	MT	STG

NOTE: Changes to eligible rating will be promulgated as they occur or at the beginning of each fiscal year.



**Exhibit 4-9. Documents Required for Loan Repayment Program**

1. DD Form 1966 – Record of Military Processing \_\_\_\_\_  
Armed Forces of the United States.
2. DD Form 4 – Enlistment/Reenlistment Guarantees. \_\_\_\_\_
3. NAVCRUIT 1133/52 – Enlistment Guarantees. \_\_\_\_\_
4. Statement of Understanding – Loan Repayment Program. \_\_\_\_\_
5. NAVCRUIT 1130/13 – Financial Statement. \_\_\_\_\_
7. DD Form 2475 (Sections I and III) \_\_\_\_\_
8. Married Applicants and Spouses Fact Sheet. \_\_\_\_\_
9. All documents pertaining to LOAN – including name and address of the Lender (i.e., a loan promissory note, disbursement disclosure statements, loan repayment schedule statement, and a statement verifying that the loan is not in default before enlistment). \_\_\_\_\_

RINC: \_\_\_\_\_

NRS Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Classifier: \_\_\_\_\_

MEPS: \_\_\_\_\_

Phone: \_\_\_\_\_

**Exhibit 4-10. Statement of Understanding Loan Repayment Program**

COMNAVCRUITCOMINST 1130.8F

**STATEMENT OF UNDERSTANDING LOAN REPAYMENT PROGRAM**

1. In connection with my enlistment into the Regular Navy, I hereby acknowledge and understand:
- (Initial after each sentence)
- a. I am enlisting for an incentive option: U.S. Navy Loan Repayment Program.
  - b. I must disenroll from the Montgomery GI Bill.
  - c. I am not eligible for any other enlistment incentive program.
  - d. I have not previously enlisted in any other branch of the Armed Forces.
  - e. I am enlisting in the \_\_\_\_\_ rating and I must remain in an eligible rating for 12 months to continue to qualify for the Loan Repayment Program.
  - f. All loans to be paid must be presented prior to enlisting. No loans will be accepted after my initial enlistment.
  - g. The Loan Repayment program is limited to \$10,000 total in loans. The loan(s) will be repaid in thirds or \$1,500 (whichever is greater) starting after completion of my first year of service in an eligible rating and will terminate three years after I enter into active duty or until the loan(s) is/are paid.
  - h. My loan is not in default.
  - i. The U.S. Navy will not repay interest or associated fees on my loans.
  - j. The payment the U.S. Navy makes on my loans are taxable.
  - k. The U.S. Navy will make payments directly to the lender.
  - l. The U.S. Navy will not refund any amounts I pay on my loan prior to enlisting or after I accept the Loan Repayment Program enlistment incentive option.
  - m. I must secure deferment of my loan(s) from the lender(s). **THE U.S. NAVY WILL NOT PAY LOANS IN DEFAULT.**
  - n. If I separate from active duty earlier than my initial enlistment term, I must provide CNRC with a copy of DD Form 214, and my mailing address.
  - o. I will follow the Letter of Instruction, which I will receive, from Commander, Navy Recruiting Command. If I do not receive my letter by the sixth month of my first year, I must submit a letter of explanation to Commander, Navy Recruiting Command, Attn: Code 30, 5722 Integrity Drive, Millington, TN 38054-5077. I must include copies of NAVCRUIT 1130/12, NAVCRUIT 1130/52, DD Form 1966, DD Form 4, DD Form 2366, and Married Applicants and Spouses Fact Sheet if applicable, documents pertaining to the LOAN – including the name and address of lender, and a letter of explanation stating reasons and circumstances that justify eligibility, including a return address.
  - p. I must complete DD Form 2475, Section I and forward DD Form 2475 to the lender(s). Upon completion of “A” school, I will send a copy of the certificate of completion to Commander, Navy Recruiting Command.
2. Further, I understand I will be disenrolled from the Loan Repayment Program for one of the following **DISQUALIFYING FACTORS**
- a. I did not complete rating training.
  - b. My rating was voluntarily changed to an ineligible rating.

NAVCRUIT 1133/75 (11-99)

**Exhibit 4-10. (p. 2) Statement of Understanding Loan Repayment Program**

COMNAVCRUITCOMINST 1130.8F

- c. My rating was changed due to misconduct.
- d. The U.S. Navy made the last payment on my loan(s).
- e. I was discharged or released from active duty before completing 12 months of continuous active service.
- f. I was discharged or released from active duty under general or less than honorable conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name/Social Security Number

**Exhibit 4-11. DOD Educational Loan Repayment Program (LRP) Annual Application**

<b>DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION</b>		CONTROL NO.		LOAN TYPE ( <i>X one</i> )		Form Approved OMB No. 0704-0152 Expires May 31, 2003	
				<input type="checkbox"/>	ACTIVE DUTY LRP		
				<input type="checkbox"/>	HEALTH PROFESSIONALS LRP		
		<input type="checkbox"/>	SELECTED RESERVE LRP				
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0152), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. FORWARD YOUR FORM TO THE APPROPRIATE ADDRESS AS INDICATED IN THE INSTRUCTIONS ON BACK.</b></p>							
<b>PRIVACY ACT STATEMENT</b>							
<p><b>AUTHORITY:</b> 10 USC 2171, 2173, 16301, 16302, and EO 9397, November 1943 (SSN).  <b>PRINCIPAL PURPOSE:</b> To administer the DoD Loan Repayment Program.  <b>ROUTINE USES:</b> Release is restricted to the Department of Education, to the U.S. Public Health Service, to public and private higher educational institutions, to financial institutions, to the Internal Revenue Service, to private bill collection agencies. The information provided may be used in computer matching programs within the DoD or with any other affected Federal Agency for verification to determine your eligibility and/or compliance with the benefit program requirements being applied for herein and to effect recovery of any improper payments made toward delinquent debts owed by a beneficiary or former beneficiary.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide your Social Security Number may delay processing of your LRP application.</p>							
<b>SECTION I - SERVICEMEMBER DATA (To be completed by servicemember)</b>							
<b>1. LENDER</b>							
a. NAME		b. ADDRESS (Street, City, State, and ZIP Code)			c. TELEPHONE NUMBER (Include Area Code)		
d. ACCOUNT NUMBER					e. LOAN OF LOANS		
<b>2. SERVICEMEMBER</b>							
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)				b. ADDRESS (Street, City, State, and ZIP Code)			
c. SOCIAL SECURITY NO.		d. TELEPHONE NO. (Incl. Area Code)					
I authorize the release of my financial data by lender/holder to complete entries in SECTION III.				e. SIGNATURE		f. DATE SIGNED (YYYYMMDD)	
<b>SECTION II - PERSONNEL OFFICE VERIFICATION (To be completed by personnel/unit records custodian)</b>							
<b>3. UNIT OF ASSIGNMENT</b>							
a. UNIT DESIGNATION				b. ADDRESS (Street, City, State, and ZIP Code)			
c. TELEPHONE NUMBER (Include Area Code)		d. LOAN ELIGIBILITY DATE					
<b>4. PERSONNEL/UNIT RECORDS CUSTODIAN</b>							
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)				b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)	
<b>SECTION III - LOAN STATUS CONFIRMATION (To be completed by loan holder)</b>							
<b>5. LOAN DATA</b>							
a. STATUS ( <i>X one</i> )		b. ORIGINAL AMOUNT		c. OUTSTANDING BALANCE	d. INTEREST DUE (Not paid by DOE)	e. DATA SHOWS CONSOLIDATION (When multiple loans are involved)	
<input type="checkbox"/> IN DEFAULT	<input type="checkbox"/> PAYMENTS DEFERRED	<input type="checkbox"/> BEING MADE				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>6. LOANHOLDER DATA</b>							
a. NAME				c. ADDRESS (Street, City, State, and ZIP Code)			
b. TELEPHONE NUMBER (Include Area Code)							
<b>7. INSTITUTION WHERE PAYMENT IS TO BE SENT</b>							
a. NAME				c. ADDRESS (Street, City, State, and ZIP Code)			
b. TELEPHONE NUMBER (Include Area Code)							
8. TYPE OF LOAN		9. ORIGINAL DATE OF NOTE (YYYYMMDD)		10. UNPAID PRINCIPAL BALANCE	11. INTEREST RATE	12. LOAN ACCOUNT NUMBER	
<b>13. CERTIFYING OFFICER.</b> As an official of the holding institution, I verify that SECTION III information is correct and current. Copy of the promissory note(s) is enclosed.							
a. NAME (Last, First, Middle Initial) (Please print or type)		b. TITLE		c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)	

**Exhibit 4-11. (p.2) DOD Educational Loan Repayment Program (LRP) Annual Application**

14. REMARKS

**DD FORM 2475,  
"DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION"  
INSTRUCTIONS**

**SECTION I** *(To be completed by servicemember.)*

- 1. a. **LENDER NAME.** Institution that made the original loan to the servicemember. Loans are often sold so that the current holder of the loan may not be the original lender of the loan.
  - b. - c. Self-explanatory.
  - d. **LOAN ACCOUNT NUMBER** (usually found on payment book or coupon or on promissory note).
  - e. **LOAN \_\_\_\_ OF \_\_\_\_ LOANS.** If servicemember has more than one (1) loan, a separate DD Form 2475 must be completed for each loan. Item 1.e. will indicate the loan number; i.e., loan 1 of 3 loans, loan 2 of 3 loans, or loan 3 of 3 loans.
- 2. Self-explanatory. After completion and signature, the servicemember will forward this form to the unit personnel records custodian or unit clerk.

**SECTION II** *(To be completed by the unit clerk or personnel records custodian.)*

- 3.a. - c. Self-explanatory.
  - d. Date this loan eligibility is payable (accession date plus 1 year).
- 4. Self-explanatory. After completion and signature, the personnel records custodian will forward this form to the address in item 1b.

**SECTION III** *(To be completed by loan holder.)  
(Current loan holder should complete this section.)*

- 5.a. - d. Self-explanatory.
  - e. **DATA SHOWS CONSOLIDATION.** If multiple loans have been consolidated, mark (X) "Yes" or "No" indicating consolidating action.
- 6. Self-explanatory.
- 7. Self-explanatory.
- 8. **TYPE OF LOAN.** Select from list below: The loan must qualify under the Higher Education Act of 1965, Title 4, Parts B and E; the Health Education Assistance Loan under Part C, Title VII, Public Health Service Act; under Part B, Title VIII; Health Professional Loans that the SECDEF determines to be critical to meet wartime medical skill shortages; or William D. Ford Federal Direct Loan.
- 9. - 12. Complete based on original loan data.
- 13. Self-explanatory. After completion and signature, the loan holder will forward form to the address in items 3a. and 3b.
- 14. Enter any additional information you believe is necessary.

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## Chapter 5 FORMS AND DOCUMENTS

### 5A Introduction

#### 5A-1 Contents of Chapter

This chapter provides information on the various forms and documents required to complete an applicant's processing for initial enlistment in the U.S. Navy or U.S. Naval Reserve, or reenlistment in the U.S. Navy.

Before completing all the forms required to enlist, or reenlist, an applicant, the recruiter should first review all enlistment eligibility requirements listed in Chapter 2. Also, review specific additional program qualifications (Chapter 3) to ensure that the applicant is eligible for both enlistment and the enlisted program desired.

#### 5A-2 Documents That Cannot be Reproduced or Copied

- a. Under the Defense Printing Service photocopying regulations, the documents in 5A-2b are among those that may **not** be photocopied. Complete a *Request for Verification of Birth* (DD Form 372) for verifying these documents. Enter the following in the Remarks Section:

Determination of (*name, age, citizenship*) based on review of (*document used*), which is prohibited to be photocopied.

\_\_\_\_\_  
Signature of Enlisting Officer

- b. When verifying the document used for *Item 28* of DD Form 1966, the recruiter must see original document. Enter information about the document in Section VI, Remarks of DD 1966 for:
  - (1) Certificates of Citizenship or Naturalization.
  - (2) Copyrighted material (without permission of the owner of the copyright).
  - (3) Immigration papers.
  - (4) Passports.
  - (5) Selective Service Registration Certificate.
  - (6) Merchant Marine licenses.
- c. NAVOP 108/89 provided facsimile policy affecting exchange of official correspondence among shore activities. This regulation does not authorize the use of facsimile for those documents listed in 5A-2b. These documents must be originals to include in enlistment packages or other records of an official nature. A facsimile of these documents is only authorized to resolve enlistment-related questions.

#### 5A-3 U.S. Navy Enlisted Service Record

Navy Recruiting District processing personnel prepare the Enlisted Service Record on, or before, the date of enlistment. Stamp or print on the front: Navy Veteran (NAVET), Other Veteran (OSVET), Broadened Opportunity for Officer Selection and Training

(BOOST) or Special Recruit Company (e.g., Washington Redskin Company, Detroit Tiger Company, and Cardinal Cubs Company), if applicable.

#### **5A-4 Disposition of Enlistment Documents**

The Military Entrance Processing Station (MEPS) is responsible for the breakdown and distribution of all enlistment documents received by the MEPS. MEPS breaks down enlistment documents into packets and distributes the packets to appropriate activities/individuals as prescribed by U.S. Military Enlistment Processing Command (MEPCOM) Regulation 601-23. Enlistment documents being forwarded to MEPS must be placed loose (i.e., must not be fastened) into the Enlisted Service Record, to ease MEPS in breakdown and distribution. For information, MEPS disposes of enlistment documents as follows:

- a. **To Defense Security Service.** Send the original copy (copy number 0) of the following to the Defense Security Service (DSS), Personnel Investigations Center, SSBI/SII: PO Box 18585, Baltimore, MD 21240-8585, or ENTNAC/NAC: PO Box 28989, Baltimore, MD 21240-8989 when an applicant enters the Delayed Entry Program (DEP).

- (1) Electronic Personnel Security Questionnaire (EPSQ).
- (2) FBI Fingerprint Card (FD Form 258)

A National Agency Check is not required for NAVETs who are reenlisting within one year of discharge.

- b. **To the Delayed Entry Program (DEP) Service Record/Enlisted Service Record.** Insert the following enlistment documents in the DEP Service Record, as indicated, at the time of enlistment in DEP (if applicable). Insert the following documents in the Enlisted Service Record, as indicated, at the time of enlistment USN (including NAVET/OSVET enlistees) or start of active duty or active duty for training as USNR. (*Note:* The DEP Service Record becomes the Enlisted Service Record when the DEPper enlists USN or starts active duty or active duty for training as USNR). The copy number is indicated as “O” for the original copy, “2” for the first carbon, “3” for the second carbon and “R” for a mechanically reproduced copy.



**Delayed Entry Program (DEP) and Service Record Documents**

<b>Top To Bottom</b>		<b>DEP Service Record</b>	<b>Enlisted Service Record</b>	<b>Form Description</b>
1	DD Form 1966	O&2	O&2	Record of Military Processing
2	DD Form 1966/1ADP and MEPCOM Form 714-A*	R	R	Coding Worksheet
		O	R	Request for Examination
3	DD Form 4	O&2	O&2	Enlistment Document
4	NAVCUIT 1133 Series	O&R	O&R	Annexes to DD Form 4
5	NAVPERS 1070/13*	O&R	O&R	Administrative Remarks that are Annexes to DD Form 4
6	ALL MEPCOM PCN's 714-A ADP	O (all)	O	(Final Version only)
7	EPSQ	2	2	Questionnaire for National Security Positions
8	DSS Form 1* and original EPSQ if NACLIC is completed	O	O	Report of Entrance National Agency Check (ENTNAC) (Replaces <i>Item 7</i> above)
9	DD Form 93	-	2&3	Record of Emergency Data
10	Enlisted Travel Orders (DEP)*	R	-	
11	Amendments to Order*	R	-	
12	Enlisted/Travel Orders (AD) (2 copies)	-	R	
13	DD Form 368*	O	O	Request for Release/Discharge
14	DD Form 214*	R	R	Report of Separation
15	Birth Certificate, DD Form 372 or other acceptable documents as listed in 2D-5	R	R	Birth Verification
		O	O	
		R	R	
16	Formal School transcript, Letter of Intent and Letter of Past Issuance	O	O	Education Verification

**Delayed Entry Program (DEP) and Service Record Documents (Cont.)**

<b>Top To Bottom</b>		<b>DEP Service Record</b>	<b>Enlisted Service Record</b>	<b>Form Description</b>
17	General Educational Development (GED)/ California Proficiency Test (CPT)/, home study diploma, or other acceptable education verification documents as listed in <b>2H-2</b> of this manual. (High school and college transcripts are required for applicants in the Nuclear Field Program).	R	R	
18	Marriage Certificate*	R	R	
19	Divorce Decree(s)*	R	R	
20	NAVPERS 1070/621*	O, All copies	O, All copies	Agreement of Extend Enlistment
21	22 NAVPERS 1070/604*	O	O	Occupational and Training History
22	NAVPERS 1070/605*	O	O	History of Assignments
23	NAVPERS 1070/613*	O	O	Administrative Remarks (non-annexes to DD Form 4)
24	NAVCRUIT 1110/89*	-	O	RAP Nomination
25	GSA Form 6851*	O	O	Statement of Service
26	Statement of Availability Report Submission*	O	O	
27	DD Form 2808	R	O&R	Report of Medical Examination
28	SF 513*	O&R	O&R	Consultation Sheet
29	Audiogram Card	O	O	
30	DD Form 2807-1	R	O&R	Report of Medical History
31	DD Form 2005	O	O	Privacy Act Statement for Medical Records
32	DD Form 369*	R	-	Police Record Check
33	MEPCOM Form 601-23	R	-	Report of Additional Information
34	Waiver Briefing Sheet*	O or R	O or R	
35	MASS	O	O	Military Applicant Security Screening System
36	Any other authorized document so named elsewhere*	O or R	O or R	
37	Parent's Divorce Decree(s)*	R	R	Required only for 17 year old applicants and only when used for verification of single signature consent on DD-1966 <i>Item #47</i> .
38	Rejected DD Form 258 when provided by MEPS personnel	O or R	-	Staple to front of DEP packet upon applicant's return to MEPS for shipping.
39	NAVCRUIT 1133/53	O	-	Enlistment Statement of Understanding
40	Married Applicants and Spouses Fact Sheet	O	-	Enlistment Statement of Understanding

\* Indicates if applicable.

c. **To Residual File and/or Enlistee.** Include the following enlistment documents in the applicant's residual file and/or deliver them to the enlistee, as appropriate. MEPS personnel must distribute those documents in common use by all services, as listed in MEPCOM Regulation 601-23. The MEPS Liaison Petty Officer (MLPO) must ensure that NRD personnel distribute all CNRC unique forms and all other documents that are not reflected in MEPCOM Regulation 601-23. The copy number is indicated as "O" for the original copy, "3" for the second carbon, "4" for the third carbon, "5" for the fourth carbon, and "R" for a mechanically reproduced copy.

- (1) The MLPO is responsible for ensuring distribution of the following documents to residual/enlistee:

Document		NRD Copy	Enlistee's Copy	
1	NAVCRUIT Form 1133 Series Annexes	R	R	Annexes to DD Form 4
2	NAVPERS Form 1070/613*	R	R	Administrative Remarks (Annexes)
3	Waiver Documentation	R	-	
4	DEP Order*	3 or R	3 or R	
5	Amendments to Orders*	3 or R	3 or R	
6	EPSQ	R	-	Questionnaire for National Security Positions
7	DD Form 368*	R	R	Request for Release/Discharge
8	DD Form 214*	R	O	Report of Separation
9	DD Form 369*	O	-	Police Record Check
10	Birth Certificate/DD Form 372* or other documents as listed in 5B-3 of this manual.	R	-	Birth Verification
11	Formal school transcript, diploma, certificate, GED/CPT/home study verification documents as listed in 2H of this manual. (High school and college transcripts are <b>required</b> for applicants in the Nuclear Field Program).	R	-	Education Verification
12	DD Form 2807-2	R	-	Medical Prescreening Form
13	NAVPERS 1070/621*	R	R	Agreement to Extend Enlistment
14	NAVPERS 1070/613	R	-	Administrative Remarks (non-annex)
15	NAVCRUIT 1130/13*	O	-	Enlistee Financial Statement
16	MEPCOM Form 601-23*	R	-	Report of Additional Information
17	Letter of Justification/Authority for a Retest*	R	-	
18	DSS Form 1* and a copy of original SF 86* if NACLC is completed	R	-	
19	USMEPCOM Form 714-A-E	O or R	-	Request for Examination

Document		NRD Copy	Enlistee's Copy	
20	Personalized Recruiting for Delayed Enlistment (PRIDE)	O	-	
21	MASS	R	-	
22	NAVCRUIT 1133/53	R	-	Enlistment Statement of Understanding
23	Married Applicants and Spouses Fact Sheet	R	-	

\*Indicates if applicable.

- (2) MEPS personnel are responsible for ensuring distribution of the following documents to residual/enlistee:

Document		NRD Copy	Enlistee's Copy	
1	DD Form 4	3	4	Enlistment Documents
2	DD Form 1966	3	4	Record of Military Processing
3	DD Form 93	O	4	Record of Emergency Data
4	Enlisted Travel Orders	3R	3R	
5	DD Form 2808	R	-	Report of Medical Examination
6	Medical Supporting Documents or SF 513* (Consults)	R	-	
7	DD Form 2807-1	R	-	Report of Medical History
8	MEPCOM Form 714A-E ADP	R	-	Report of Applicant Processing
9	USMEPCOM Form 714-A-E	O or R	-	Request for Examination
10	NAVCRUIT 1133/53	R	-	Enlistment Statement of Understanding

\*When applicable.

### 5A-5 Disposition of Enlisted Service Record and Medical Documents

- a. The Enlisted Service Record and originals of physical examination documents (DD Form 2807-2, DD Form 2808, DD Form 2807-1, and SF 513) of USN first enlistment enlistees and immediate active duty USNR enlistees (all non-prior service applicants going on active duty) must be sent with the recruits to the recruit training command. Place Enlisted Service Records in the custody of the recruit in charge of the group for safe delivery.
- b. Enlisted Service Records and copies of physical examination document (DD Form 2807-2, DD Form 2808, DD Form 2807-1, and SF 513) of other USN personnel (NAVETs) must accompany the individual upon transfer from the enlisting activity.
- c. The Enlisted Service Records of NAVET/OSVET enlistees, containing the original enlistment documents and original physical examination documents, must accompany the individuals upon transfer from the enlisting activity to the recruit training command.

- d. DEP enlistment documents that constitute a service record, physical examination documents (DD Form 2808, DD Form 2807-1, and SF 513), and all MEPCOM PCN's 714A-E ADP must be sent to the Commanding Officer of the cognizant NRD for retention until such time as the DEP enlistee begins active duty/active duty for training or enlists USN. Original examination records (such as, DD Form 2808, DD Form 2807-1, and MEPCOM PCN's 714A-E ADP) relating to DEP personnel discharged for reasons other than entrance into active military service should be returned to MEPS for retention.

#### **5A-6 Retention of Pre-Enlistment and Enlistment Documents**

- a. Correspondence and related papers, including copies of investigations, reports of medical examination, birth certificates, waivers, police record checks, DEP Action Reports (DAR) enlistment documents and other enlistment data or papers are retained as a residual file.
  - (1) Residual files are kept at the NRD, NRPS, or the Navy Liaison that effected the enlistment for 2 years from the date of the enlistment and then destroyed. Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5) authorizes destruction of residual files after 2 years. Do not send residual files to the Federal Records Center.
  - (2) Residual files of all applicants (rejected and qualified) are kept for 2 years from the date of processing at the NRD, NRPS, or the Navy Liaison where the applicant processed and then destroyed.

*Note:* COMNAVCRUITCOMINST 5211.3 (Subj: Privacy Act of 1974) provides procedures for retaining information on rejected applicants.
- b. Correspondence with individuals requesting general information regarding enlistment or reenlistment in the Naval Service is filed alphabetically by last name and retained for a minimum of one year.

## Forms and Documents

The following identifies forms and documents required by recruiting personnel to effect enlistments or reenlistments, indicates applicants for which each form is normally required, and delineates the responsibility for the forms completion.

<b>Form or Document</b>	<b>Applicant for Which Normally Required</b>	<b>Responsibility</b>
Request for Examination (MEPCOM Form 714-A)	All.	Recruiter/MEPS
Record of Military Processing – Armed Forces of the United States (DD Form 1966)	All.	Recruiter
Request for Verification of Birth (DD Form 372)	All.	Recruiter
Applicant Medical Prescreening Form (DD Form 2807-2)	All.	Recruiter
Armed Forces Police Record Check (DD Form 369)	All.	Recruiter
Enlistee Financial Statement (NAVCUIT 1130/13)	All with dependents.	Recruiter
United States Navy Illicit Behavior Screening Certificate (NAVCUIT 1133/65)	All.	Recruiter/MLPO
Waiver Briefing Sheet (NAVCUIT 1133/39)	Waiver Applicants.	NRD Processing Personnel
Request for Reference (DD Form 370)	Pre-enlistment kits sent to Commander, Navy Recruiting Command or Chief of Naval Personnel.	Recruiter
Request for Discharge or Clearance from Reserve Component (DD Form 368)	All members of Reserve components. All persons in a Delayed Entry Program (DEP).	Recruiter
Application for Instrumental Examination for School of Music (NAVPERS 1130/11)	Musician applicants.	Recruiter
Certificate of Release or Discharge from Active Duty (DD Form 214)	All applicants with prior service.	Recruiter
Report of Medical Examination (DD Form 2808) and Report of Medical History (DD Form 2807-1)	All.	MEPS
Record of Emergency Data (DD Form 93)	All.	MEPS

**Forms and Documents (Cont.)**

<b>Form or Document</b>	<b>Applicant for Which Normally Required</b>	<b>Responsibility</b>
Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)	All.	MEPS/NRD
Annexes to the Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4) (NAVCRUIT 1133 series Annexes).	As applicable.	MEPS/NRD
Enlistment Guarantees (NAVCRUIT 1133/52)	All except BOOST.	MEPS
Enlistment Statement of Understanding (NAVCRUIT 1133/53)	As applicable.	Recruiter
Full Kit Waiver Screening Form (NAVCRUIT 1133/54)	As applicable.	NRD Processing Personnel
Medical Waiver Screening Form (NAVCRUIT 1133/55)	As applicable.	NRD Processing Personnel
Annexes to Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4) (Administrative Remarks, NAVPERS 1070/613)	As applicable.	MEPS/NRD Processing Personnel
Married Applicants and Spouses Fact Sheet	Married applicants.	Recruiter
BOOST Guarantee Program	BOOST applicants, as applicable.	
Administrative Remarks, NAVPERS 1070/613 (Non-Annexes)	As applicable.	NRD Processing Personnel
Advance Paygrade for Referrals made from Enlistment to Completion of Initial Entry Training	As applicable.	NRD Processing Personnel
Administrative Separation from DEP.	DEP applicants, as applicable.	
Welcome Aboard Letter	As applicable.	NAVCRUIT Processing Personnel
Orders Assigning Regular Component (USN) DEP Enlistees to Inactive Duty	DEP Applicants as, applicable.	MEPS
Orders Assigning Reserve Component (USNR) Enlistees to Inactive Duty (Delay Status) and for Travel to Recruit Training	All USNR applicants.	MEPS

**Forms and Documents (Cont.)**

<b>Form or Document</b>	<b>Applicant for Which Normally Required</b>	<b>Responsibility</b>
Fingerprint Card (FD Form 258)	All applicants.	NRD Processing Personnel
Travel Information Card (NAVPERs 7041/1)	All NAVETs and OSVETs.	NRD Processing Personnel
Recruiter's Enlistment/Reenlistment Checkoff (NAVCRUIT 1133/9)	All.	NRD Processing Personnel
Report of Additional Information (MEPCOM Form 601-23)	Applicants who disclose information during MEPS processing.	MEPS Processing Personnel/MEPS Liaison Petty Officer
Enlisted Personnel Security Questionnaire (EPSQ)	All applicants.	NRD Processing Personnel
Military Applicant Security Screening (MASS) System	Applicants who require a security clearance.	MEPS Processing Personnel/MEPS Liaison Petty Officer
Prior service and Direct Procurement Enlistment Program (DPEP) Availability Report	All prior service and DPEP.	NRD Processing Personnel
Letter of Waiver of Veteran Administration (VA) Disability Compensation	Applicants who are drawing allowance or have a claim pending for disability compensation.	NRD Processing Personnel



## 5B Instruction for Completing Forms

### 5B-1 Request for Examination (USMEPCOM Form 714-A-E)

- a. **Use of Form.** USMEPCOM Form 714-A-E is used for the initial visit and retest of applicants at Mobile Examining Team (MET) sites or Military Entrance Processing Station (MEPS).
  - (1) For an applicant's initial visit to a MEPS or MET site for any reason including medical prescreening and for retests, recruiters are fully responsible for completing USMEPCOM Form 714-A-E using the instructions below.
  - (2) The applicant must initially present one copy of the form, completed on both sides (except shaded areas) jointly with recruiting service personnel.
- b. **Instructions for Completing Form.** MEPS personnel complete shaded blocks.
  - Item A.* The service for which the applicant is processing (i.e., Regular Navy).
  - Item B.* Indicate prior military service. X "Yes" or "No."
  - Item C.* If Item B is "Yes", enter the number of active duty days the applicant has served in the Armed Forces or Reserve Component.
  - Item C(1)* Leave blank unless directed by HQ, USMEPCOM. Information will be entered in this item only during mobilization or induction.
  - Item (C2)* Leave blank unless directed by HQ, USMEPCOM. Information will be entered in this item only during mobilization or induction.
  - Item D.* Leave blank unless directed by HQ, USMEPCOM. Information will be entered in this item only during mobilization or induction.
  - Item E.* Leave blank unless directed by HQ, USMEPCOM. Information will be entered in this item only during mobilization or induction.
  - Item 1.* Applicant's social security number (SSN), which must agree with the SSN as entered on the reverse by the applicant.
  - Item 2.* **Complete** full legal name of the applicant in capital letters, allowing one space between the last and first names and between the first and middle names, etc. Do not use a middle initial in lieu of the middle name, nor use nicknames (such as Jeff for Jeffrey, Bill for William). Use no punctuation/special characters.
  - Item 3.* Street, city, county, state, (and country if other than the United States) and ZIP Code as of the date of application.
  - Item 4.* Street, city, county, and state (and country if other than the United States) claimed as the "Home of Record." If this information is identical to the information in Block 3 write "Same as *Item 3.*"
  - Item 5.* Show citizenship by placing an "X" in the proper block. If Block 5a is "X"ed, also mark Block 5a(1) or 5a(2). If Block 5e, write in the country of origin.

**Item 6.** Place “X” in the proper block.

**Item 7a.** Place “X” in the appropriate block. If Block 7a(5) is marked, write in the appropriate population group:

White/Caucasian	Black/African American
Oriental/Asian/Pacific	American
Island	Indian/Alaskan Native
Other	

**Item 7b.** Enter the ethnic group abbreviation that best identifies the segment of the population that possesses common characteristics and cultural heritage significantly different from that of the general U.S. population and closely identified with the cultural heritage of applicant. Select from one of the following ethnic group abbreviations below:

<b>Ethnic Group</b>	<b>Abbreviation</b>
Mexican (formerly Mexican-American)	MEXICAN
Puerto Rican	PR
Cuban (formerly Cuban-American)	CUBAN
Latin American with Hispanic descent	LATIN-AMER
Other Hispanic descent	OTHHSP
Aleut	ALEUT
Eskimo	ESKIMO
U.S./Canadian Indian tribes (formerly American-Indian)	US-CAN-INDIAN
Chinese	CHINESE
Japanese	JAPANESE
Korean	KOREAN
Indian	INDIAN
Filipino	FILIPINO
Vietnamese	VIET
Other Asian descent	OTHASIAN
Melanesian	MELANES
Micronesian	MICRONES
Polynesian	POLYNES
Other Pacific Island Descent	OTHPACIS
Other	OTHER
None	NONE
Unknown	UNKN

**Item 7c.** Enter an “X” in either the “Yes” or “No” block.

**Item 8.** Legal status of applicant as relates to marriage.

<b>Marital Status</b>	<b>Explanation</b>
Annulled.....	The status of an individual whose marriage has been declared a nullity.
Divorced.....	The status of an individual who has had a marriage legally dissolved.
Interlocutory.....	The status of an individual during a period covered by an interlocutory decree pending final divorce.
Legally Separated.....	The status of an individual who has been separated from the spouse by legal action without a decree of divorce.
Never Married.....	The status of an individual who has never been married.
Married.....	The status of an individual, excluding one legally separated, who has entered into a legal marriage. Includes common-law marriage.
Single.....	The status of an individual who has never been married.
Widowed.....	The status of an individual whose spouse has been declared legally dead.

- Item 9.** Number of people who are either totally or partially dependent on the applicant for support. (*Example:* 01, 02, etc).
- Item 10.** Date of birth (DOB), entered in YYMMDD (year-month-day) format (i.e., 19760323).
- Item 11.** Indication of religious preference. (See chart on page 5-22)
- Item 12.** Highest grade of formal education completed. The first two digits show the number of completed years of education. The third digit indicates the corresponding educational certification level achieved. Codes for Educational Certification Level are identical to those used for *Item 12* of DD Form 1966.
- Item 13.** Place “X” in either (Yes) or (No) block based on the applicant’s ability to read, listen, and speak in a foreign language(s). English is not considered a foreign language since all individuals processing in the MEPS must be proficient in English. If “Yes” is selected, enter the name(s) of the foreign language(s). A maximum of two languages may be identified.
- Item 14.** Place “X” in either “Yes” or “No” block based on whether the applicant has a valid driver’s license. If “Yes” is selected, enter the state, license number, and expiration date. Expiration date must be valid and in YYYYMMDD (year-month-day) format.
- Item 15.** Enter the city, state, and country where the applicant was born.

- Item 16.** Indicate whether a qualifying ASVAB test score is/is not required or enlistment and the type of aptitude processing required of the applicant to enlist/process. The MEPS will use the information provided to ensure appropriate aptitude processing is performed.
- (a) ASVAB required to Enlist? Place “X” in the “Yes” or “No” block based upon whether a qualifying ASVAB test score is/is not required for enlistment. Note: “Yes” must be selected if a qualifying ASVAB test score is required for the applicant to enlist.
  - (b) Test Type. If “Yes” is selected, place “X” in the appropriate block to specify the type of aptitude processing the applicant requires for enlistment/processing.
    - 1. Initial. Place “X” or “E” if the applicant is required to take an initial enlistment ASVAB test.
    - 2. Special. Place “X” or “S” if the applicant is required to take a special test.
    - 3. Confirmation. Place “X” or “C” if the applicant is required to take a confirmation ASVAB test.
  - (c) Retest. If an applicant is required to take a retest ASVAB test, place “X” in the appropriate block.
    - 1. 1 month. Place “X” or “1” if the applicant is taking a one month retest.
    - 2. 6 month. Place “X” or “6” if the applicant is taking a six month retest.
    - 3. MEPS Commander Authorized. Place “X” or “R” if the applicant is authorized a MEPS Commander retest.
  - (d) Enlistment Under Student Test Scores. Place “X” in the “Yes” block if the applicant will be enlisting on his/her student ASVAB test score.
  - (e) Previous Test Date (YYYYMMDD). Enter the date the applicant took the previous test version ASVAB. The date must be valid and in the above format.
  - (f) Previous Test Version. Enter the test version of the applicant’s previous test taken.
- Item 17.** Enter recruiter ID/SSN (nine alphanumeric characters – if less than nine alphanumeric characters, left zero fill) and recruiting station ID (five alphanumeric characters). The recruiter ID/SSN in this item does not have to match the certification.
- Item 18.** For MEPS personnel.
- Item 19.** For MEPCOM use only.

- Item 20.** Indicate whether a medical examination is/is not required for enlistment and the type of medical processing required for the applicant to enlist/process. The MEPS will use the information provided to ensure appropriate medical processing is performed.
- (a) MEPS medical Exam Required to Enlist? Place “X” in the “Yes” or “No” block based upon whether a medical examination is/is not required for enlistment. NOTE: A “Yes” must be selected if a medical examination is required for the applicant to enlist.
  - (b) Exam Type. If “Yes” is selected, place “X” in the appropriate block to specify the type of medical processing the applicant requires for enlistment/processing.
    - 1. Full Physical. Place “X” or “F” or “R” if the applicant is required to undergo a full physical medical examination.
    - 2. Inspection. Place “X” or “I” if the applicant is required to undergo an inspection medical examination.
    - 3. Special. Place “X” or “S” if the applicant is required to undergo a full physical medical examination and included in the examination is special medical processing (i.e., quadrennial over 40 physical, individual ready reserve, health care professional, EKG, etc.).
    - 4. Consult. Place “X” or “C” if the applicant is required to under a consult examination (i.e., ortho, psych, ear lavage, etc.).
    - 5. Other. Place “X” or “O” if the applicant is required to undergo some other form of medical processing (i.e., DAT only, HIV only, etc.).
  - (c) Date Last Full Exam (YYYYMMDD). Enter the date the applicant took the last MEPS full medical examination. The date must be valid and in above format.

**Item 21.** Self-explanatory.

**Item 22.** For MEPCOM use only.

**Item 23.** Applicant Certification in Presence of Test Administrator (TA)

- (a) The TA will verify the applicant’s identity by presentation of a photo ID. The TA will annotate whether a photo ID was presented, the type of photo ID (i.e., driver’s license, student ID card, passport, etc.), and the photo ID number.
- (b) If a photo ID is not presented, or the TA is unable to verify the identify of the applicant from the photo ID presented (i.e., applicant’s physical appearance does not match photo ID, photo ID information does not match other document information, etc.). The TA will put the applicant’s right thumbprint in the first attempt

block. Unsuccessful thumbprints will be repeated in second and third attempt blocks.

- (c) The applicant will certify his/her identity by affixing his/her signature in this block.

**Item 24.** Applicants Certification in Presence of Recruiting Personnel. All applicants must indicate if they have ever had a prior ASVAB test for any service, to include the ASVAB 14 (Student) test, and if so, when and where. By signature, the applicant must attest to this and to the personal data shown. False certification could result in the examination being invalidated or a delay of their processing.

- (a) Place "X" if the applicant has ever been tested under the enlistment or student ASVAB program.
- (b) Place "X" if the applicant was ever tested under the ASVAB program and indicate the most recent date tested and the place the applicant took the high school test. The date must be valid and in YYYYMMDD format.
- (c) Request for student test scores (high school look-up). Place "X" if requesting a high school look-up.
- (d) Name of high school currently attending (if applicable) or last high school attended. Enter the name of the high school the applicant is currently attending or if not attending high school, the name of the high school last attended. Completion of this item is optional; however, the Navy's ability to perform marketing analysis is hindered without this information.

**Item 25.** Certification by Recruiting Personnel. Authorized recruiting personnel must sign and attest to the accuracy of the information provided by the applicant and have it witnessed as specified in this manual. False certifications will be forwarded to the appropriate counselor/liaison for disposition, which could, if the result of recruiter error, delay processing. Further if it is subsequently disclosed that applicants were administered an unauthorized retest or an incorrect test version due to inaccurate data contained on the completed 714A-E, the test will be invalidated.

**Item 26.** Right Thumbprint. The TA will use these blocks as outlined above.

**Item 27.** Social Security Number. Enter the applicant's SSN.

**Item 28.** Signature of Applicant. By signature, the applicant will authorize release of medical records by the individuals/organization listed in items 29 and 31.

- c. **Medical Records Release Authority.** (The medical records are to be obtained by the examinee at no cost to the Government and made available for review during the pre-enlistment physical). Disregard this specific sentence of the medical records release authority statement until further notice; it does not apply at this time.

- Item 29.** Applicant's Current Medical Insurer Name. (If none, sign your complete name to affirm that you have no current medical insurer): Enter the name of the applicant's current medical insurance company; if none, the applicant must sign his/her complete name to affirm that he/she has no current medical insurer.
- Item 30.** Medical Insurer Address (Street, City, State, Country, ZIP Code). If a medical insurer name is so stated in item 29, enter the complete address of the applicant's current medical insurance company.
- Item 31.** Applicant's Current Medical Provider Name. (If none, sign your complete name to affirm that you have no current medical provider): Enter the name of the applicant's current medical provider (primary physician or hospital); if none the applicant must sign his/her complete name to affirm that he/she has no current medical provider.
- Item 32.** Medical Provider Address (Street, City, State, Country, ZIP Code). If a medical provider name is so stated in item 31, enter the complete address of the applicant's current medical provider.
- d. **Incomplete USMEPCOM Form 714A-E.** If any of the above information is missing, the form will be treated as an incomplete 714A-E. When an incomplete 714A-E is received, MEPS testing sites will not release raw scores, nor will processing continue until the 714A-E is completed.

## **5B-2 Record of Military Processing - Armed Forces of the United States (DD Form 1966)**

- a. **Use of Form.** DD Form 1966 standardizes among the services information collected and the manner in which it is recorded. DD Form 1966 is the basic source document for collecting and documenting of information required to decide enlistment and program eligibility at each stage of the enlistment process (recruiter, classifier, waiver interview, MEPS Liaison P.O. (MLPO), etc.). The form is prepared with an accompanying *Electronic Personnel Security Questionnaire* (EPSQ/Standard Form 86).
- b. **Distribution.** DD Form 1966 and EPSQ/SF 86 printout are distributed at the time of enlistment, as follows:
- (1) Upon enlistment USN or upon commencement of active duty/active duty for training (ACDU/ACDUTRA) USNR:
    - Original and 1<sup>st</sup> Copy - File in enlistee's service record.
    - 2<sup>nd</sup> Copy - Retain in NRD residual file.
    - 3<sup>rd</sup> Copy - Deliver to enlistee.
  - (2) Upon enlistment USN Delayed Entry Program (DEP) or other USNR programs with delay in ACDU/ACDUTRA, place all copies (except 3<sup>rd</sup> copy) of DD Form 1966 and EPSQ/SF 86 printout in the Enlisted Service Record and forward to the Commanding Officer of the cognizant NRD on the date of enlistment for retention until date of USN enlistment or start of active duty or active duty for training. Deliver the 3<sup>rd</sup> copy to enlistee.

c. **Procedures for Completing DD Form 1966**

- (1) The recruiter completes Items D and E, 1-15, 18J, 20-31, and 33-40. The MLPO completes Items A and B, 16-19, 32-34, and Section VI. MEPS personnel are responsible for coding blocks 3-9, 10-13, and 15-16.
- (2) DD Form 1966 must be typed or printed using black ink ballpoint pens. Corrections are not allowed in *Item 2* or any item that requires the applicant's initials. Corrections in other areas may be made by making a neat line through the incorrect information and placing the correct information in the item. All changes made to *Items 3-15* and *22-26* **after** DEP-in must be made in Section V.
- (3) All applicants must read the Privacy Act Statement on the reverse of DD Form 1966/1 (Page 1) and initial before completing the form.
- (4) If any answers are "None" or "Not Applicable" place "None" or "NA" in the block.
- (5) Unless otherwise specified, write all dates as six digits (with no spaces or marks) in YYMMDD fashion. **Example:** October 10, 1995 is written 951010.

d. **Instructions for Completing Sections I through V**

**Item A. Service Processing For.** Enter Navy. Enter three digit code that applicant is processing for:

DNR - (Regular)

DNV - (Reserve)

**Item B. Prior Service.** Enter "X" in the Yes block if the applicant has prior active service. Enter "X" in the No block if applicant has no prior active service. Enter the Total number of days spent on active duty in the number of days block.

**Item C(1). Date of Initial Entry in Uniformed Services (DIEUS).** Enter in YYMMDD format the date that applicant was first enlisted into any Uniformed Service of the U.S. "Uniformed (DIEUS) Services" include Army, Navy, Marine Corps, Air Force, Coast Guard (and their Reserve/Guard components), Public Service, and the National Oceanic and Atmospheric Administration. Also included is enlistment as a Reserve in the Senior Reserve Officers Training Corps (ROTC) Program, or as a scholarship cadet or midshipman under Title 10 USC 2107 or 2107A, enlistment in the Regular Component DEP, and entrance as a cadet or midshipman at the U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy. **Not included** is the U.S. Merchant Marine Academy. When individuals have been discharged from Regular Component DEP for reasons other than enlistment in a Regular Component, that time spent in the DEP **does not** count for DIEUS.

**Examples:**

1. If applicants have no prior USN DEP time, enter the date they first entered DEP.



2. If applicants are prior service USN (or other services active), enter the date they first began their military service obligation (MSO).

**Item C(2). Date of Initial Entry into a Reserve Component (DIERC).** Enter in YYMMDD format the date that applicant affiliated or enlisted in any Component (DIERC) Reserve Component (non-extended active duty) for the first time. This does not include time spent in the Regular Component DEP, Reserve Officers Training Corps (ROTC) Program, or professional appointment programs. If the applicant is not entering and has never previously entered into a Reserve Component (i.e., is entering directly into an Active Component), leave blank.

**Examples:**

1. If applicants are enlisting into Delayed Entry Training (DET) for the Two-Year Enlistment (2YO), Three-Year Enlistment (3YO) and TAR Enlistment (TEP) Program enter their enlistment date.
2. If applicants are prior service USNR (or other services reserve), enter the date they first began their MSO.

**Item D. Selective Service Classification.** Applicable only when applicants are being classified by the Selective Service System under the Military Selective Service Act. Otherwise enter "None".

**Item E. Selective Service Registration Number.** Enter registration number, if applicable. If applicants are not registered, they will be automatically registered upon completing *Enlistment or Reenlistment Agreement - Armed Forces of the United States* (DD Form 4) and accessing into military service. This does not apply to women.

**Item 1. Social Security Number.** Enter the nine digits in the appropriate blocks.  
**Enlistment without a social security number is not authorized.**

**Item 2. Name.** Enter the complete legal name: full last name (father's family name followed by mother's family name for Spanish speaking applicants who follow the Spanish tradition), full first name, full middle name or names (and maiden if any), and any suffixes such as Jr. Sr, III, etc. For married women, enter name as shown in the example. If the applicant is going to use a preferred name by using Section VIII, enter the preferred name here.

**Examples:**

Name	Record as
John Robert Smith, Jr.	Smith, John Robert Jr
Mary Lou (Brown) Jones	Jones, Mary Lou (Brown)
Juan Carlos Gomez-Sanchez	Gomezsanches, Juan Carlos
I. M. Good	Good, I. M.

If applicants' names have changed from that shown on their birth certificates through court action, record the original name in the "Remarks" section (Section VI). If preferred enlistment names are not the same as on birth certificates and have not been changed by legal procedure prescribed by state law, complete *Item 39*. If preferred enlistment names are different from names shown on applicants' Social Security Account Number cards, applicants must go to the nearest Social Security District Office to change their Social Security Records. **Immigrant aliens cannot use a preferred enlistment name.**

**Item 3. Current Address.** Enter the full address, including the street, city, county, state, and ZIP Code of the address where applicant is presently living at the time of application.

*Note:* Enter the village island, state, and country for RMI, FSM, or ROP.

**Item 4. Home of Record Address.** Enter the street, city, county, state, country, and ZIP Code of the address declared by applicants to be their permanent home or actual home at the time of enlistment. Do not enter a temporary address. If the home of record is the same as current address shown in *Item 3*, enter "Same as *Item 3*." *Note:* Enter the village, island, state, country and RMI, FSM, or ROP.

**Item 5. Citizenship**

a. Enter "X" in (1) "Native Born" block if the applicant is a citizen of the United States by birth.

a (2): Enter "X" in (2) "Born Abroad of U.S. Parents" block if citizenship was acquired at birth through being born abroad of U.S. parent(s).

b. Enter "X" in the "U.S. Naturalized" block if a naturalized citizen.

c. Enter "X" in the "U.S. Non-Citizen National" block if not a citizen of the U.S. but owes principal allegiance to the USA, for example, if born in American Samoa or Swains Island.

d. Enter "X" in the "Immigrant Alien (Specify)" block if an immigrant alien and specify the applicant's country of citizenship.

e. Enter "X" in the "Non-Immigrant Foreign National (Specify)" block if non-immigrant foreign national and allowed to enlist in the service. Citizens of the Republic of the Marshall Islands (RMI), Federated States of Micronesia (FSM), or the Republic of Palau (ROP) are authorized for enlistment in the Navy. For these non-immigrant foreign nationals (RMI, FSM, or ROP), enter "X" in the "Non-Immigrant Foreign National (Specify)" block and enter "Freely Associated States."

**Item 6. Sex.** Enter "X" in the appropriate block.

**Item 7(a). Racial Category.** Enter "X" in the appropriate block indicating the applicant's descent.

**Item 7(b). Ethnic Category.** Enter "X" in the appropriate block.

**Item 8. Marital Status.** Select from the following list:

Single	Married
Annulled	*Common Law
Divorced	*Interlocutory
Widowed	*Legally Separated
*Requires Commander, Navy Recruiting Command (Code 017) review of document prior to enlistment.	

**Item 9. Number of Dependents.** Enter number of dependents applicant has (i.e., 0, 1, 2, 3, etc.). For dependency determination see 2G.

**Note:** Applicant's eligibility for dependent allowance is decided after enlistment. Indicating dependents here does not necessarily qualify them for financial assistance or allowance and imposes no liability on the Armed Forces for their support.

**Item 10. Date of Birth.** Enter date as six numbers in year, month, day format. (**Example:** If the applicant was born on May 9, 1975, enter "750509").

**Item 11. Religious Preference.** Refer to the following consolidated list of religious preferences. If religious preference is on the list, enter it as shown. If religious preference is not in the list, enter the complete formal name of the applicant's religious preference.

## Religious Preference

### No religious preference (or applicant does not wish to specify)

Advent Christian Church	Church of Christ
African Methodist Episcopal Church	Church of God
African Methodist Episcopal Zion Church	Church of God (Anderson, IN)
American Baptist Association	Church of God (Cleveland, TN)
American Baptist Churches	Church of God General Conference
American Baptist Churches of the USA	Church of God in Christ
American Baptist Convention Churches	Church of God in North America
American Council of Christian Churches	Church of God of Prophecy
American Lutheran Church, The	Church of Jesus Christ of Latter Day Saints (LDS)
Anglican Orthodox Church, The	Church of Nazarene
Asbury Bible Churches	Church of United Brethren in Christ
Assemblies of God	Churches of Christ
Associate Reformed Presbyterian Church (General Synod)	Churches of Christ in Christian Union
Associated Gospel Churches, The Atheist	Churches of God, General Union
Baptist Bible Fellowship	Congregational Methodist Church
Baptist Churches, Other	Conservative Congregational Christian Conference
Baptist General Conference	Christian Presbyterian Council for Chaplains
Baptist Missionary Association of America	Conservative Judaism
Bible Presbyterian Church	Cumberland Presbyterian Church
Bible Protestant Church	Eastern Orthodox Churches
Brethren in Christ Fellowship	Elim Fellowship
Brethren Church	Elim Missionary Assemblies
Buddhism	Evangelical Church Alliance, The
Central Bible Church Muslim	Evangelical Church of North America
Christian Church (Disciples of Christ)	Evangelical Congregational Church
Christian Churches and Churches of Christ	Evangelical Covenant Church in America
Christian Crusade	Evangelical Free Church of America
Christian Methodist Episcopal Church	Evangelical Friends Alliance
Christian and Missionary Alliance	Evangelical Lutheran Churches, Association
Christian-no denominational preference	Evangelical Methodist Church
Christian Reformed Church	Evangelical Methodist Church of America
Christian Science (First Church of Christ, Scientist)	Fellowship of Grace Brethren Churches

**Religious Preference (Cont.)**

Free Lutheran Congregations, The Association of	Muslim
Free Methodist Church of North America	National Association of Congregational Christian Churches
Free Will Baptists	National Association of Evangelicals
Free Will Baptist, NC State Convention of Friends	National Association of Free Will Baptists
Full Gospel Pentecostal Association, The	National Baptist Convention of America
Fundamental Methodist Conference Inc.	National Baptist Convention, USA, Inc.
General Association of General Baptists	No Preference Recorded
General Association of Regular Baptist Churches	North American Baptist Conference
General Commission of Chaplains and Armed Forces Personnel	Ohio Yearly Meeting of Friends
General Conference of the Brethren Church	Open Bible Standard Churches, Inc.
Grace Gospel Fellowship	Orthodox Judaism
Hindu	Orthodox Presbyterian Church, The
Independent Baptist Bible Mission	Other Religions
Independent Baptist Churches	Pentecostal Church
Independent Churches Affiliated	Pentecostal Church of God of America, Inc.
Independent Denominational Endorsing Agencies	Pentecostal Holiness Church
Independent Fundamental Bible	Plymouth Brethren
Independent Fundamental Churches of America	Presbyterian Churches
Independent Lutheran Churches	Presbyterian Church in America
International Church of the Foursquare Gospel	Presbyterian Church in the USA
Jehovah's Witnesses	Presbyterian Council for Chaplains and Military Personnel
Judaism	Primitive Methodist Church, The
Kansas Yearly Meeting of Friends	Primitive Methodist Church, USA
Lutheran Churches	Progressive National Baptist Convention, Inc.
Lutheran Church in America	Protestant Episcopal Church
Lutheran Church-Missouri Synod	Protestant-No Denominational Preference
Lutheran Council in the USA	Reform Judaism
Methodist Churches	Reformed Churches
Methodist Protestant Church	Reformed Church in America
Militant Fundamental Bible Churches	Reformed Church in the United States
Missionary Church, The	Reformed Episcopal Church
Missionary Church Association	Reformed Presbyterian Church, Evangelical Synod
Moravian Church	

**Religious Preference (Cont.)**

Reorganized Church of Jesus Christ of Latter Day Saints	Ukrainian Evangelical Baptist Conference
Roman Catholic Church	Unitarian Universalist
Salvation Army, The	United Christian Church
Schwenkfelder Churches, The General Conference of	United Church of Christ
Seventh-Day Adventists	United Methodist Church, International
Seventh Day Baptist General Conference	United Pentecostal Church, International
Southern Baptist Convention	United Presbyterian Church, Evangelical Synod
Southern Methodist Church	United Presbyterian Church in the USA
Southwide Baptist Fellowship	Unknown
Swedenborgian Church, General Conference of the	Wesleyan Church, The
Tioga River Christian Conference	World Baptist Fellowship

**Item 12. Education.** Enter the number of years of education completed and the level as verified from educational documents submitted by applicants (not to include years of post-high school vocational/technical training). Completing a grade means students attended the grade for the full term (did not drop out during the school year). Enter as 08, 09, 10, 11, 12, 13, 14, etc, using the guide of 30 semester hours for education coding beyond high school and verification code from the following:

Verified Education is	Code	Status
Less than high school diploma	1	NHSDG/HP3
Correspondence school diploma, Distance Learning or Independent Study	7	HSG/HP3
Completed one semester of college	8	HSDG
The status of an individual who is a non-high school graduate or alternate High school credential holder, attended a college or university, and completed at least 15 semester or 22 quarter hours of college-level credit. Credit earned through testing, for pursuit of high school equivalency preparation is not applicable.		
Adult Education Diploma	B	HSDG
A secondary school diploma awarded on the basis of attending and completing an adult education or continuation high school program.		
Occupational program certificate	C	HSG/HP3
A certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential.		
Associate Degree	D	HSDG
Test-Based Equivalency Diploma	E	HSG/HP3

A diploma or certificate of General Education Development (GED) or other test-based high school equivalency diploma. This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma.

Failure of State Competency Exit Exam	F	HSDG
Professional nursing diploma	G	HSDG
Home school diploma	H	HSDG
High school certificate of attendance	J	HSG/HP3
Baccalaureate Degree	K	HSDG
High school diploma	L	HSDG
<p>A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all the program requirements of the day program.</p>		
Applicants who are pursuing an accredited program that will yield High School Diploma Graduate (HSDG) status	M	HSDG
Master’s Degree	N	HSDG
Post Master’s Degree	R	HSDG
High school senior (intended to graduate and is enlisting in the DEP)	S	HSDG
Doctorate Degree	U	HSDG
First Professional Degree.....	W	HSDG
National Guard Youth Challenge Program. Participant with GED	X	HSDG

**Examples:** (Not a complete or limiting list)

- Individual with 11 years education and a high school diploma 11L
- Individual with 12 years education and a high school diploma 12L
- Individual with 12 years education and a high school certificate of attendance (did not meet requirements for graduation) 12J
- Individual who is a high school senior who intends to graduate and is enlisted in the DEP. 11S

**Note:** High school students who have completed the required number of credits to be considered a senior by the school and will graduate with their class are considered high school seniors (11s). **This does not include individuals who will graduate when 16 years of age. Minimum age for first enlistment is still 17 years of age with parental consent, as outlined in 2F-1.** This definition of a high school senior is intended to broaden the concept of who can be enlisted in the DEP as a will-grad (11S), and includes those high school juniors who have sufficient credits to graduate early. Continue to follow procedures currently in use for verification/determination of applicant graduation.

Individual with less than 12 years education who does not have a diploma, and 091

individuals who have not been issued a certificate of completion/ attendance with less than 12 years education	101 111
Individual who has obtained a General Educational Development (GED) certificate	09E 10E 11E 12E
Individual who completes nine years of education, receives a GED and later attends 2 years of college and receives an AA degree.	11D
Individual who is a high school non-graduate or alternate high school credential holder, attends an accredited college	098 108
or university and completed at least 15 semester or 22 quarter hours of college level credit.	118 128

**Items 12, 22 and 28. Educational Level and Certification.** The proper level of education to be entered in *Item 12* and verified in *Items 22* and *28* is the highest grade actually completed, not the one attending. In the case of DEP applicants attending the 12<sup>th</sup> grade, the proper entry is 11S.

**Item 13. Proficient in Foreign Language.** If the applicant is proficient in a foreign language (up to two languages), enter foreign language code the applicant is able to read, write, or speak. If none enter “None”. See chart on pages 5-52 to 5-57.

**Item 14. Valid Driver’s License.** If the applicant holds a valid driver’s license, identify the state that issued the license, its number, and expiration date. If the applicant does not have a valid driver’s license, enter “X” in Block “No”.

**Item 15. Place of Birth.** Enter city, state, and country of the applicant’s birth.

**Item 16. Aptitude Test Results.** MEPCOM personnel enter these.

**Item 17. DEP Enlistment Data.** MLPO or other NRD support personnel complete at the time the applicant enlists USN DEP or USNR DET.



**Item 17a.** Enter DEP/DET date of enlistment in six digits (YYMMDD).

**Item 17b.** Enter projected active duty date in six digits (YYMMDD).

**Item 17c.** Enter the one digit code “3”.

**Item 17d.** Construct the Recruiter ID as follows:

1<sup>st</sup> digit: Enter zero (0) in all cases.

2<sup>nd</sup> digit: Enter appropriate Navy Recruiting Region Number (1, 3, 5, or 8).

3<sup>rd</sup> and 4<sup>th</sup> digits: Enter District Code as shown in instructions for completing *Item 19*, Blocks 4 and 5.

5<sup>th</sup> - 9<sup>th</sup> digits: Enter five zeros (00000) in all cases.

**Example** - NRD Dallas = 053100000

**Note:** The MEPCOM and Chief of Naval Personnel computers, in conjunction with SCAT reporting, only check to determine that nine digits appear in *Item 17d*. The first four digits must be accurate and the five remaining zeros must be included.

**Item 17e (also 18K).** Enter 5-digit code that identifies the program in which enlistment or reenlistment is being made. All Navy enlisted accessions must have a 5-digit code reported. The first digit indicates the type of enlistment. The four remaining digits indicate both the enlisted program and any particular guarantees authorized by the program.

**Example:** Able Seaman is enlisting DEP for MM Class “A” School in the School Guarantee Program (SGP).

The 5-digit code for 17e would be:

USN DEP enlistment..... 1<sup>st</sup> digit - C  
 4-digit code for 4YO SGP is ..... 4\*\* 9  
 5-digit code entered in 17e is ..... C4MM9

\*\*Means to replace the two asterisks with the code for the Class “A” School being guaranteed. The code for MM Class “A” School is “MM”. So \*\* is replaced by the letters “MM”.

Provided this recruit does not change to another program or to another Class “A” School guarantee while in DEP, the code entered in *Item 18k* when he or she returns out of DEP would be A4MM9. Note that the only digit that changed is the first. Changing the code “C” to “A” changes the category of enlistment from USN DEP for SGP (MM Class “A” School) to USN RETURNING DEP for SGP (MM Class “A” School). Program changes or even specific guarantee changes within the same program can easily be recognized by comparing the code in 17e (when DEPped) to the code in 18k (when returning out of DEP and enlisting USN).

<b>1<sup>st</sup> digit Category</b>	<b>Code</b>
Upon enlistment as USN DEP .....	C
Upon enlistment USNR with delayed active duty.....	D
Upon enlistment USN and upon commencement of active duty as USNR .....	A

The code “A” in the first digit can never be correctly reported in 17e because *Item 17* is only completed at the time of enlistment in a delayed active duty program and code “A” is used in Block 18k at the time of USN enlistment or start of active duty as USN. In addition, the code “C” or “D” in the first digit can never be correctly reported in Block 18k because *Item 20* is completed upon enlistment USN or start of active duty and codes “C” and “D” are used at the time of enlistment in a delayed active duty program.

**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> digits:** Enter the 4 digit code for the program in which enlisting, or for USN DEP - the program scheduled to enlist in. All programs are listed in alphabetical order. Enter the appropriate code listed under Navy Veteran (NAVET) or Other Veteran (OSVET) for prior service personnel who have enough prior service to be classified as a NAVET or OSVET, rather than the code listed by a program.

**Example:**

The correct program code for an OSVET enlisting in the Advanced Electronics Field (AEF) Program would be ASGEF. The correct code for a non-prior service USN enlistment in the AEF Program would be AA999. Similar procedures would be used for NAVETs and OSVETs enlisting in Nuclear Field (NF) or Advanced Technical Field (ATF) Programs.

**Program for Which Enlisted**

<b>Program</b>	<b>Code</b>
<b>Three Year Enlistment Program (3YO)</b>	
Three Year Enlistment Program (3YO).....	Z999
3YO, Naval Academy PREP School Candidate.....	NAPS
<b>Advanced Electronics Field Program</b>	
AEF, No Specific School, Non-Sub Volunteer .....	A999
AEF, Specific School, Non-Sub Volunteer .....	A**9
AEF, No Specific School, Sub Volunteer .....	A99S
AEF, Specific School, Sub Volunteer .....	A**S
AEF-AECF.....	AFC9
<b>Advanced Technical Field</b>	
ATF, Specific School, Non-Submarine Volunteer .....	B**9
ATF, Specific School, Submarine Volunteer .....	B**S
<b>Aircrew Program (NAC)</b>	
Rescue Swimmer .....	5RS9
Non-Rescue Swimmer .....	5WS9
For personnel enlisting in the TAR Enlistment Program, use the following codes:	
Rescue Swimmer .....	YRS9
Non-Rescue Swimmer .....	YWS9
<b>Direct Procurement Enlistment Program (DPEP) Excluding NAVETS/OSVETS</b>	

<b>Program</b>	<b>Code</b>
DPEP, Identified Striker.....	C999
DPEP, Ultimate Paygrade E-4 to E-7, No "A" School Required .....	C#**
DPEP, Ultimate Paygrade E-4 to E-7, "A" School Required .....	D#**
<b>#Paygrade</b>	<b>Code</b>
E-4.....	4
E-5 .....	5
E-6 .....	6
E-7.....	7
<b>Challenge Programs (SEAL, EOD, Fleet Diver)</b>	
Fleet Diver Challenge Program, DIVER Volunteer .....	6DI9
SEAL Challenge Program, SPECIAL WARFARE Volunteer .....	6SW9
EOD Challenge Program, EOD Volunteer .....	6EO9
<b>Music Program</b> .....	F999
<b>Navy College Fund</b>	
NCF, Specific School, Non-Submarine Volunteer .....	E**9
NCF, Specific School, Submarine Volunteer .....	E**S
NCF, 3YO. ....	3**9
NCF, 4YO, Non-Submarine Volunteer .....	K**9
NCF, 4YO, Submarine Volunteer .....	K**S
<b>Nuclear Field Program</b>	
NF, No Specific School, Non-Submarine Volunteer.....	G999
NF, No Specific School, Submarine Volunteer.....	G99S
NF, Specific School, Non-Submarine Volunteer.....	G**9
NF, Specific School, Submarine Volunteer.....	G**S
<b>Navy-CASH Program</b>	
NF, Navy-CASH, No Specific School, Non-Submarine Volunteer .....	9NF9
NF, Navy-CASH, No Specific School, Submarine Volunteer .....	9NFS
SECF, Navy-Cash .....	9SES
MT, Navy-Cash .....	9MTS
<b>Sea and Air Mariner (SAM) Program</b>	
SAMs, non-rated enlisting USN .....	R#**
SAMs, designated striker or rated enlisting USN .....	T#**
<b>#Paygrade</b>	<b>Code</b>
E-1.....	1
E-2.....	2
E-3.....	3
E-4.....	4
E-5 .....	5
E-6 .....	6
E-7.....	7
<b>Seaman/Airman Program</b>	
4YO S/A, No Coast.....	K499
4YO S/A, West Coast.....	K4W9
4YO S/A, East Coast.....	K4E9
4YO S/A, No Coast with Sea Duty Guarantee .....	K49S
4YO S/A, West Coast with Sea Duty Guarantee .....	K4WS
4YO S/A, East Coast with Sea Duty Guarantee .....	K4ES
<b>School Guarantee Program (SGP)</b>	
4YO SGP.....	4**9
5YO SGP.....	5**9
4YO SGP Machinist's Mate, Submarine.....	4M19
4YO SGP Mess Specialist, Submarine.....	4M29
4YO SGP Storekeeper, Submarine.....	4S19

<b>Program</b>	<b>Code</b>
4YO SGP Yeoman, Submarine .....	4Y19
<b>Subfarer Program</b>	
USN, 4YO Subfarer, No Coast.....	M499
USN, 4YO Subfarer, West Coast .....	M4W9
USN, 4YO Subfarer, East Coast.....	M4E9
<b>NAVET (other than DPEP) reenlisting under CONTINUOUS service</b>	
NAVET, No PRISE III.....	N999
NAVET, PRISE III .....	NG**
<b>NAVET (other than DPEP) reenlisting under BROKEN service</b>	
NAVET, No PRISE III.....	7999
NAVET, PRISE III .....	7G**
<b>OSVET (other than DPEP)</b>	
OSVET, Enlisting in paygrade E-4 or above.....	OP99
OSVET, Paygrade E-3 or below, no RTC, no "A" school .....	S999
OSVET, Paygrade E-3 or below with RTC, no "A" school .....	8999
OSVET, Paygrade E-3 or below, no RTC, with "A" school .....	SG**
OSVET, Paygrade E-3 or below, with RTC and "A" school .....	8S**
<b>NAVET/OSVET DPEP</b>	
NAVET, DPEP Identified Striker .....	Q999
NAVET, DPEP Ultimate paygrade E-4 to E-7.....	Q#**
OSVET, DPEP Identified Striker.....	L999
OSVET, DPEP Ultimate paygrade E-4 to E-7 .....	L#**
<b>#Paygrade</b>	<b>Code</b>
E-4.....	4
E-5 .....	5
E-6 .....	6
E-7.....	7
<b>Job Oriented Basic Skills (JOBS) PROGRAM</b>	
Engineering .....	1JB9
Operations .....	2JB9
Administration.....	3JB9
(4YO) Electronics .....	4JB9
Electrical .....	5JB9
Navigation.....	6JB9
Airframe Mechanic.....	7JB9
(6YO) Electronics.....	8JB9
<b>TAR Enlistment Program (TEP)</b>	
TEP, School .....	Y**9
<b>GENERAL DETAILS (GENDET)s</b>	
2YO USNR .....	Z499
2YO USNR, with homeport of choice (see codes below).....	W**9
3YO USNR, with homeport of choice (see codes below).....	X**9
4YO USN, with homeport of choice (see codes below).....	Y**9
4YO USN, Challenge Program (SEAL OPTION).....	7SW9
4YO USN, Challenge Program (EOD OPTION).....	7EO9
4YO USN, Challenge Program (FLEET DIVER OPTION).....	7DI9
<b>Codes for 2, 3, and 4YO GENDET with homeport of choice</b>	
First Digit-Apprenticeship	Second Digit-Homeport
S Seaman	1 Norfolk
A Airman	2 San Diego

<b>Program</b>				<b>Code</b>
<b>F</b>	Fireman	<b>3</b>	Jacksonville/Mayport	
		<b>4</b>	Pacific Northwest	
		<b>5</b>	Hawaii	
		<b>6</b>	Japan	

**MSS/SS-SF HOMEPORT GUARANTEE PROGRAMS**

MSS School Guarantee with Homeport Guarantee .....				4M2*
Subfarer Program with Homeport Guarantee.....				M4*9
	1	Norfolk, VA		
	2	San Diego, CA		
	3	Kings Bay, GA		
	4	Bangor, WA		
	5	Pearl Harbor, HI		
	6	Groton, CT		
	7	Guam		

**GTEP Program**

Administration Field.....				P019
Controller/Guidance Field.....				P029
Engineering Field.....				P039
Electronics Field.....				P049
Electrical Field.....				P059
Hull/Combat Systems Field.....				P069
Navigation Field.....				P079
Operations/Communications Field.....				P089
Ordnance Field.....				P099
Aviation Ordnance Field.....				P109
Special Services Field.....				P119
Mechanical (Aviation) Field.....				P129
Medical Field.....				P139
Boatswain's Mate (Aviation) Field.....				P149
Legal/Law Enforcement Field .....				P159

**SEABEE 2 X 8 Program..... 2\*\*9**

\*\* Enter the appropriate rating code in two characters from the following list which identifies the rating or school for which the applicant was recruited.

**Rating Codes**

Rating/ School	Rating/ Code	Rating/ School	Rating/ Code	Rating/ School	Rating/ Code	Rating/ School	Rating/ Code
ABE	A1	CM	CM	GSM	G3	PC	PC
ABH	A2	CTA	CTA	HM	HM	PH	PH
ABF	A3	CTO	CTO	HT	HT	PN	PN
AC	AC	CTI	CI	IC	IC	PR	PR
AD	AD	CTR	CR	IS	IS	QM	QM
AE	AE	CTT	CT	IT	IT	RP	RP
AEF-AECF	FC	CTM	C1	LI	LI	SECF	SA
AG	AG	DC	DC	LN	LN	SH	SH
AIRC	WS	DK	DK	MA	MA	SK	SK
AIRR	RS	DM	DM	ML	ML	SKS	S1
AK	AK	DT	DT	MM	MM	SM	SM
AM	A6	EA	EA	MMS	M1	STG	SG
AME	A7	EM	EM	MSS	M2	STS	DD
AO	AO	EN	EN	MN	MN	SW	SW
AS	AS	EO	EO	MR	MR	TM	TM
AT	AT	EW	EW	MS	MS	UT	UT
AW	AW	FT	FB	MT	MT	YN	YN
AZ	AZ	GM	GM	MU	MU	YNS	Y1
BM	BM	GSE	G2	NC	NC		
BU	BU			OS	OS		
CE	CE						

**Item 17(f).** Enter enlistee's rate (e.g., SR, FA, AR, SN, GMGSN, etc.). DO NOT enter program designators. Enter only the rate qualified for at the time of enlistment in DEP. Any subsequent qualification for higher rate/paygrade will be reflected upon return from DEP in *Items 18f* and *18i*.

**Item 17 g .** **DEP Enlistment Waiver Codes.** Effective 1 June 1999, DoD has redefined waiver codes and established the requirement to capture multiple waiver codes for DEP enlistments.

The first DEP waiver code will be recorded in item 17g (DD Form 1966/1). Enter the three-character code to indicate waiver information from the codes in the Waiver Code chart. If no enlistment or program waiver was required enter "YYY".

The second DEP waiver code will be recorded in item 19 (DD Form 1966/1, Service Required Codes) in blocks 129-131. Enter the three-character code to indicate waiver information from the codes in the Waiver Code Chart. If no second enlistment or program waiver was required, then leave blocks 129-131 blank.

The third DEP waiver code will be recorded in item 19 (DD Form 1966/1 Service Required Codes) in blocks 132-134. Enter the three-character code to indicate waiver information from the codes in the Waiver Code chart. If no third enlistment or program waiver was required, then leave blocks 132-134 blank.

**Notes:**

1. When an applicant has more than one DEP waiver, there is no severity order for entry of BEERS waiver or program eligibility codes in item 17g or blocks 129-134.
2. If an applicant receives a BEERS waiver for medical, law enforcement, or drugs, the DEP waiver must be recorded in either item 17g or blocks 129-134.
3. When an applicant has more than three waivers, and they are for both BEERS and program eligibility, BEERS waivers take priority over program waivers when completing item 17g and item 19 blocks 129-134.
4. When an applicant has more than three BEERS waivers, highest authority takes priority when completing item 17g and item 19 blocks 129-134.
5. When an applicant required no BEERS waiver, but a waiver was granted for a program requirement, the proper first character of the code would be a "R". This is true whether the program waiver is for moral (civil/drug) reasons or not.

Waiver Codes

<b>1<sup>st</sup> digit - Type of Enlistment/Program Waiver</b>		<b>2<sup>nd</sup> digit - Sub-Type for the Enlistment/Program Waiver</b>	
<b>Explanation</b>	<b>1<sup>st</sup> digit Code</b>	<b>Explanation</b>	<b>2<sup>nd</sup> digit Code</b>
BEERS Age.....	A	Not Applicable .....	Y
BEERS Dependency.....	B	Military Spouse .....	A
		Number of Dependents .....	B
		Not Applicable .....	Y
BEERS Mental Qualifications (AFQT & Subtest).....	C	Not Applicable .....	Y

<b>1<sup>st</sup> digit - Type of Enlistment/Program Waiver</b>  <b>Explanation</b>	<b>1<sup>st</sup> digit Code</b>	<b>2<sup>nd</sup> digit - Sub-Type for the Enlistment/Program Waiver</b>  <b>Explanation</b>	<b>2<sup>nd</sup> digit Code</b>
BEERS Law Violations .....	D	Minor Traffic Offense ..... Serious Traffic Offense ..... Minor Non-Traffic/Minor Misdemeanor ..... Serious Non-Traffic/Major Misdemeanor ..... Felony (Adult) ..... Felony (Juvenile/Youthful Offender) .....	A B C D E F
Previous Military Separation - (Not DEP) .....	E	Reenlistment Eligibility (RE Code) ..... Pay Grade ..... Lost Time ..... Existed prior to service physical disability ..... Skill Requirement ..... Not Applicable .....	A B C D E Y
BEERS Drug Involvement (Not Law Violation) .....	F	Alcohol Abuse ..... Marijuana Usage ..... Other Drug Usage ..... Drug/Alcohol Test Positive ...	A B C D
Reserved for Future OSD(FMP) Use ...	G		
Medical/Physical Disqualification .....	H	Height ..... Weight ..... Waiver condition assigned an ICD9 code) .....	A B C
Sole Survivor Member .....	J	Not Applicable .....	Y
Minimum Education Requirements .....	K	Not Applicable .....	Y



<b>1<sup>st</sup> digit - Type of Enlistment/Program Waiver</b>	<b>1<sup>st</sup> digit Code</b>	<b>2<sup>nd</sup> digit - Sub-Type for the Enlistment/Program Waiver</b>	<b>2<sup>nd</sup> digit Code</b>
<b>Explanation</b>		<b>Explanation</b>	
Alien .....	L	Not Applicable .....	Y
Security Risk .....	M	Not Applicable .....	Y
Conscientious Objector .....	N	Not Applicable .....	Y
Reserved in MIRS for Army .....	P	Not Applicable .....	Y
Reserved in MIRS for Air Force .....	Q	Not Applicable .....	Y
Navy Administrative (Reserved for future use)	R	Not Applicable .....	Y
Reserved in MIRS for Marine Corps .....	X	Not Applicable .....	Y
No Waiver Required .....	Y	Not Applicable .....	Y

<b>3<sup>rd</sup> digit - Level of Waiver Authority</b>	
<b>Level</b>	<b>Code</b>
Navy Department (SECNAV, CHNAVPERS, CNO, etc.) .....	A
Commander, Navy Recruiting Command .....	B
Commanding Officer, Navy Recruiting Region .....	D
Commander, Navy Recruiting District .....	E
Not Applicable or NONE .....	Y

**Item 17h.** Self-explanatory.

**Item 18. Accession Data.** Navy processing personnel complete this before time member enlists USN or starts active duty or active duty for training.

**Item 18a.** Date of enlistment in YYMMDD format. For USNR Programs (2YO, 3YO, and TEP) this date should be the same as enlistment date entered in *Item 17a*.

**Item 18b.** Active Duty Service Date. Enter in six characters in YYMMDD format. For personnel with no prior active military service, enter the current ACDU enlistment date when enlisting USN or the date ACDU starts for applicants

enlisting USNR (2YO, 3YO, and TEP). For NAVETs, OSVETs and applicants with prior service such as SAMs, National Guardsmen, and other service Reserve enlistments, the Active Duty Service Date is computed by subtracting from the current enlistment date all prior periods of active duty/ACDUTRA, plus adding, to that figure, periods of lost time. Periods of active duty for training are considered active military service. An example is an OSVET who enlists on 11 September 1987, has 3 years prior service, and no lost time. The Active Duty Service Date for this applicant is 11 September 1984.

**Item 18c.** Pay Entry Base Date (PEBD) in YYMMDD format. If enlistee has no prior military service, this date is the same that the applicant starts active duty. If enlistee has prior military service, a **PN 2612** must compute the PEBD. It is absolutely imperative that this date is computed correctly to avoid both personnel and disbursing problems at the Transient Personnel Unit (TPU) and at the member's initial permanent duty station. In each and every case the **DoD Financial Management Regulation Volume 7A, Chapter 1 Art. 0101** (DoD FMR), must be consulted. This publication is available online at <http://www.dfas.mil/>. By clicking on the "Reference Library" icon, then the "Regulations Guides" icon, and finally the "DoD FMR" icon you can search, view and print the detailed instructions for computing a PEBD. To determine PEBD examine the *Certificate(s) of Release or Discharge from Active Duty* (DD Form 214 copy 4), and other documentation provided by Reserve or National Guard unit and then consult the DoD FMR keeping the following general rules for computation of a PEBD in mind:

- (1) Creditable service includes active or inactive service in any of the following active and respective reserve components: USN, USMC, USAF, USA, USCG, Air National Guard, and Army National Guard.
- (2) DEP time does not count for computation after 31 December 1984.
- (3) Remember to make sure Lost Time was made up by checking that the original Enlisted Active Obligated Service (EAOS) was adjusted for all periods of Lost Time.
- (4) Start computation from most recent period of service and work backwards.
- (5) Adjust PEBD forward for any periods of non-affiliated time.

Generic examples for computation of the PEBD for most of the NAVETs/OSVETs that return to active duty would be similar to the following scenarios:

Member initially enlisted in DEP on 950815 incurring an eight year Military Service Obligation (MSO) and accessed to active duty on 950910. Member was released in inactive duty (USNR Individual Ready Reserve) on 990909 completing four years day-for-day active service. Member remains in the USNR IRR until 001003 and then re-enlists on active duty 001004 to transfer to TPU for further transfer to initial duty station. In this case the

member's PEBD would remain 950910 and would not have to be adjusted. Because of the eight year MSO he was always affiliated with creditable service.

OR

Member initially enlisted in DEP on 900710 and accessed to active duty on 900804. Member was released to inactive duty (USNR IRR) on 940803 completing four years day-for-day active service. Member remains in the USNR IRR until completion of his eight year MSO on 980709. Member re-enlists on active duty 000915 to transfer to TPU for further transfer to initial permanent duty station. In this case the member's PEBD would have to be adjusted forward to 921010 to reflect the period of time that he was not affiliated with the military and thereby cannot be creditable for computation of a PEBD. The computation would look like this:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Day Prior to Re-enlistment:	00	09	14
Last Day of Creditable Service:	(-)98	07	09
Time in Non-Creditable Status:	02	02	06
Original PEBD:	90	08	04
Non-Creditable Time:	(+)02	02	06
Adjusted PEBD:	92	10	10

Remember that each case must be evaluated on it's own merits and all PN 2612's computing PEBDs must review the DoD FMR article for specific instructions regarding which periods of service are creditable and for how to compute PEBD.

**Item 18d.** Enter in one character the number of years for which enlisting. Enter "8" for 2YO, 3YO, and TEP.

**Item 18e.** **Accession Waiver Code.** Effective 1 June 1999, DoD has redefined waiver codes and established the requirement to capture multiple waiver codes for DEP enlistment's. **Record only waivers granted while the applicant is in DEP in the Accession Waiver Code item 18e and item 19 blocks 135-140 on the DD Form 1966/1.**

The first accession waiver code will be recorded in item 18e (DD Form 1966/1). Enter the three-character code to indicate waiver information from the codes in Waiver Code chart. If no enlistment or program waiver was required while the applicant was in DEP enter "YYY."

The second accession waiver code will be recorded in item 19 (DD Form 1966/1, Service Required Codes) in blocks 135-137. Enter the three-character code to indicate waiver information from the codes in Waiver Code chart. If no second enlistment or program waiver was required was required while the applicant was in DEP, then leave blocks 135-137 blank.

The third waiver code will be recorded in item 19 (DD Form 1966/1 Service Required Codes) in blocks 138-140. Enter the three-character code

to indicate waiver information from the codes in Waiver Code chart. If no third enlistment or program waiver was required while the applicant was in DEP, then leave blocks 138-140 blank.

**Notes:**

When an applicant has more than one waiver, there is no severity order for entry of BEERS waiver or program eligibility codes in item 18e or blocks 135-140.

**Item 18f.** Enter paygrade in three-character code. Enter "E" for Enlisted with second and third characters for paygrade level as follows:

E-1 = E01      E-4 = E04    E-7 = E07  
 E-2 = E02      E-5 = E05    E-8 = E08  
 E-3 = E03      E-6 = E06    E-9 = E09

**Example:** Individual enlists as MM3; enter E04.

**Item 18g.** Date of grade. Enter Time in Rate (TIR) in YYMMDD format. To determine TIR, read carefully the instructions below and consult *Certificate of Release or Discharge from Active Duty* (DD Form 214), Block 12h (effective date of paygrade). If documentation is not available on DD Form 214, consider the date of enlistment (reentry) to be the effective date of paygrade; then proceed as follows:

- (1) TIR date for **NAVETs** who return to active duty **in paygrade** held on discharge or release from active duty.
  - (a) Adjust TIR to credit NAVETs for any previous TIR accumulated while on active duty in the paygrade from which originally separated.
  - (b) Compute TIR and adjust day for day, in the same manner as Active Duty Service Date (ADSD) as outlined below. Recomputed TIR applies to all advancement cycles **after 1 October 1989**.

**Example:**

Member advanced to E-5 on:    16 Sep 86  
 TIR date of:                    01 Jul 86  
 Member released from ACDU: 14 Oct 87  
 Member returned to ACDU:    17 Aug 89  
 Effective date of rate:        17 Aug 89

**New Time in Rate Computed as:**

	89	08	17:	Current entry to ACDU
Subtract -	87	10	15:	Day following release from ACDU
	01	10	02:	Total break in active service

(1 yr, 10 mos, 2 days)

	01	10	02:	Total break in active service
Add +	<u>86</u>	<u>07</u>	<u>01:</u>	Previous ACDU TIR date
	88	05	03:	Computed entry date

**New Computed TIR Date:** 88 01 01:

TIR date for NAVETs who return to active duty in a **lower paygrade** than held on release from active duty. NAVETs who reenlist or return to active duty in a lower paygrade than held on release from active Navy duty, or in a paygrade lower than held in drilling reserve status, whether return to active duty was in USN or USNR status, are assigned a TIR date under Chart A.

- (2) TIR date for OSVETs. OSVETs entering into active Navy service are assigned a TIR date under Chart A. The only exceptions to this policy are for OSVETs who have been granted a Code 334 waiver (in writing) to maintain their original TIR.
- (3) TIR date for members who return from Disability Retired Status.
  - (a) Within 6 months of release from Permanent Disability Retired List (PDRL) or Temporary Disability Retired List (TDRL) in the same paygrade held on date of retirement, members are assigned a new effective date by adding the amount of time not served on active duty to the effective date held when released from active duty. This moves the effective date forward. Assign TIR date based on member's new effective date and the schedule.
  - (b) For members who return to active duty after a period in excess of 6 months from the date on which member was notified of removal from Disability Retired Status, irrespective of the paygrade in which member was authorized reentry into active duty, assign a TIR date per the schedule in.
- (4) TIR date for members who are being discharged from the Delayed Entry Program or are reporting to active duty for the first time and have no prior Naval Service. Assign a TIR date per the schedule.

- (5) TIR date for members reporting to active duty from a Naval Reserve drilling status. Assign a new active duty TIR per the schedule in.

**Chart A - TIR Dates**

Paygrade	Accession Date	Assign TIR Date
E1	Any period	Date of Enlistment/Reenlistment
E2-E3 (Initial Active Duty)	1-15 of the month	1 <sup>st</sup> day of the month
	16-31 of the month	1 <sup>st</sup> day of the following month
E4-E6	1 January – 30 June	1 January year of reentry
	1 July - 31 December	1 July year of reentry
E7	Any period	1 September year of reentry
E8-E9	Any period	1 July year of reentry

**Item 18h.** Enter one digit code from the following list to indicate the status of the enlistee.

Explanation	Code
Enlistment or induction into the active force without delay status of reservists (other than USN DEP) ordered to active duty or enlisted for immediate active duty (Direct) .....	0
Enlistment in active force from an authorized delay program (Returning USN DEP) .....	1
Reservists ordered to active duty from a delay status (Returning USNR DET).....	2

**Item 18i.** Enter highest grade that will be completed prior to active duty (three-digit code)

**Item 18j.** Enter recruiter’s Social Security Number. This is the official block for recruiter credit. The recruiter of record should fill in this block when constructing the kit.

**Item 18k.** Enter five-digit special program code following the instructions given for completing block 17e. First digit must be an “A”.

**Item 18l.** Enter enlistee’s rate (e.g., SR, FA, AR, SN, GMGSN, etc.). **Do not** enter program designators.

**Item 18m.** Leave blank.

**Item 18n.** Enter three-digit code to identify any Youth Program enlistee has affiliated with as indicated in *Item 22b* of the Record of Military Processing. If enlistee does not claim affiliation with a Youth Program, or the program is not included in the following list, enter “YY0” in *Item 18n*.

**Digit 1 - Youth Program:** Enter the one digit code as applicable to indicate the youth program.

<b>Program</b>	<b>Code</b>
JROTC 3 year program.....	A
JROTC 4 year program.....	B
ROTC 1 year program.....	C
ROTC 2 year program.....	D
ROTC 3 year program.....	E
ROTC 4 year program.....	F
CAP - Spaatz Award.....	G
CAP - Earhart Award.....	H
CAP - Mitchell Award.....	J
Naval Sea Cadet Recruit.....	K
Naval Sea Cadet Apprentice.....	L
Naval Sea Cadet Seaman.....	M
Other.....	X
Not Applicable.....	Y

**Digit 2 - Department/Establishment component:** Enter the one digit code as applicable to indicate the department sponsoring the Youth Program as follows:

<b>Department</b>	<b>Code</b>
Army.....	A
Air Force.....	F
Navy.....	N
Marine Corps.....	M
Coast Guard.....	P
Other.....	X
Not Applicable.....	Y
Unknown.....	Z

**Digit 3 - Time in Years:** Enter in one digit (0 through 9 as applicable) the number of years affiliated.

**Item 180.** Enter two digit Enlistment Option Analysis code from the following table. Note that the second digit will be “Y” for all Navy enlistees.

**1<sup>st</sup> digit** - Enter the one digit code that most accurately describes the program option(s) that enlistee is enlisting for:

Type Enlistment Option	Code
Advanced enlistment grade plus training or skill, unit or geographic location and Buddy Program .....	A
Advanced enlistment grade plus unit or geographic location and Buddy Program ....	B
Advanced enlistment grade plus unit or geographic location.....	C
Advanced enlistment grade .....	D
Advanced enlistment grade plus unit or geographic location and training or skill .....	E
Advanced enlistment grade plus training or skill guarantee.....	F
Advanced enlistment grade plus Buddy Program .....	G
Accelerated promotion plus unit or geographic location unit or geographic location and Buddy Program .....	H
Accelerated Program plus unit or geographic location and Buddy Program.....	J
Accelerated promotion plus unit or geographic location.....	K
Accelerated promotion .....	L
Accelerated promotion plus Buddy Program and training or skill guarantee.....	M
Accelerated promotion plus training or skill guarantee .....	N
Accelerated promotion plus Buddy Program.....	P
Training or skill guarantee plus unit or geographic location and Buddy Program .....	Q
Unit or geographic location plus Buddy Program.....	R
Unit or geographic location .....	S
Training or skill guarantee plus unit or geographic location .....	T
Training or skill guarantee plus Buddy Program.....	U
Buddy Program .....	V
Training or skill guarantee .....	W
Other .....	X
Not applicable (including Naval Academy Preparatory School) .....	Y

**2nd digit** - Enter “Y” for all Navy enlistees and reenlistees. Advanced paygrade resulting from referrals, college credits, etc., see 4-C.

**Item 18p.** Enter the UIC of the activity to which the enlistee is transferred upon enlistment or reenlistment.

UIC	Activity	Type of Enlistment
N30646	Recruit Training Command, Great Lakes, IL	All recruits
N31176	Commander, NAVEDTRACEN, Newport, RI	NAPS Candidates

- (1) If the person to be assessed is part of the Navy-CASH program, ensure that the UIC that is entered is from the Active Duty Orders and is in accordance with Exhibit 3-29.
- (2) MEPS orders NAVETs, Sea and Air Mariner (SAMs) enlisting in the Regular Navy (USN), and Drilling Navy reservists to the Transient Personnel Unit (TPU) nearest the point of enlistment.
- (3) NRD support personnel must coordinate with MEPS to confirm proper selection of Transient Personnel Units (TPUs) from the following chart:



**MEPS Guide for TPU Assignment**

<b>UIC</b>	<b>TPU</b>
N32458 .....	NTC Great Lakes, IL
N31916 .....	NAS Jacksonville, FL
N32002 .....	NAVSTA Norfolk, VA
N32005 .....	NAVSTA San Diego, CA
N32003 .....	NAVSTA Pearl Harbor, HI
N32180 .....	NAVSUBASE Silverdale, WA

**Item 19. Service Required Data.** The MLPO or other NRD support personnel complete this item by entering appropriate codes for various items of additional information required for Navy accessions. Complete *Item 19* before the recruit enlists USN or starts active duty or active duty for training as USNR.

**Item 19. Block 1:** Number of enlistment - Enter 1 digit code to indicate the number of enlistments in the Navy as follows:

- 1 - 1<sup>st</sup> enlistment (USN/USNR)
- 2 - 2<sup>nd</sup> enlistment (USN/USNR)
- 3 - 3<sup>rd</sup> enlistment (USN/USNR)
- 4 - 4<sup>th</sup> enlistment (USN/USNR), etc.

**Item 19. Blocks 2, 3, 4, 5, 6, 7:** Enter six digit code to identify activities to receive credit for each enlistment or reenlistment as follows:

**Item 19. Block 2: Navy Recruiting Region**

<b>Region</b>	<b>Code</b>
Navy Recruiting Region North .....	1
Navy Recruiting Region South .....	3
Navy Recruiting Region Central .....	5
Navy Recruiting Region West .....	8
Extra-Continental Activities .....	0

**Item 19. Block 3: Army Regional Recruiting Command (RRC)**

<b>NERRC</b>	<b>Code</b>	<b>SERRC</b>	<b>Code</b>
Albany, NY	1	Miami, FL	3
Baltimore, MD	1	Montgomery, AL	3
Boston, MA	1	Nashville, TN	3
Buffalo, NY	1	Richmond, VA	3
Harrisburg, PA	1	San Juan, PR	3
Newark, NJ	1		
New York, NY	1	<b>MWRRC</b>	<b>Code</b>
Philadelphia, PA	1	Chicago, IL	5
Pittsburgh, PA	1	Cincinnati, OH	5
Portland, ME	1	Cleveland, OH	5
Providence, RI	1	Columbus, OH	5
Springfield, MA	1	Des Moines, IA	5
		Detroit, MI	5
		Fargo, ND	5
		Indianapolis, IN	5
		Milwaukee, WI	5
		Minneapolis, MN	5
		Omaha, NE	5
		St. Louis, MO	5
<b>SWRRC</b>	<b>Code</b>	<b>WRRC</b>	<b>Code</b>
Albuquerque, NM	4	Anchorage, AK	6
Dallas, TX	4	Butte, MT	6
Denver, CO	4	Fresno, CA	6
Houston, TX	4	Honolulu, HI	6
Jackson, MS	4	Los Angeles, CA	6
Kansas City, MO	4	Portland, OR	6
Little Rock, AR	4	Phoenix, AZ	6
Memphis, TN	4	Salt Lake City, UT	6
New Orleans, LA	4	San Diego, CA	6
Oklahoma City, OK	4	San Francisco	6
San Antonio, TX	4	Seattle, WA	6
		Spokane, WA	6
<b>SWRRC</b>	<b>Code</b>		
Atlanta, GA	3		
Charlotte, NC	3		
Columbia, SC	3		
Jacksonville, FL	3		
Louisville, KY	3		

**Item 19. Blocks 4 and 5: Navy Recruiting District**

<b>NRD</b>	<b>Code</b>	<b>NRD</b>	<b>Code</b>
<b>New England</b>	<b>02</b>	<b>Omaha, NE</b>	<b>29</b>
Boston, MA	02	Des Moines, IA	29
Portland, ME	02	Fargo, ND	29
Springfield, MA	02	Omaha, NE	29
<b>Buffalo, NY</b>	<b>03</b>	Sioux Falls, SD	29
Albany, NY	03	<b>Albuquerque, NM</b>	<b>30</b>
Buffalo, NY	03	Albuquerque, NM	30
Syracuse, NY	03	Phoenix, AZ	30
<b>New York, NY</b>	<b>04</b>	<b>Dallas, TX</b>	<b>31</b>
New York, NY	04	Dallas, TX	31
<b>Montgomery, AL</b>	<b>10</b>	<b>Houston, TX</b>	<b>32</b>
Jackson, MS	10	Houston, TX	32
Montgomery, AL	10	<b>New Orleans, LA</b>	<b>34</b>
<b>Jacksonville, FL</b>	<b>12</b>	Little Rock, AR	34
Jacksonville, FL	12	New Orleans, LA	34
<b>Atlanta, GA</b>	<b>13</b>	Shreveport, LA	34
Atlanta, GA	13	<b>Los Angeles, CA</b>	<b>36</b>
Fort Jackson, SC	13	Honolulu, HI	36
<b>Nashville, TN</b>	<b>14</b>	<b>Portland, OR</b>	<b>37</b>
Knoxville, TN	14	Boise, ID	37
Louisville, KY	14	Portland, OR	37
Nashville, TN	14	Salt Lake City, UT	37
<b>Raleigh, NC</b>	<b>15</b>	<b>San Francisco, CA</b>	<b>38</b>
Charlotte, NC	15	Fresno, CA	38
<b>Richmond, VA</b>	<b>16</b>	<b>Seattle, WA</b>	<b>39</b>
Beckley, WV	16	Anchorage, AK	39
<b>Columbus, OH</b>	<b>18</b>	Butte, MT	39
Cleveland, OH	18	Spokane, WA	39
<b>Philadelphia, PA</b>	<b>19</b>	<b>San Diego, CA</b>	<b>40</b>
Baltimore, MD	19	<b>Indianapolis, IN</b>	<b>42</b>
<b>Pittsburgh, PA</b>	<b>20</b>	Cincinnati, OH	42
Harrisburg, PA	20	<b>San Antonio, TX</b>	<b>46</b>
<b>Chicago, IL</b>	<b>21</b>	Amarillo, TX	46
<b>Michigan</b>	<b>22</b>	El Paso, TX	46
Troy, MI	22	<b>St. Louis, MO</b>	<b>47</b>
Lansing, MI	22	Memphis, TN	47
<b>Denver, CO</b>	<b>25</b>	<b>Miami, FL</b>	<b>48</b>
<b>Kansas City, MO</b>	<b>27</b>	San Juan, PR	48
Oklahoma City, OK	27	Tampa, FL	48
<b>Minneapolis, MN</b>	<b>28</b>	<b>Other Outside CONUS</b>	<b>99</b>
Milwaukee, WI	28		

**Item 19. Blocks 6 and 7: Enter the two-digit code to indicate the MEPS through which the enlistment was processed and/or reported.**

<b>MEP</b>	<b>Code</b>	<b>MEPS</b>	<b>Code</b>
<b>Eastern Sector</b>		<b>Western Sector</b>	
Albany, NY.....	01	Kansas City, MO.....	43
Baltimore, MD.....	02	Little Rock, AR.....	44
Boston, MA .....	03	New Orleans, LA .....	46
Buffalo, NY .....	04	Shreveport, LA.....	49
New York, NY.....	05	Des Moines, IA .....	58
Harrisburg, PA.....	06	Fargo, ND .....	60
Newark, NJ .....	08	Milwaukee, WI .....	62
Philadelphia, PA .....	10	Minneapolis, MN.....	63
Pittsburgh, PA.....	11	Omaha, NE.....	64
Portland, ME.....	12	Sioux Falls, SD .....	65
Springfield, MO.....	13	St. Louis, MO.....	66
Syracuse, NY .....	14	Albuquerque, NM .....	36
Tampa, FL .....	17	Amarillo, TX.....	37
Atlanta, GA.....	20	Dallas, TX.....	38
Beckley, WV.....	21	Denver, CO .....	39
Charlotte, NC.....	22	El Paso, TX.....	40
Miami, FL.....	23	Houston, TX .....	41
Ft. Jackson, SC .....	24	Oklahoma City, OK .....	47
Jacksonville, FL.....	25	San Antonio, TX.....	48
San Juan, PR.....	30	San Diego, CA .....	67
Raleigh, NC .....	31	Boise, ID.....	70
Richmond, VA .....	32	Butte MT.....	71
Knoxville, TN.....	26	Fresno, CA .....	72
Louisville, KY .....	27	Honolulu, HI.....	73
Montgomery, AL .....	28	Los Angeles, CA .....	74
Nashville, TN.....	29	Oakland, CA .....	75
Jackson, MS.....	42	Phoenix, AZ.....	76
Memphis, TN.....	45	Portland, OR .....	77
Lansing, MI .....	50	Salt Lake City, UT .....	78
Chicago, IL .....	54	Seattle, WA.....	79
Cleveland, OH .....	56	Spokane, WA .....	80
Columbus, OH .....	57	Anchorage, AK .....	81
Detroit, MI.....	59		
Indianapolis, IN .....	61		

**Item 19. Blocks 8 and 9:** Leave Blank.

**Item 19. Block 10:** Leave Blank.

**Item 19. Blocks 11, 12, 13, 14, 15 and 16:** Enter in six digits (YYMMDD format) the date on which last discharged. If no prior military service enter "000000." Enter date discharged from USN DEP, if applicable. For personnel who served a term in a Regular Component of the Armed Forces of the United States and who were released to inactive duty and transferred to a Reserve component to complete a remaining period of obligated service, enter the date of discharge from the Reserve component.

**Item 19. Blocks 17 and 18:** Enter the two digit code for the branch and class of Federal Service from which last discharged. If last military affiliation was in a DEP, the Reserve Component for the applicable branch of service is to be indicated. If the individual has no prior Federal Service, enter "99".

Branch	Class	Code
USN	Regular (To include Direct PS) .....	11
	Native .....	15
	Retired (Temporary Disability Retired List) .....	18
	Navy Inductee .....	23
	Navy Medical Inductee .....	25
	Active (Naval Reserve Direct Procurement Enlistment) .....	26
USNR	Ready (Enlisted in USN and upon completion of specific period of enlistment was transferred to USNR-R to complete remaining obligated service) .....	19
	Ready (Returning USN DEP) .....	32
	Enlisted Volunteer .....	31
	Standby - 1 .....	41
	Standby - 2 .....	51
USA	Regular .....	71
USAR	Reserve .....	72
	National Guard .....	73
USAF	Regular .....	75
USAFR	Reserve .....	76
USANG	Air National Guard .....	77
USCG	Regular .....	81
USCGR	Reserve .....	82
USMC	Regular .....	85
USMCR	Reserve .....	86
	All others (USNR DET)/No prior Federal Service .....	99

**Item 19. Blocks 19 and 20:** Enter appropriate two digits Type Acquisition Code from the following:

<b>Category</b>	<b>Code</b>
<b>Chargeable (male only)</b>	
QUEBEC - (No prior service or has prior active service of less than 180 consecutive days in other than USN or USNR) .....	11
QUEBEC - (Prior USN or active USNR (except SAM) service less than 180 consecutive days active duty/active duty for training.....)	12
QUEBEC - (Prior Naval Service, other than DEP, no prior active service.....)	13
QUEBEC - MUSICIAN.....	14
QUEBEC - Musician applicant who failed the musical audition and who enlists for general service or in another special program - <b>do not</b> use this code for applicants who request to be returned home and who at a later date, after arrival at home, enlist in USN .....	15
Navy Inductee .....	16
QUEBEC - (Prior Naval Reserve service, no prior active service Returning DEP).....	17
Male TAR Enlisted Program (with or without delayed active duty) .....	19
Male - Three Year Enlistment Program .....	71
Male - Two Year Enlistment Program .....	72
<b>Non-chargeable (male only)</b>	
ROMEO - Prior regular Navy Service (Reenlisting under broken service conditions) .....	21
ROMEO - Prior active USNR service.....	22
ROMEO - Prior Navy Inductee service .....	23
ROMEO - Prior other service (last prior service other than USN or USNR).....	24
ROMEO - Prior service other than USN or USNR accepted for enlistment temporarily in DEP USNR-R .....	25
ZULU - Male reenlisting under continuous service conditions.....	32
Female - Recruit enlistment USN.....	41
Female - Reenlisting USN under continuous service conditions.....	43
Female - Reenlisting USN under broken service conditions .....	44
Female - First enlistment USN, prior Naval service other than DEP .....	45
Female - First enlistment USN, prior other service.....	46
Female - First enlistment USN, prior Naval Reserve Service, no prior active service (Returning DEP) .....	47
Female - TAR Enlistment Program (TEP) .....	49
SAMs - Enlisting USN with less than 180 consecutive days IADT (will be accessed as non-prior service).....	65
SAMs - Enlisting USN with more than 180 consecutive days IADT (will be accessed as NAVETs).....	70
Female - Three Year Enlistment Program.....	73
Female - Two Year Enlistment Program.....	74

Branch and Class	Code
USN	11
USNR	32

**Item 19. Block 23:** Enter the appropriate Military Obligation Designator Code from the following list:

MOD	Category of Enlistee Code	Code
•	Male or female who has completed an 8-year obligation	0
A	Non-prior service male or female enlisting in the Regular Navy prior to completion of an 8-year military obligation	7
A	Male or female with prior service in a Regular component of the Armed Forces enlisting in the Naval Reserve prior to completion of an 8-year military obligation	7
A	Ex-Midshipman (Naval Academy or NROTC), being placed in the Naval Reserve upon disenrollment to complete an 8-year military obligation	7
B	Non-prior service male or female enlisting in the Naval Reserve under Title 10 U.S. Code 511(b) (includes 2YO, 3YO, and TAR Enlistment Programs)	8
C	Male or female with prior service in a Reserve component of the Armed Forces enlisting in the Naval Reserve prior to completion of an 8-year military obligation	4
N	Male or female enlisting in the Naval Reserve upon enlistment in an NROTC program	9

**Note:** MOD Code for DEP members should be based, if appropriate, on the program enlisting when active duty/active duty for training starts. Males or females who have completed an 8-year obligation, however, must always be coded "0."

**Item 19. Blocks 24 and 25:** Enter 2 digit code to indicate place of birth (State or country).

<b>Code</b>	<b>Location</b>	<b>Code</b>	<b>Location</b>
01	Alabama	40	Oklahoma
02	Alaska	41	Oregon
04	Arizona	42	Pennsylvania
05	Arkansas	44	Rhode Island
06	California	45	South Carolina
08	Colorado	46	South Dakota
09	Connecticut	47	Tennessee
10	Delaware	48	Texas
11	District of Columbia	49	Utah
12	Florida	50	Vermont
13	Georgia	51	Virginia
15	Hawaii	53	Washington
16	Idaho	54	West Virginia
17	Illinois	55	Wisconsin
18	Indiana	56	Wyoming
19	Iowa	AQ	American Samoa
20	Kansas	PQ	Canal Zone
21	Kentucky	EQ	Canton and Enderbury Island
22	Louisiana		
23	Maine	CQ	Guam
24	Maryland	JQ	Johnston Atoll
25	Massachusetts	MQ	Midway Island
26	Michigan	RP	Philippines
27	Minnesota	RQ	Puerto Rico
28	Mississippi	TQ	Trust Territory of the Pacific Island
29	Missouri		
30	Montana	BQ	U.S. Misc. Caribbean Islands
31	Nebraska		
32	Nevada	IQ	U.S. Misc. Pacific Islands
33	New Hampshire	VQ	Virgin Islands (American)
34	New Jersey	WQ	Wake Island
35	New Mexico	ZZ	Other than Above
36	New York		
37.	North Carolina		
38	North Dakota		
39	Ohio		



**Item 19. Blocks 26 and 27:** Enter the two-digit code for type of gain to the Navy.

Description of Type of Enlistment	Code
1 <sup>st</sup> enlistment USN or USNR, No prior service .....	01
1 <sup>st</sup> enlistment, No prior service, (Bonus).....	02
1 <sup>st</sup> enlistment USN, Prior service (Bonus) .....	10
1 <sup>st</sup> enlistment USN, Prior service (No Bonus) .....	11
Reenlistment, within 3 months (Bonus).....	40
Reenlistment, within 3 months (No Bonus).....	41
Reenlistment, over 3 months.....	51
1 <sup>st</sup> enlistment USNR, less than 365 consecutive days prior active service .....	95

**Item 19. Blocks 28 and 29:** Enter the Reenlistment code (RE) for last separation. Enter in two digits **only** that portion which follows the “RE”. Enter a zero in both blocks for members not previously assigned a reenlistment code.

RE Code	Code recorded in:		RE Code	Code recorded in:	
	#28	#29		#28	#29
RE-R1	R	1	RE-3X	3	X
RE-1	1	Leave blank	RE-3	3	Leave blank
RE-2	2	Leave blank	RE-3P	3	P
RE-2A	2	A	NONE	0	0
RE-5	5	Leave blank	N/A	0	0

**Item 19. Blocks 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49:** Enter the appropriate code to identify foreign language and the proficiency level, in each of the four areas (listening, reading, writing, and speaking) from the entries made by the enlistee in *Item 13* of DD Form 1966. Two foreign languages may be listed, the first and most fluent in Blocks 30-39 and the second in Blocks 40-49. If the enlistee did not indicate any foreign language ability in *Item 13*, enter a “0” in Blocks 30-49. If the applicant lists only one foreign language, enter “0” in Blocks 40-49. Note that Listening Ability is not included in *Item 13*, therefore recruiter must request information needed to determine the code to be entered in Blocks 32-39 and 42-49 from each enlistee who claims ability in a foreign language.

**Item 19. Blocks 30, 31, 40, and 41:** Enter the 2-digit code from that corresponds to the language(s) the recruit has written in *Item 13* of this form.

**Language Codes for Item 19, Blocks 30, 31, 40, and 41**

<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
AF	Achinese	AH	Acholi
AG	Adigey	AA	Afrikaans
TZ	Afro-Asian	FB	Akan
LF	Akha	BC	Akposso
AB	Albanian	CR	Amashi
AC	Amharic	CD	Amoy
YZ	Ancient/Defunct	VN	Annamese
BH	Anyi-Baule	AZ	Arabic
AJ	Arabic-Classical	AE	Arabic-Egyptian
DG	Arabic-Iraqi	AK	Arabic-Jordanian
AQ	Arabic-Lebanese	AL	Arabic-Libyan
AM	Arabic-Maghrebi	BS	Arabic-Moroccan
AN	Arabic-Saudi	AV	Arabic-Sudanese
AP	Arabic-Syrian	BW	Arabic-Tunisian
AU	Arabic-Yemeni	AD	Arabic Modern Standard
AT	Aramaic	AR	Armenian
AR	Armenian-East	AR	Armenian-West
XZ	Artificial	AS	Assamese
AF	Atjehnese	AW	Avar
XB	Avestan	AY	Aymara
AX	Azerbaijani	AX	Azeri
BB	Bahnar	BK	Bakweri
BD	Balinese	WZ	Baltic
BT	Baluchi	BA	Bambara
BJ	Bamilike	BZ	Bantu
BP	Bashkir	BQ	Basque
BG	Bassa-Kru	BF	Batak
BH	Baule	BE	Bedawiye
BE	Beja	BL	Belorussian
BM	Bemba	BN	Bengali
BR	Berber	BR	Berber-Tamazigt
BR	Berber-Tashelhit	BR	Berber-Zenatiya
CG	Bicol	BV	Bihari
CU	Bini	VY	Bisayan
BX	Breton	CE	Buginese-Makassarese
BU	Bulgarian	FA	Bulu
BY	Burmese	CA	Cambodian
CB	Catalan	CJ	Chamorro
CK	Chechen	CZ	Chinese
CD	Chinese-Amoy	CN	Chinese-Anhwei
CC	Chinese-Cantonese	CW	Chinese-Chuang

**Language Codes for Item 19, Blocks 30, 31, 40, and 41**

<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
CQ	Chinese-Fuchow	CF	Chinese-Fukienese
CH	Chinese-Hakka	CM	Chinese-Kuo-Yu
CM	Chinese-Mandarin	CD	Chinese-Swatow
CT	Chinese-Toishan	CS	Chinese-Wu
KN	Ching-Po	CY	Chokwe
TS	Chuana	CW	Chuang
CV	Chukchi	CY	Cokwe
JZ	Continental Eurasian	CL	Coptic
CP	Cornish	HC	Creole
SC	Croatian	CX	Czech
DA	Danish	DJ	Dinka
DB	Djerma-Songhai	DL	Duala
DU	Dutch	DW	Dutch-Creole
ES	Estonian	RH	E De
EF	Efik	EK	Eskimo
EL	Esperanto	EW	Ewe
EX	Ewondo	GX	Fana
GX	Fanagalo	FA	Fang
FB	Fante	FD	Faroese
PF	Farsi	EF	Fi
FG	Fijian	FJ	Finnish
FL	Flemish	FQ	Fon
FM	Formosan	FR	French
HC	French-Creole	FE	Frisian
FV	Fulani	GB	Ga
GL	Gaelic	GA	Galla
GC	Gallic	LS	Ganda
GG	Georgian	GM	German
GT	German-Bavarian	TS	German-Swiss
MZ	Germanic	KV	Gerze
GQ	Gondi	GD	Gothic
GR	Greek	YG	Greek-Ancient
GE	Greek (New Testament)	CJ	Guamanian
GU	Guarani	KV	Guerze
GW	Gujarati	HC	Haitian-Creole
HS	Hausa	HA	Hawaiian
HE	Hebrew	YH	Hebrew-Ancient
HR	Herero	VY	Hiligaynon
HJ	Hindi	HN	Hindustani
CM	Hsiang	HU	Hungarian
LF	I	JD	Iban
JE	Ibanag	JB	Ibo
JC	Icelandic	JB	Igbo

**Language Codes for Item 19, Blocks 30, 31, 40, and 41**

<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
JJ	Ijaw	JF	Ila-Tonga
JL	Ilocano	OZ	Indic
RZ	Indo-European	JN	Indonesian
GF	Irish	JT	Italian
JM	Italian-Neapolitan	JK	Italian-Sardinian
JS	Italian-Sicilian	JA	Japanese
JR	Jarai	JV	Javanese
KH	Jingpaw	KT	Kabre
KY	Kabyle	KH	Kachin
JG	Kambatta	KA	Kanarese
JH	Kanembu	KA	Kannada
JH	Kanuri	DC	Karachai-Balkhar
KC	Karen	KB	Kashmiri
KR	Kashubian	KE	Kazakh
MV	Khalkha-Mongol	KD	Kherwari
CA	Khmer	KG	Kikongo
KJ	Kikuyu	KK	Kimbundu
KL	Kinyarwanda	CY	Kioko
KM	Kirghiz	KF	Kirundi
KS	Kissi	KN	Kituba
KG	Kongo	KQ	Konkanis
KP	Korean	KT	Kotokoli
KV	Kpelle	KW	Krio
BG	Kru	CM	Kuo-Yu
KU	Kurdish	KX	Kurukh
LD	Ladino	LN	Lahnda
LL	Lamba	LR	Landsmal
VZ	Language Family	LC	Lao
LC	Laotian	LP	Lapp
VL	Latin	LH	Latin (Ecclesiastic)
LE	Latvian	LE	Lettish
LJ	Lingala	LB	Lisu
LT	Lithuanian	LF	Lolo
LV	Loma	LG	Lomongo
LK	Lubakasai	LQ	Lubakatanga
IS	Luganda	LM	Lunda
LG	Lunkundu	LU	Luo
WB	Lusatian	MA	Macedonian
MD	Madurese	MJ	Makua
MG	Malagasy	ML	Malay
MN	Malayalam	SJ	Maldivian
MQ	Malinke	MP	Maltese
MB	Mandingo	BA	Mandingo-Bambara

**Language Codes for Item 19, Blocks 30, 31, 40, and 41**

<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
MB	Mandingo-Dioula	MQ	Mandingo-Malinke
MK	Manx	ME	Maori
MR	Marathi	MM	Marshalese
HC	Martinique-Creole	MS	Masai
MF	Maya	DD	Mbongu
UM	Mbundu	MT	Mende
MC	Meo	MC	Miao-Yao
CF	Min	MU	Minangkabau
RQ	Moldavian	MY	Mole
MV	Mongolian	KN	Monokituba
MW	Mordvin	MY	More
MH	Moro	MY	Mossi
DD	Mpongwe	KN	Munukutuba
MX	Muong	ND	Ndebele
KK	Ndongo	NE	Nepalese
LF	Nesu	LJ	Ngala
NB	Niue	HZ	North African, Middle East, and South-West Asian
DZ	North American	CQ	North Min
NR	Norwegian	LF	Nosu
NV	Nubian	ST	Nyamezi
NY	Nyanja	NX	Nyoro
RY	Okinawan	EA	Old English
FC	Old French	GH	Old High German
NA	Old Norse	PK	Old Slavonic
QA	Oriya	GA	Oromo
QT	Otetela	LZ	Pacific Islands
PH	Pahari	PD	Palauan
PM	Pali	QV	Pampangan
PN	Pangasinan	PA	Papiamento
YP	Pappese	PP	Papuan
PG	Persian-Afghan	PF	Persian-Iranian
PB	Pidgin English	PS	Pizar Malay
PL	Polish	PC	Ponapean
PQ	Portuguese-Brazilian	PT	Portuguese-European
PR	Provencal	PJ	Punjabi
PV	Pushtu-Afghan	PW	Pushtu-Pershawari
QU	Quechua	RA	Rajasthani
RH	Rhade	RC	Rhaeto-Romance
NZ	Romance	RQ	Romanian
RC	Romansh	RM	Romany
RN	Rundi De Sundanese	RU	Russian
BL	Russian-White	RT	Ruthenian

**Language Codes for Item 19, Blocks 30, 31, 40, and 41**

<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
RY	Ryukyuan	SA	Samoan
SB	Sango	RG	Sanskrit
RB	Santali	SE	Sara
JK	Sardinian	GN	Scotch-Gaelic
SQ	Sedan	SQ	Sedang
SZ	Semitic	RF	Sena
SC	Serbian	SC	Serbo-Croatian
SV	Serer	SP	Sesuto
SF	Shan	CS	Shanghai
KH	Shantou	SG	Shluh
SH	Shona	TH	Siamese
RD	Sidamo	ND	Sindebele
SD	Sindhi	SJ	Singhalese
KH	Singhpo	UZ	Sino-Tibetan
PZ	Slavic	SK	Slovak
SL	Slovenian	SM	Somali
DB	Songhai	SN	Soninke
WB	Sorbian	SP	Sotho
EZ	South American	KZ	South Asian
CD	South Min	LA	Spanish-American
SR	Spanish-Castilian	SS	Spanish-Creole
QS	Ssetic	GZ	Sub-Saharan African
AV	Subanese	ST	Sukuma
SU	Susu	SW	Swahili
SX	Swati	SY	Swedish
DF	Syriac	CW	T'ung
TB	Tadjik	TA	Tagalog
TD	Tahitian	CT	Taishan
TT	Tamachek	TC	Tamil
TK	Tapachula	TM	Tatar
TE	Telugu	KT	Tem
TF	Temne	TH	Thai
TJ	Tibetan	TN	Tigre
TL	Tigrinya	UC	Tonga
CT	Toysan	TQ	Trukese
LK	Tshiluba	TP	Tsonga
TR	Tswa	TS	Tswana
TT	Tuareg	TV	Tulu
UC	Tumbuka	TY	Tungusu
UA	Tupi	TU	Turkish
UB	Turkmen	UB	Turkoman
FB	Twi Xe Zerba	UJ	Uighur Xu Zulu
UK	Ukrainian	UM	Umbundu
ZZ	Unspecified	UR	Urdu

**Language Codes for Item 19, Blocks 30, 31, 40, and 41**

<b>Code</b>	<b>Language</b>	<b>Code</b>	<b>Language</b>
UX	Uzbek	VA	Vai
CG	Vicol	VC	Vietnamese-Central
VN	Vietnamese-Hanoi	VS	Vietnamese-Saigon
VY	Visayan	VY	Visayan-Cebuano
VY	Visayan-Heligaynon	VY	Visayan-Samaran
VQ	Volapuk	WA	Walamo
WE	Welsh	WB	Wendish
WS	Wescos	FZ	West European
WQ	Wolof	WH	Xhosa
YA	Yakut	YC	Yao (China)
YB	Yao (Malawi and Mozambique)	EX	Yaunde
LF	Yi	YJ	Yiddish
YQ	Yoruba	CC	Yueh
UC	Zambian	XB	Zend
XA	Zenga		

**Item 19. Blocks 32, 33, 42, and 43: Listening Ability.** Enter appropriate proficiency level code from the following:

<b>Proficiency Level Code</b>	<b>Skill</b>	<b>Listening Ability</b>
00	No proficiency	No practical understanding of the spoken language.
06	Memorized proficiency	Sufficient comprehension to understand a number of memorized utterances in areas of immediate needs
10	Elementary proficiency	Sufficient comprehension to understand utterances about basic survival needs and minimum courtesy and travel requirements.
16	Elementary plus	Sufficient comprehension to proficiency, understand short conversations about all survival needs and limited social demands.
30	General professional proficiency	Able to understand the essentials of all speech in a standard dialect including technical discussions within a special field.
36	General professional proficiency, plus	Comprehends most of the content and intent of a variety of forms and styles of speech pertinent to professional needs, as well as general topics and social conversation.
40	Advanced professional proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs.
46	Advanced professional proficiency, plus	Speaking proficiency is regularly superior in all respects, usually equivalent to that of a well-educated, highly articulate native speaker.
50	Functionally native proficiency	Speaking proficiency is functionally equivalent to that of a well-educated native speaker and reflects the cultural standards of the country where the language is natively spoken.

**Item 19. Blocks 34, 35, 44, and 45: Reading Comprehension.** Enter appropriate proficiency level code from the following:

<b>Proficiency Level Code</b>	<b>Skill</b>	<b>Reading Ability</b>
00	No proficiency	No practical understanding of the written language.
06	Memorized proficiency	Can recognize all the letters in the printed alphabetic system and high frequency elements of a syllabary or a character system.
10	Elementary proficiency	Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript.
16	Elementary proficiency, plus	Sufficient comprehension to understand simple discourse in printed form for informative social purposes.
20	Limited working proficiency	Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on subjects within a familiar contexts.
26	Limited working proficiency, plus	Sufficient comprehension to understand most factual material in non-technical prose as well as some discussions on concrete topics related to special professional interests.
30	General professional proficiency	Able to read within a normal proficiency range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects.
36	General professional proficiency, plus	Can comprehend a variety of styles and forms pertinent to professional needs.
40	Advanced professional proficiency	Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.
46	Advanced professional proficiency, plus	Nearly native ability to read and understand extremely difficult or abstract prose.
50	Functionally native proficiency	Has reading proficiency equal to that of a well-educated native.

**Item 19. Blocks 36, 37, 46, and 47: Writing Ability.** Enter appropriate proficiency level code from the following:

<b>Proficiency Level Code</b>	<b>Skill</b>	<b>Writing Ability</b>
00	No proficiency	No functional writing ability.
06	Memorized proficiency	Writes using memorized material and set expressions.
10	Elementary proficiency	Has sufficient control of the writing system to meet limited practical needs.
16	Elementary proficiency, plus	Sufficient control of writing system to meet most survival needs and limited social demands.
20	Limited working proficiency	Able to write social correspondence and prepare documentary materials required for most limited work requirements.
26	Limited working	Ability to write with some precision and in some



<b>Proficiency Level Code</b>	<b>Skill</b>	<b>Writing Ability</b>
	proficiency, plus	detail about most common topics.
30	General professional proficiency	Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics.
36	General professional proficiency, plus	Able to write the language in a few prose styles pertinent to professional/educational needs.
40	Advanced professional proficiency	Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs.
46	Advanced professional proficiency, plus	Able to write the language precisely and accurately in a wide variety of prose style pertinent to professional/educational needs.
50	Functionally native proficiency	Has reading proficiency equal to that of a well-educated native.

**Item 19. Blocks 38, 39, 48, and 49: Speaking Ability.** Enter appropriate proficiency level test code from the following:

<b>Proficiency Level Code</b>	<b>Skill</b>	<b>Speaking Ability</b>
00	No proficiency	Unable to function in the spoken language.
06	Memorized proficiency	Able to satisfy immediate needs using rehearsed utterances.
10	Elementary proficiency	Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.
16	Elementary proficiency, plus	Can initiate and maintain predictable face-to-face conversations and satisfy limited social demands.
20	Limited working proficiency	Able to speak socially and use the language required for most limited work requirements.
26	Limited working proficiency, plus	Able to satisfy most work requirements with language usage that is often, but not always acceptable and effective.
30	General professional proficiency	Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.
40	Advanced professional proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs.
46	Advanced professional proficiency, plus	Speaking proficiency is regularly superior in all respects, usually equivalent to that of a well-educated, highly articulate speaker.
50	Functionally native proficiency	Speaking proficiency is functionally equivalent to that of a well-educated native speaker, reflecting

<b>Proficiency Level Code</b>	<b>Skill Speaking Ability</b>
	the cultural standards of the country where the language is natively spoken.

**Item 19. Blocks 50, 51, 52, 53, 54, and 55: Youth Program Code.** Enter in three digits, coded information that identifies any youth program in which the applicant has been a member. See lists of youth programs on the following page (Blocks 50 and 53). If the applicant has no youth program affiliations, enter a “Y” in Blocks 50 through 55. If applicant has listed more than one youth program, repeat the same coding procedure for Blocks 53, 54, and 55 (that is, use Blocks 50, 51 and 52 to describe one program and Blocks 53, 54 and 55 to describe a second program).

**Examples:**

- One Program                      C42YYY
- Membership in two or more programs.    C42G53
- No membership                      YYYYYY

**Item 19. Blocks 50 and 53: Name of Youth Program.**

<b>Program</b>	<b>Code</b>
Naval Junior Reserve Officer Training Corps (NJROTC).....	A
JROTC - Other Services (USAF, USA, USMC) .....	B
Naval Sea Cadet Corps (NSCC) .....	C
Civil Air Patrol (CAP) .....	D
Sea Exploring (SE) .....	E
Other Exploring (Air, Medical, Law, Fire Service, Police and General).....	F
Boy Scouts of America (Non-exploring) .....	G
National Intercollegiate Flying Association (NIFA).....	H
Boys State/Girls State (BS/GS) .....	J
4-H.....	K
Junior Achievement (JA) .....	M
Girl Scouts of American (GSA).....	N
Camp Fire Girls (CFG).....	P
Distributive Education Clubs of America (DECA).....	R
Vocational Industrial Clubs of America.....	S
Future Farmers of America (FFA) .....	T
Future Homemakers of America (FHA) .....	X
Future Business Leaders of America (FBLA).....	Z

**Item 19. Blocks 51 and 54: Last Year of Association.** Enter the last number of the year that the applicant was associated with the program entered in Block(s) 50 and/or 53. Use only the last calendar years, (i.e., 0 for 1995, 1 for 1996, or 2 for 1997). If applicant was not associated with the program within the last 3 years, enter a “Y” in Block(s) 51 and/or 54.

**Item 19. Blocks 52 And 55: Years in Program.** Enter in one digit (0 through 9 as applicable) the number of years to the nearest full year enlistee affiliated. Enter “0” when affiliation is less than 6 months, enter “1” when affiliation is 6 months or more.

**Item 19. Block 56:** Enter the one digit code to indicate type of last discharge received.

Type Of Discharge	Code
Honorable .....	1
General .....	2
Undesirable .....	3
Bad Conduct .....	4
Dishonorable.....	5
No Prior Service .....	0

**Item 19. Block 57:** Enter “X”.

**Item 19. Blocks 58 and 59:** Reserve Active Duty Obligation (RADO). Enter the number of months, in two digits, for which the individual is being ordered to, or retained on, active duty. Enter a zero in both blocks for all USN enlistments; enter “24” for all 2YO enlistments, enter “36” for all 3YO enlistments, and enter “48” for TAR Program enlistments.

**Item 19. Blocks 60, 61, 62, 63, 64, and 65:** Leave blank for all USN enlistments. Enter the Current Active Duty Date (CADD) in YYMMDD format for all USNR 2YO, 3YO, and TAR Program enlistments. The CADD is the date on which the current period of active duty began. The CADD will not in all cases be the same as the Active Duty Service Date (ADSD) entered in block 20b because the ADSD is a computed date which includes all periods of prior active duty.

**Item 19. Blocks 66, 67, and 68:** Enter the Navy Advanced Programs Test (NAPT) score for all applicants who have taken the test whether or not they have enlisted in the Nuclear Field Program. Block 66 must be an alpha character of J, K or L to denote which Form of NAPT test was used. Blocks 67 and 68 must be numeric in the range 00 to 80 to indicate what the enlistee actually scored on the test. Enter “000” for applicants who did not take the NAPT.

**Example:** Applicant scored 72 on Form F of the NAPT. Entry: F72

**Item 19. Block 69:** Enter the code “H” when a height waiver has been granted for enlistment. Otherwise leave blank.

**Item 19. Block 70:** Enter the code “W” when a weight waiver has been granted for enlistment. Otherwise leave blank.

**Item 19. Block 71:** Enter the one digit code to indicate applicant’s means of initial entry into military service:

<b>Means of Entry</b>	<b>Code</b>
Induction .....	A
Voluntary enlistment in an active component (Direct Shipper USN).....	B
Voluntary enlistment in a reserve component for service in an active component Delayed Entry Program (DEP/DET) .....	C
Voluntary enlistment in a reserve component, any Service, on or after 1 June 1984 (Direct USNR).....	J
Not applicable .....	W
Other .....	X
Unknown.....	Z

**Item 19. Blocks 72 and 73:** Enter in two digits the applicant’s height in inches, as recorded during DEP-out physical inspection. Round up for ½ inch or higher.

*Examples:* 67 ¼ inches - Enter 67  
 67 ½ inches - Enter 68

**Item 19. Blocks 74, 75, and 76:** Enter in three digits the applicant’s weight in pounds, as recorded during DEP-out physical inspection. Round up for any fractions over a pound.

*Examples:* 150 ½ pounds - Enter 151  
 150 ¼ pounds - Enter 151  
 98 pounds - Enter 098

**Item 19. Blocks 77, 78, and 79:** Enter the applicant’s hair color using a code from the following:

<b>Hair Color</b>	<b>Code</b>
Black.....	BLK
Brown .....	BRN
Blond.....	BLD
Auburn .....	AUB
Red.....	RED
Gray .....	GRY
White .....	WHT
Bald.....	BAL

**Item 19. Blocks 80, 81, and 82:** Enter the applicant’s eye color using a code from the following:

<b>Eye Color</b>	<b>Code</b>
Black.....	BLK
Brown .....	BRN
Gray .....	GRY
Blue.....	BLU
Hazel.....	HAZ
Green.....	GRN

- Item 19. Block 83:* GENDET Homeport Guarantee.
- Item 19. Block 84:* Mess Specialist Submarines (MSS) and Subfarer (SF-SS) Homeport Guarantee.
- Item 19. Blocks 85 through 140:* Reserved for future use. Leave blank.
- Item 19a.* Responsibility of MEPCOM personnel.
- Item 20.* Last Name, First Name, Middle Initial.
- Item 21.* Social Security Number.
- Item 22a.* Education: Dates, name(s), location of all high schools and higher level educational institutions attended.
- Example:*  
Pope HS, Albany, NY.
- Item 22a(5).* Enter an “X” under “yes” or “no” column as appropriate. Do not list elementary schools unless elementary school is the last school attended. If still attending school, enter the word “Present” in the “to” column. *Note:* Applicant must provide documents of the highest educational level completed (See *Item 12*). **Start with most recent education and work back.**
- Item 22b.* Youth Programs: Applicant will initial “yes” or “no”, as applicable, to show affiliation with youth programs.
- Item 23. Marital/Dependency Status and Family Data.* Applicants must place an “X” in either the “yes or “no” and block. If 23a is “yes”, then all dependents and their relationship to the applicant must be listed in Section VI, Remarks. If 23b is “yes”, applicant must provide documentation. If 23c is “yes”, a statement is required in Section VI, “Remarks”. *Item 23d* is self-explanatory.
- Item 24. Previous Military/Government Employment.* Applicants must place an “X” in either the “yes” or “no” block. If 24a is “yes”, applicant must furnish documentation. If *Item 24b* is a “yes”, show reason for rejection in Section VI, Remarks. **No other documentation is required.** If *Item 24c, 24d, and 24e* is “yes”, a statement is required in Section VI, Remarks.
- Item 25. Ability to Perform Military Duties.* Self-explanatory (i.e., as applicable).
- Item 25a.* No statement is required in Section VI, Remarks for a “yes” answer, but processing will be terminated.
- Item 25b.* If “yes”, explain in Section VI, Remarks.
- Item 25c.* No statement is required in Section VI, Remarks for a “yes” answer, but processing will be terminated.
- Item 26. Drug Use and Abuse.* List type of drug, number of times used and date of last use.
- Item 27. Name.* Last name, first name, and middle initial of applicant.
- Item 28. Social Security Number.* Applicant's SSN.
- Item 29. Section IV: Certification of Applicant.*

**Item 29b. Typed or Printed Name.** The applicant’s middle initial or full middle name may be used.

*Example:* McMahon, Kevin L. or McMahon, Kevin Lee

**Item 29c. Signature.** Recruiter must witness signature in this block. Applicant must not sign this item until he or she has completed all required items and is in the presence of the recruiter.

**Item 29d. Date Signed.**

**Item 30–31.** Recruiter is responsible for these items.

**Item 30a-e. Data Verification by Recruiter.** If a Birth Certificate, SSN Card and Original High School Diploma are used, all that is required in Items 30a through 30e is an “X” in the appropriate block. No description is required in Section VI, Remarks. However, place a copy of all documents used for verification in the enlistment package residual (NAVCRUIT 1133/9). If any other document(s) is used for verification, place an “X” in the “other block” and list document in Section VI, Remarks.

*Sample entry:* If a telephonic DD Form 372 is used to verify name and citizenship.

a. Name (x one)		b. Age (x one)		c. Citizenship (x one)	
	Birth Cert		Birth Cert		Birth Cert
X	Other (Exp)	X	Other (Exp)	X	Other (Exp)

For high school seniors (intended to graduate and enlisting in DEP) or applicants who are pursuing an accredited program that will yield HSDG status, enter “WILL GRAD” in block 28e(2) “Other”.

The **only** acceptable documents for verifying *Item 30a* - name; 30b - age; and 30c - citizenship are in 2D. The **only** acceptable documents for verifying education are in 2H. If the applicant is a 12L, and education validation has been conducted, then document in Section VI, Remarks. (See Section 2H-10)

The **only** acceptable documents for verifying Social Security are in 2E-3.

**Education Verification for Prior Service Applicants**

For prior service Navy (RZ) applicants, enter “N/A” in *Item 30e*, except for the following reasons:

- (1) Nuclear Field applicants (must be HSDG).
- (2) Advanced Electronics Field or Advanced Technical Field applicants (must at least be a HSG).
- (3) Other service veterans (OSVETs).

**Item 30f.** Other documents used - Cite other applicable documents for prior service applicants. Examples include:

- (1) *Armed Forces of the United States Report of Transfer or Discharge* (DD Form 214).

- (2) *Correction of Armed Forces of the United States Report of Transfer or Discharge* (DD Form 215).
- (3) Letter statement of service issued in lieu of DD Form 214.
- (4) *Statement of Service* (GSA Form 6851) when DD Form 214 is not available at the Federal Records Center, St. Louis, Missouri.
- (5) *Request for Discharge or Clearance from Reserve Component* (DD Form 368).
- (6) School transcripts.
- (7) Parents' divorce decrees.
- (8) Applicant's marriage certificate.
- (9) JROTC certificates.
- (10) Applicant's divorce decrees.
- (11) Copies of children's birth certificates.
- (12) Any other authorized documents not named elsewhere.

*Note:* If no other documents are used, enter "None" in *Item 28f*.

**Item 31. Certification of Witness.** Completed by the recruiter who is to receive credit for the contract. This recruiter's social security number is entered into the Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) System. The MLPO/Enlisted Processing Division Supervisor (EPDS) may sign for the recruiter of record if redone at MEPS.

**Item 32. Specific Options/Program Enlisted For, Military Skill, or Assignment to a Geographical Area Guarantees.**

**Item 32a.** This can be completed only after the applicant has been determined to be **fully** (medically, mentally, and morally) eligible for enlistment and qualified for the program desired. Additionally, all specific options must be entered in *Item 32a* and be acceptable to the applicant and within the limits prescribed by current directives. The Enlisted Classifier completes *Item 32a* at the time of DEP enlistment or, if not enlisting in DEP, at time of the direct-ship enlistment, by entering a brief description of the program and options that have been guaranteed and entered as annexes to DD Form 4. *Item 32a* **may not** be completed until necessary annexes have been completed for DD Form 4 and *Item 32a* entries must be in **complete agreement** with DD Form 4 annexes. Write in clear text English when completing *Item 32a*. The entry must include: program, active duty date, coast assignment, enlistment bonus and buddy program.

**Examples:**

Personnelman Class "A" (4YO) School guarantee, Active Duty Date: 1 May 1997, Enlistment Bonus: \$1,500.00, Coast Assignment: None, Buddy Program with JONES, John P. 221-11-3333

*Note:* If coast assignment, enlistment bonus, and Buddy Program are not applicable, then an entry on those three is not required.

**Item 32b.** Applicant must read.

- Item 32c. Applicant's Initials.** The MLPO must ensure that applicants understand their enlistment options and then initial in *Item 32c* in the MLPO's presence.
- Item 33. Certification of Recruiter or Acceptor.** The MLPO always signs at the time the member enters DEP. The individual signing the acceptance of the applicant on behalf of the Navy must ascertain that the applicant is, in fact, fully qualified for enlistment and all options listed. The MLPO, or a designated individual also signs as accepting the applicant for enlistment in Section D of DD Form 4.
- Item 34. Re-certification by Applicant and Correction of Data at Time of Active Duty Entry**
- (1) Any changes made to DD Form 1966 or the 398-2, *Items 18-21* after the applicant enlists in DEP or DET are made in Section V using the following procedures.
    - (a) Write "**See Section V**" in the block that is being added to or changed.
    - (b) In *Item 34b*, enter the item number that is being changed.
    - (c) In *Item 34c*, enter the new information.
  - (2) The MLPO should annotate Section V at the time of enlistment, to document any changes required in any information entered in DD 1966 so that all information is complete and up-to-date as of the date of enlistment.
    - (a) Items that will most likely require updating include: dependency, enlistment options, education, enlistment paygrade, etc.
    - (b) When an applicant graduates from high school and enlists, update the education level in *Item 34c*. Do not change *Item 12*.
    - (c) Use special care in changing enlistment option entries in both *Item 32a* and the corresponding blocks in *Items 17* and *18*. Whenever changing enlistment option entries in Section V, redo the **entire** entry.
  - (3) Whenever changes are required, enter only the corrected information in *Item 34c*, with the exception of changes to *Item 32a*. Identify the question or item number in *Item 34b*. If additional space is needed to list all changes, use Section VI, Remarks.
  - (4) If any change is required that concerns elements of enlistment or program eligibility (such as dependency, civil involvement, etc.) review and waiver action must be initiated under instructions and procedures given in current directives, including this manual.
  - (5) *Items 34d* and *34e* are completed and signed by the applicant and witnessed by the MLPO. If no changes have occurred, enter "No Change" and then sign. This will be done when the applicant ships to RTC or TPU.



**Item 35. Name.** Last name, first name, and middle initial of applicant.

**Item 36. Social Security Number.** Applicant's SSN.

c. **Instructions for Completing Section VI Remarks.** Only MLPOs, classifiers, and processing personnel use the first page of Section VI. Classifiers make the first entries on the page to reflect the date when the ASVAB was administered, the version of ASVAB, line scores, and the date when the classification interview was conducted. **Test scores may not be entered on a continuation page.**

(1) **General Instructions**

(a) Section VI is used as continuation space to enter various items of information not provided for elsewhere in the *Record of Military Processing*. Precede each additional entry by *Item* number.

**Example:** *Item 23a* Continued: JONES, Mary Ann (Smith) - Wife.

(b) Additional DD Form 1966/3s may be used as continuation pages when space on the original DD Form 1966 is insufficient. On succeeding Page 3s leave *Items* 31 through 34 blank.

(c) Continuation Page. Include the applicant's name and SSN on each. When an additional page is required, add the following as appropriate:

"Page 2 of 3 Pages", "Page 3 of 4 Pages", etc. Make this entry at the bottom left-hand side of Section VI.

(d) Since the first Page 3 is for MEPS use only, recruiters use Page 3s, and must enter "Page 2 of X Pages" on the first Page 3 that they use.

(e) Sample entries and conditions under which they are used follow.

(2) **Section VI Remarks - Sample Entries**

(a) **ASVAB.** Classifiers and processors enter the following in Section VI, Remarks, for all applicants (with the exception of NAVETS not required to be retested for enlistment).

(Date administered ASVAB): \_\_\_\_\_ (ASVAB VERSION): \_\_\_\_\_

GS: AR: WK: PC: NO: CS: AS: MK: MC: EI: VE:

\_\_\_\_\_  
(Certification Signature)

(Type or print name, grade, SSN of Enlisted Classifier)

(b) **Classification Interview.** Entry only required when reclassification interview is conducted by someone other than the original classifier or for NAVETS without test scores.

(Date): Classification interview conducted.

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(Certification Signature)

(Type or print name, grade, SSN of Enlisted Classifier)

- (c) **MASS Screening.** Required for any applicant requiring a MASS screening.

**(Date):** Initial security screen conducted.

---

(Certification Signature)

(Type or print name, grade, SSN of Enlisted Classifier)

**Note:** Ensure the MEPCOM Form 714 ADP (automated computer printout reflecting the applicant's raw and standard scores) is included in each applicant's service record.

- (d) **Navy Advanced Placement Test (NAPT).** For all applicants administered the NAPT, regardless of whether they pass the test and regardless of whether they are actually enlisted in the Nuclear Field Program, the Navy Classifier (PN-2612) enters the following in Section VI, Remarks.

**Entry:**

Administered NAPT (version/serial number)\_\_\_\_\_on (date) at (location).

Grade Obtained: \_\_\_\_\_.

---

(Certification Signature)

(Type or print name, grade, SSN of Enlisted Classifier)

For NF applicants who qualify for the NF based solely on ASVAB composite line scores, the Navy classifier (PN-2612) enters the following in Section VI, Remarks:

**Entry:**

NAPT not required due to qualifying for NF based on **(AR+MK+EI+GS OR VE+AR+MK+MC)** of **(composite score)** (252 or higher).

---

(Certification Signature)

(Type or print name, grade, SSN of Enlisted Classifier)

- (e) **Defense Language Aptitude Battery (DLAB)/Defense Language Proficiency Test (DLPT).** For all applicants administered the DLAB or DLPT. The Navy Classifier (PN-2612) enters the following in Section VI.

**Entry:****(Date):** DLAB/DPLT administered at (MEPS or NRD).

Score Obtained: \_\_\_\_\_.

\_\_\_\_\_  
(Certification Signature)

(Type or print name, grade, SSN of Enlisted Classifier)

- (f) **Non-receipt of Character/Employer References or Police Record Check.** Required when character/employer references or police record checks have been forwarded but not returned or for direct ship applicants.

**Entries:**

1. DD Form 370 requested **(date)** from **(name of reference)** not received as of **(date)**.

2. DD Form 369 mailed **(date)** to the following agency/agencies:

**(List Agency/Agencies)**Applicant shipped **(date)** without waiting for response.

- (g) **Criminal History Record Information.** The applicant does not meet the requirements in 4E-3.

**Entry:**

DD Form 369 not sent to law enforcement agencies.

\_\_\_\_\_  
(Certification Signature)

(Type or print name, grade, SSN of enlisted classifier)

- (h) **Police Record Checks.** Police Record Checks are not required where jurisdiction requires fingerprints to process the check.

**Entry:**

DD Form 369 not sent to the following law enforcement agencies because of fingerprint requirement.

**(List Agency/Agencies)**

- (i) **Stay in School Statement.** Recruiting personnel must encourage applicants to stay in school and graduate. Regardless of age, applicants who have been enrolled in high school during the current school year (normally a day in late August/early September to a day in late May/early June) and do not graduate, must not be accepted for active duty enlistment USN or start of active duty USNR (including active duty for training) without prior consent of parents and notification of school officials as appropriate. Allow enough time after notifying school officials to counsel the individual. No applicant who is processed and contracted while in high school, and placed in DEP as a WILL GRAD, may be shipped before the date of his or her originally scheduled graduation date. The following statement must be signed by the individual's parents before enlistment:

**Entry:**

Both the applicant and I/we have been urged by recruiting personnel to have the applicant stay in school and graduate if possible prior to enlisting but I/we have decided that it would be to the best advantage of the applicant to enlist in the Naval Service at this time.

---

(Signature of Parent(s))

*Note:* If available, **both** parents should sign.

- (j) **County Jurisdiction.** Sample entry when the town/city has no police department and is under the jurisdiction of the county:

The (city/town) of does not have a police department and is under the jurisdiction of the county of .

- (k) **RE-Code.** Documentation of RE-Code verification (See Chapter 3).

**(Date):** Reenlistment Code: SPN/SPD: IRE: ISC: was obtained from on **(date)**.

This information was provided by **(name of person)**. This information was received by **(name of authorized user)** at **(name of command obtaining information)**.

---

(Signature of R/Z Coordinator, R/Z Recruiter or Enlisted Processing Supervisor)

- (l) **Emancipated 17-Year-Olds.** If applicants are 17 years of age and have been legally emancipated from their parents through **court order**, parental consent is **not** required to enlist.

Or

If applicants are 17 years of age and are married, (or were married and are now divorced) they may or may not be emancipated, depending on state law. Call CNRC, Code 017 for verification.

**(Date):** Parental consent not required due to emancipation by **legal court order/marriage**. (cross-out non-applicable item).

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(Signature of EPDS or MLPO)

(Name, Rank, Title)

By direction of the CO

- (m) **Advanced Paygrade.** The following sample entries are used to document enlistment in an advanced paygrade (see 4C). Only one of these entries is authorized for any individual. Be sure to use the appropriate paygrade, classroom hours, credits, years, etc. (Authenticate each entry by signature of the enlisting officer in Section VI, Remarks:

**Date:** Authorized enlistment in, or advancement to, paygrade E-2(E-3) having satisfactorily completed one (two) academic years or 1000(2000) classroom

hours at an accredited vocational/technical school beyond high school level.

- Date:** Authorized enlistment in, or advancement to, paygrade E-2(E-3) having successfully completed two (three) years at, and subsequently graduated from, an accredited High School Level Military Academy.
- Date:** Authorized enlistment in, or advancement to, paygrade E-2(E-3) having provided conclusive evidence of advancement to paygrade E-2(E-3) while serving in the Naval Sea Cadet Corps.
- Date:** Authorized enlistment in, or advancement to, paygrade E-2(E-3) having completed 20 (45 or more) semester hours or 30 (67 or more) quarter hours of college credits at an accredited educational institution.
- Date:** Authorized enlistment in, or advancement to, paygrade E-2(E-3) having provided evidence of successful completion of two (three) years of a Junior ROTC Program.
- Date:** Authorized enlistment in, or advancement to, paygrade E-2 having referred (one Nuclear Field individuals or two non-Nuclear Field individuals) for Naval Service to a Recruiter. These individuals have enlisted in a USN or USNR program including DEP, and will access within 12 months.
- Date:** Authorized enlistment in, or advancement to, paygrade E-3 having referred (two Nuclear Field individuals or four non-Nuclear Field individuals) for Naval Service to a Recruiter. These individuals have enlisted in a USN or USNR program including DEP, and will access within 12 months.
- Date:** Authorized enlistment in, or advancement to paygrade E-2 having provided evidence of successful completion of requirements for Eagle Scout or the Girl Scout Gold Award.
- Date:** Based upon a Foreign ESS's review of foreign education documents, authorized enlistment in paygrade E-2 for applicants with college level foreign education who have satisfactorily completed the U.S. equivalent of 20 semester hours (30 quarter hours). Applicants who have satisfactorily completed the U.S. equivalent of 45 semester hours (67 quarter hours) of college credits are authorized enlistment in paygrade E-3.
- Date:** Authorized enlistment in, or advancement to paygrade E-2 having provided evidence of receiving the Civil Air Patrol Billy Mitchell Award.
- Date:** Authorized enlistment in, or advancement to paygrade E-2 having provided evidence of successful completion of the DEP Guide Personal Qualification Standards (PQS) and passed a voluntary Physical Readiness Test (PRT) before shipping to Recruit Training Command.

- (n) **HP3 Enlistment Eligibility.** One of the following entries is required to verify eligibility and validate enlistment of a HP3 applicant:

HP3 status verified as “Q”, qualified unconditionally per HP3 Selection Table in Chapter 2.

HP3 disposition code of “1” for **Qualified Unconditionally** will be entered at the PRIDE prompt for “HP3 Code”.

---

(Signature of EPDS or MLPO)

HP3 status verified as “W”, qualified **with** suitable documentation of 6 months’ youth program participation as U.S. Naval Sea Cadet, Junior ROTC or Civil Air Patrol, per HP3 Selection Table in Chapter 2.

A HP3 disposition code of “2” for **Youth Program** will be entered at the PRIDE prompt for “HP3 Code”

---

(Signature of EPDS or MLPO)

HP3 status verified as “W”, qualified **with** enlisted eligibility determination interview, per HP3 Selection Table in Chapter 2.

A HP3 disposition code of “3” for qualified with enlistment eligibility determination interview will be entered at the PRIDE prompt for “HP3 Code”.

HP3 status verified as “K”, qualified **with** required CO, NRD eligibility determination granted, per HP3 Selection Table in chapter 2.

A HP3 disposition code of “4” for Commanding Officer, Navy Recruiting District eligibility determination will be entered at the PRIDE prompt for “HP3 Code”.

---

(Signature of EPDS or MLPO)

- (o) **Section VI - Waivers.** Document all waivers in Section VI, Remarks, DD Form 1966/3. The following are samples of waiver approvals.

- (1) To be used when waiver is signed by the approving authority:

**Enlistment waiver/Program Eligibility Determination** approved for **(reason)** on **(date)**.

---

(Signature of Approving Authority)

- (2) To be used when waiver/eligibility determination is signed by MLPO or EPDS:

Waiver interview/program eligibility determination conducted via telephone between, (CO, XO, EPO, AEPO, OIC, DIR), and the applicant, Enlistment waiver/Program Eligibility Determination granted by (CO, XO, EPO, AEPO, OIC, DIR), for (reason) on (date).

---

(Signature of EPDS or MLPO)

(Name, Rank, Title)

By direction of the CO

- (3) In addition to above entries, one of the following may be necessary if more than one Enlistment waiver/Program Eligibility Determination is required. **In instances where more than one BEERS waiver is required:**

An additional local waiver for (reason) has been granted on (date).

---

(Signature of Approving Authority)

Or

An additional local waiver interview conducted via telephone between (CO, XO, EPO, AEPO, OIC, DIR) and the applicant. (Enlistment) waiver granted by (CO, XO, EPO, AEPO, OIC, DIR), for (reason) on (date).

---

(Signature of EPDS or MLPO)

(Name, Rank, Title)

By direction of the CO

- (4) In instances where a program eligibility determination is required in addition to a BEERS waiver:

An additional local program eligibility determination for (reason) has been granted on (date) for enlistment in (program).

---

(Signature of Approving Authority)

Or

An additional local program eligibility determination interview conducted via telephone between, (CO, XO, EPO, AEPO, OIC, DIR), and the applicant. (Program) eligibility determination granted by (CO, XO, EPO, AEPO, OIC, DIR), for (reason) on (date).

---

(Signature of EPDS or MLPO)

(Name, Rank, Title)

By direction of the CO

- (5) In instances where a waiver is granted prior to submission to higher authority for a different type of waiver:

A local waiver for (reason) has been granted on (date) by (CO, XO, EPO, AEPO, OIC, DIR) prior to submission to CNRC for (reason). Waiver submitted to higher authority on (date).

---

(Signature of Approving Authority)

Or

A local waiver interview conducted via telephone between (CO, XO, EPO, AEPO, OIC, DIR) and the applicant. (Enlistment) waiver granted by (CO, XO, EPO, AEPO, OIC, DIR), for (reason) on (date) prior to submission to CNRC for (reason). Waiver submitted to higher authority on (date).

---

(Signature of EPDS or MLPO)

(Name, Rank, Title)

By direction of the CO

- (6) In instances where a Nuclear Field Type 1 or Type 2 waiver is granted:  
(Date): Nuclear Field Type 1 (or Type 2) waiver for (type of waiver) granted (date), by (waiver authority).

---

(Signature of the Commanding Officer or EPDS/MLPO)

By direction

- (7) In instances where Telephonic AEF/ATF/Special Operations Challenge Program eligibility determinations are granted:  
(Date): Telephonic (AEF, ATF, or Special Operations Challenge) program eligibility determination for (reason) granted per PHONECON (date), NRD (Name of NRD) (Name and rank of caller) and (CNRC (Code 33)), (Name and rank of person called).

---

(Signature of the CO or EPDS/MLPO)

By direction

- (8) In instances where the Commanding Officer conducts a telephonic felony waiver interview:  
Waiver interview conducted via telephone between CO, NRD (NRD name), XO, EPO, OIC, DIR \_\_\_\_\_, and the applicant (Name of applicant) on (date).

---

(Signature of waiver authority XO, EPO, OIC,  
Director, EPDS, MLPO)

By direction of the CO

- (9) In instances where a Commanding Officer is required to interview an applicant who has received a civil conviction/adverse adjudication for a crime involving physical violence, a sex crime, or child-molesting, and



will require an enlistment/program eligibility determination (refer to applicable offense Chart B, C, or D).

(Date): An interview regarding (civil conviction) has been conducted this date between CO, NRD (Name of NRD) and the applicant (Name of applicant). Enlistment waiver/Program Eligibility Determination waiver granted on (date).

\_\_\_\_\_  
(Signature of CO, NRD)

Or

(Date): An interview regarding (civil conviction) has been conducted via telephone on this date between CO, NRD (Name of NRD) and the applicant (Name of applicant). Enlistment waiver/Program Eligibility Determination waiver granted on (date).

\_\_\_\_\_  
(Signature of XO, EPO, OIC, DIR, EPDS, MLPO)

By direction of the CO

- (10) In instances where a Commanding Officer is required to interview an applicant who has been arrested and charged with the commission of child-molesting, sex crimes, or crimes involving physical violence and has had charges dismissed under circumstances that raise doubts as to the innocence of the applicant (i.e., dismissed for want/lack of prosecution), or where the applicant does not require an enlistment waiver/program eligibility determination but must be interviewed by the Commanding Officer as if the charges had resulted in a conviction.

(Date): An interview regarding (civil charge) has been conducted on (date) between CO, NRD (Name of NRD) and the applicant (Name of applicant).

\_\_\_\_\_  
(Signature of the CO, NRD)

Or

(Date): An interview regarding (civil charge) has been conducted via telephone on (date) between CO, NRD (Name of NRD) and the applicant (Name of applicant.)

\_\_\_\_\_  
(Signature of the XO, EPO, OIC, DIR, EPDS, or MLPO)

By direction of the CO

**Item 37. Name.** Last name, first name, and middle initial of applicant.

**Item 38. Social Security Number.** Applicant's SSN.

f. **Section VII - Parental Guardian Consent for Enlistment**

**Item 39. Parent/Guardian Statements**

- (1) Parental consent is **only** required prior to initiating police record checks, completion of the EPSQ, and before a physical examination is conducted at the MEPS. Parental consent obtained for enlistment is recognized as proper consent for physical examination at MEPS of 17-year-old Navy applicants.
- (2) Who can grant parental consent is often dependent upon a custody determination following divorce or other court action. A distinction must be drawn between "physical" custody, which describes where the minor actually resides, and "legal" custody, which describes the ability of a parent to make child-rearing decisions on behalf of the minor. For purposes of enlistment into the Navy, all persons with "legal" custody over the minor applicant must be contacted to give consent. Ordinarily, both parents will retain "legal" custody following a divorce. As a result, "physical" custody alone is not sufficient for single parent consent.
- (3) In all cases involving a minor applicant whose parents have been divorced, every effort must be made to obtain the consent of both parents. Only CNRC Code 017 may grant exceptions to this rule. Prior to granting an exception, CNRC Code 017 must receive all custody determination paperwork, including a final divorce decree.
- (4) Members of the recruiting command must actually witness the signing of consent papers in all cases except as follows: Commanding Officers of activities may authorize a Notary Public or those local officials authorized to administer oaths and take depositions under state laws, to witness the signing when a substantial saving in funds and work hours would result because of long distances involved. This authorization in no way relieves the recruiter of the responsibility to visit the applicant's parents or legal guardian whenever feasible to discuss the aspects of the applicant's Navy career with them.
- (5) If the custodial parent is residing outside the continental limits of the United States, send DD Form 1966 to the parents with the request that the consent section be executed before a commissioned officer of the Armed Forces, or a Foreign Services Officer attached to a U.S. Embassy or a Consulate, who must be identified by rank, title, and organization. Place copies of all correspondence relative to signing of the consent section in the applicant's service record. When recruiters must send DD Form 1966 to another activity for signature, they must include in the forwarding letter information concerning the program for which the applicant is being enlisted, the applicant's disposition upon enlistment, and other pertinent information of which the parents or legal guardian should be informed.
- (6) If parental/guardian consent is not required, (i.e., emancipation by legal court order/marriage), enter "N/A" in *Item 39a*; however, proper annotation must be made in Section VI, Remarks.

**Item 40. Verification of Single Signature Consent.** If the name of the individual(s) signing the consent is other than that recorded on the applicant's birth certificate, make at least one of the following notations:

This list is not all inclusive and must be modified for different situations.

(1) ***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)

(2) ***Disappearance of Parent***

(Mother - full name), mother of (applicant's name) states that she has been the applicant's only source of support since the disappearance of the applicant's father, (Father - full name), on or about (day/month/year), whose whereabouts have been unknown since that date.

\_\_\_\_\_  
(Signature of Parent)

(3) ***Desertion of Parent***

(Mother - full name), mother of (applicant's name), states that she has been the applicant's only source of support since the desertion of the applicant's father, (Father - full name) on or about (month/day/year). The whereabouts of (Father - full name) has been unknown since that date.

\_\_\_\_\_  
(Signature of Parent)

(4) ***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 full care, control, and custody of the minor child (applicant's name). Case Number \_\_\_\_\_ Date: (day/month/year), Judge: (full name)

(5) ***Divorce of Parents - Divided Custody***

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 each was granted the care, control, and custody of the minor child (applicant's name) for a period of 6 months each year. 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)

**Note:** Sample notation numbers 1, 4, 5, 6, and 7 need to be filled out in their entirety and verification document (death certificate, divorce decree, guardianship, or adoption papers, etc.) attached. Enter document used in *Item 28*.

g. **Instructions for Section VIII -Statement of Name For Official Military Records**

- Item 41.** This item is provided in case applicants wish their military records to reflect a name other than that shown on the birth certificate. If the name desired in the military record is the same as the name on the birth certificate, enter "N/A" in *Item 39a*. The applicant's signature in *Item 39d(1)* must be witnessed by the recruiter in *Item 39e*. If it comes to the attention of MEPS that this has not been done, then the MLPO is authorized to witness this block.

**5B-3 Request For Verification Of Birth (DD Form 372)**

a. **Use of Form**

- (1) Under Department of Defense (DOD) policy, the military services must verify documentary proof of U.S. citizenship before granting security clearances. This requirement is considered satisfied when an enlisted member has submitted documentary proof of citizenship during the enlistment process and his or her service record contains a *Record of Military Processing - Armed Forces of the United States* (DD Form 1966) with a verification recorded in *Item 28*.
- (2) The same documentation required to prove U.S. citizenship for U.S. passport applicants is acceptable for clearance purposes. Since Defense Security Service (DSS) is no longer required to check the Bureau of Vital Statistics for native born U.S. citizen verification in connection with security clearance investigations, total reliance has been placed on recruiting personnel to provide the necessary verification. See 2D. Birth verification documents are distributed to the Delayed Entry Program (DEP) Service Record/Enlisted Service Record and residual file under 5A.
- (3) **The DD Form 372 may not be used for verification of birth of dependents.** DEERS will not accept a DD Form 372 to enroll family dependents into DEERS.

b. **Verification Procedures.**

- (1) When a Certificate of Citizenship, Certificate of Naturalization, immigration papers and/or passports are used to verify name, age and/or citizenship under 2D, *Item 28*, use DD Form 372 to identify the document cited as the source for verification. Upon verification, prepare DD Form 372 to indicate in Section II the source from which verification was made, e.g., "Verification based on checking current U.S. Passport, #000000." The CO, NRD or designee in writing must sign this DD Form 372. Place the original DD Form 372 in the DEP Record/Enlisted Service Record and a copy in the residual file.
- (2) Primary evidence for birth documentation includes: a vital statistics issued original birth certificate, a certified copy of the original report of birth, a certificate of birth registration, a notice of birth verification, a certificate in the form of a transcript or abstract from the birth record, a computer produced birth verification card; or, a hospital issued birth certificate. To be acceptable, each document must contain all the essential elements specified in 2D. Do not accept documents bearing erasures or alterations.
- (3) If one of the foregoing documents cannot be produced, DD Form 372 can be used as primary evidence by completing the form under the instructions contained on the form and forwarding it to one of the following agencies.
  - (a) State Bureau of Vital Statistics or State Health Department.
  - (b) County Department of Public Health, County Clerk's Office, or County Registrar's Office.
  - (c) City Department of Public Health, City Clerk's Office, or County Registrar's Office.
- (4) For persons born in the Canal Zone, the Panamanian Birth Certificate must be verified with the Panama Canal Commission using a specially modified DD Form 372. Applicants will not be enlisted until the Panama Canal Commission returns DD Form 372 indicating that either the applicant's natural mother or father was a U.S. citizen at the time of the applicant's birth.
  - (a) Address this DD Form 372 to:

Vital Statistics Unit  
Administrative Services Division  
Panama Canal Commission  
APO Miami 34011
  - (b) Complete Section I.
  - (c) Type the following information in Section II:
    - Citizenship of child (Section I, 1) at the time of birth.
    - Citizenship of child's father at time of child's birth.
    - Citizenship of child's mother at time of child's birth.

**Note:** Applicants born in the Canal Zone and in some cases, New Cristobal (Colon, Republic of Panama) are U.S. citizens **only** if either the natural mother or father was a U.S. citizen at the time of the applicant's birth. Applicants who claim U.S. citizenship and who were born in the Republic of Panama of U.S. citizen parent(s) must have citizenship verified in the same manner as any other applicant born abroad of U.S. citizen parent(s). Applicants unable to produce the above or other documentation of immigrant alien status or U.S. citizenship by naturalization **may not** be enlisted.

- (5) For persons born overseas of American parents who do not have a copy of Report of Birth Abroad of a citizen of the United States (Form FS-240), birth certificates/birth verification can be obtained with DD Form 372. A standard Privacy Act information release statement must be signed and dated by the applicant and included with DD Form 372. Enter as much data on DD Form 372 as known, e.g.,
- (a) Place of birth (city, country).
  - (b) Full names of both parents.
  - (c) Dates and places of parents' birth.
  - (d) Branch of service parent(s) served in (if applicable).
  - (e) Passport numbers (if known).

Include a self-addressed return envelope. Average processing time is 2-4 weeks. Mail to:

Office of Technology Development  
Passport Services  
U.S. Department of State  
1111 Nineteenth Street, NW, Suite 510  
Washington, DC 20522-1705

**Note:** If the parents did not register the overseas birth with a U.S. consular officer, a record of the birth will not be available at the Department of State. In this event, the guidance in 2D-6 must be followed.

- (6) DD Form 372 is not to be used to obtain birth record information from hospitals or the Immigration and Naturalization Service (INS).
- (7) Refer to DD Form 372 only when an appropriate government Vital Statistics Agency has verified the required information. Enter this information in Section VI, Remarks of DD Form 1966 in the following format:

**Example:** DD Form 372.

- (8) DD Form 372 may be used as primary birth verification evidence without a file date in situations where the Vital Statistics Agency returns DD Form 372 without a file date, provided that the applicant's state of birth is shown to be the same as the location of the Vital Statistics Agency.

**Note:** There are cases involving adoption and immigrant birth records, constructed years after the reported birth date, where the place of birth is different than the State which has the birth record on file. Such cases must adhere to the file date criteria.

- c. **Distribution.** Upon receipt of an agency-verified DD Form 372, place a machine-reproduced copy in the residual file, and the original in the DEP/Service Record.
- d. **Secondary Evidence.** If these agencies state that no birth record exists, a combination of secondary evidence may be used to verify the applicant's date and place of birth. Secondary evidence may be a baptismal certificate, a certificate of circumcision, a hospital record, separation documents of prior service personnel, affidavits of persons having personal knowledge of the facts of birth, primary school records, family bible entries, early census, newspaper files, or insurance papers. Forward these documents to the appropriate Commanding Officer, NRD to determine enlistment eligibility. The Commanding Officer, NRD, or an officer designated in writing must review the documents from which a verification of birth might be established. Upon verification, that officer prepares a DD Form 372 and indicates in Section II how the verification was made in the "Verified by" block. The entry in Section II will be in the following format: Decision based on review of (xxx) and by (Name).
- e. **Telephone Verification**
- (1) Vital statistics telephonic birth verification may be used under the following conditions:
- (a) When it appears that undue delay in receipt of a birth verification will result in excessive time in processing an otherwise desirable applicant.
- (b) Telephonic verification must be obtained from the cognizant Government Vital Statistics Office by completing a DD Form 372 via telephone.
- (c) The name and title of the official supplying the information must be recorded in Section II of DD Form 372.
- (d) An applicant may be enlisted in DEP or active duty based on telephonic birth verification, provided that written verification is obtained not later than 60 days after the applicant is initially enlisted (DEP or Direct). Written verification may be obtained by processing another DD Form 372, or a request for certified copy of birth certificate, through the Government Vital Statistics Office. If the member has been accessed to

- active duty when the written confirmation is received, the documentation must be forwarded to the Personnel Support Detachment (PSD) which supports the Recruit Training Command (RTC).
- (2) Third party telephonic birth verification may be used in situations where Vital Statistics Office telephonic verification is justified but the cognizant Vital Statistics Office does not provide verification by telephone. The following conditions apply:
- (a) Third party birth verification can be used to enlist an applicant in DEP only. The DEP member cannot be accessed to active duty until written verification is obtained from the Vital Statistics Office.
  - (b) A “third party” for this purpose is defined as a recruiter or recruiting support member assigned to a NRD at a Station located near a Vital Statistics Office who can obtain birth verification data directly from the Vital Statistics Office. Some Vital Statistics Offices will not provide over-the-counter service or telephonic verification. In such cases, the only recourse is to submit a DD Form 372 or a request for certified copy of birth certificate and wait for written verification before enlistment.
  - (c) Navy Recruiting Stations located near a Vital Statistics Office are not staffed with additional personnel to research inter-district birth verification requests; therefore, third party verification is dependent upon personnel resources available to perform this function.
  - (d) Third party telephonic birth verification must be recorded on DD Form 372 or may be telecopied by the assisting NRD to the requesting NRD as an already completed DD Form 372 or a copy of the certified birth certificate. In any case, the third party telephonic or telecopied birth verification must be followed up with written verification from the Vital Statistics Office.
  - (e) The name, rank, title, and SSN of the NRD member serving as the third party verification agent must be recorded in Section II of DD Form 372 or typed on the reverse of a telecopied birth certificate.
- f. **Enlisted Service Record.** Include either a completed DD Form 372 (original) or a copy (photocopy is acceptable) of the verified birth certificate (seal of issuing agency not required) in the member’s service record as specified in 5A-3.
- g. **Copies of Birth Certificates.** Some birth certificates bear the notation, “It is Illegal to Duplicate This Copy.” The Registrars of several states have ruled that duplication of a certified copy for the purpose of placing a file copy in military records does not violate the state statutes because there is no intent to deceive or fraudulently obtain benefits. If such a ruling has not been rendered for a state which specifies that it is unlawful to produce the officially issued birth certificates, use the



following procedure to properly document the DEP Service Record/ Enlisted Service Record and residual file:

- (1) Check the original birth certificate or a copy that has been certified under the method of certification practiced by the Government agency concerned as required by 2D.
- (2) Locally prepare a DD Form 372 with all the essential data from the birth certificate. In Section II enter the following statement:  
Verification based on seeing the original (or certified copy of the) birth certificate which cannot legally be reproduced.

The Commanding Officer, NRD or personnel designated in writing signs this DD Form 372. Place the original DD Form 372 in the DEP Record/Enlisted Service Record and a copy in the residual file.

- (3) In cases where the certified original birth certificate does not legibly reproduce, a DD Form 372 can be used by the MEPS processor to verify the original document. When the MEPS processor prepares a DD Form 372 because the birth certificate did not copy legibly, enter the following in Section II:  
Verification based upon seeing original Birth Certificate, which cannot be reproduced legibly.

#### **5B-4 Applicant Medical Screening Form (DD Form 2807-2)**

##### **a. Use of Form**

Use of *Applicant Medical Prescreening Form* (DD Form 2807-2) is mandatory for initial enlistments and reenlistments, regardless of Service, that are processed at the MEPS. DD Form 2807-2 is not required for individuals removed from the Temporary Disability Retired List (TDRL); officer candidates for commissioning; prior service Army applicants who reenlist on the strength of a properly profiled DA Form 1811 (*Physical Data and Aptitude Test Scored Upon Release From Active Duty*) that is less than 6 months old; prior service Navy and Marine Corps applicants to reenlist in Naval Service with a prior separation medical examination performed not more than a year before reenlistment date; and prior service Air Force reenlistment applicants with an Air Force separation examination performed not more than 18 months before reenlistment date.

##### **b. Preparation**

- (1) Complete DD Form 2807-2 for initial enlistment or reenlistment (after a break in service), using reproducible black-blue ink.
- (2) DD Form 2807-2 properly prepares applicants for medical examinations and avoids spending recruiting monies on applicants who are obviously unqualified. Take special care that all items are accurately and legibly completed.

- (3) Applicants may not be shipped to the examining facility (MEPS) until required documentation has been obtained by the applicant, except when documentation is not available.

c. **Procedures for Recruiting Personnel**

Recruiting personnel must:

- (1) Explain the purpose of prescreening to applicants. Temporary conditions, such as being overweight or underweight, are enough to defer processing until the condition is corrected.
- (2) Discourage applicants from further processing who are obviously unqualified (e.g., disqualifying defects such as missing limbs or eyes, or blindness. If an applicant should insist on being processed, follow the procedures listed in 2C-2.
- (3) Advise the applicant of the provisions of the Privacy Act of 1974, as it pertains to the information requested and recorded on the form.
- (4) Advise women applicants that medical processing at MEPS includes a pelvic/rectal examination. A medical examination may be scheduled during the applicant's menstrual period if the applicant wishes. If the applicant prefers not to have her examination done while she is having her menstrual period, this should be considered in the scheduling of the medical examination.
- (5) Weigh the applicant without shoes and heavy outer garments. Note the exact height in inches (e.g., 65 ½ inches) and weight to the nearest pound. Verify the maximum weight permitted, based on the applicant's height and age, from the appropriate weight table contained in Chapter 2. Applicants not meeting enlistment weight or body fat standards will not be processed.
- (6) Request that the applicant complete all blocks of *Item 2a*, DD Form 2807-2 by checking "yes," or "no," in the block opposite each question. The applicant must provide a short explanation for each "yes" answer in *Item 16*.
- (7) For any block marked "yes" in *Item 2a*, refer to the explanation of codes for additional requirements that may be necessary prior to scheduling for MEPS processing. After all blocks are completed, review the form with the applicant.
- (8) Have applicant complete *Items 3, 4, 5, 6 and 7* with complete information required.
- (9) Tactfully advise the applicant of disqualifying factors. Inform the applicant that correction of disqualifying medical problems must be at his or her expense. No cost will be borne by the Government. If without funds, encourage the applicant to contact the Public Health Service or other free local health clinics. Inform the applicant that correction of disqualifying conditions does not guarantee qualification or waiver approval.

- (10) Do not make a final determination on the applicant's medical status. However, take the appropriate following action:
  - (a) Defer the applicant from further processing, if the applicant has one or more temporary disqualifying medical problems, until the problems are corrected. (Reference 2J-1b)
  - (b) Defer the applicant from further processing if the applicant has one or more permanent disqualifying medical problems. (Reference 2J-5. Submit the prescreening medical form and applicant-provided medical documentation to the examining facility through MEPS Liaison Petty Officer for review by the medical officer.
  - (c) Do not expend Government monies for travel, meals, or lodging until the medical officer has authorized further processing.
- (11) Parent or guardian consent is required for all applicants under the age of 18. Consent will be recorded in *Item 8*.
- (12) The Recruiting Representative must complete *Item 9*.
- (13) Forward the completed DD Form 2807-2 with applicant's file to the examining facility for qualified applicants and applicants authorized by the CMO for further processing as for "papers only" evaluation at least 2 working days prior to bringing the applicant for medical examination.

d. **Procedures for Medical Officer**

The examining medical officer must:

- (1) Review DD Form 2807-2 and documentation submitted for evaluation and respond to the appropriate recruiting personnel, preferably within one working day of receipt.
- (2) Recommend further processing immediately, or after a period of rehabilitation under medical supervision, or that further processing be discontinued in order to avoid unnecessary government expense.
- (3) Decide whether recruiting personnel could have determined the disqualification(s) if the individual is processed at the MEPS and subsequently medically disqualified. If recruiting personnel, as laymen, could reasonably have been expected to determine medical disqualification, place a statement in the remarks section to indicate that the recruiter should have made the determination and deferred the applicant from further processing. Also, indicate the disqualifying condition(s) the recruiter should have recognized.

e. **Distribution**

- (1) Prepare DD Form 2807-2 in original and one copy. The original accompanies the applicant to MEPS and the copy is retained in the residual file. The medical officer reviews and annotates original prescreening medical forms submitted for evaluation, then places them in the MEPS examining file.
- (2) Upon enlistment, the original copy is sent with the enlistee's medical record to the first duty station.

- (3) At the close of each day, the MEPS commander forwards a copy of the prescreening medical form to the Commanding Officer, NRD for each applicant medically disqualified at the MEPS whose disqualification, in the opinion of the medical staff, could have been determined by the recruiter.

f. **Guidelines for Handling Medical Information by Recruiters**

- (1) **General.** The fact that an applicant has answered “yes” to one or more questions does not necessarily mean that he or she is disqualified for enlistment. Conducting a thorough medical prescreening before spending recruiting monies prepares the applicant for the medical examination by advising him or her of the medical documents that will be needed and to encourage those with temporary disqualifications to have the defect corrected before further processing. This must be done at the applicant’s expense and does not guarantee qualification or waiver consideration. The information provided here is general in nature and is not designed to qualify anyone as a medical officer. Each recruiter is encouraged to contact the medical staff at the examining facility to obtain clarification.
  - (a) The following defects are temporarily disqualifying. Further processing of applicants with one or more of these problems should be deferred until the defect is corrected.
    - Overweight.
    - Any condition that is currently painful or inflamed.
    - Hepatitis until 6 months have passed.
    - A hernia operation within the preceding 2 months.
    - Orthopedic surgery within the preceding 6 months.
    - Any fracture still in a splint or cast.
  - (b) The following defects are usually reason for permanent medical disqualification. Further processing of applicants with one or more of these problems should be deferred until the medical staff at the examining facility has had an opportunity to review any medical documentation the applicant has provided.
    - Only one kidney.
    - A history of cataract surgery.
    - Vision that does not **correct** to at least 20/400 in the worst eye.
    - An uncorrected heart murmur due to a valve disease or “hole in the heart.”
    - Surgery performed for a “ruptured disc.”
    - High blood pressure, even if controlled by medication.
    - Any history of cancer (except skin cancer and some types of female cervix cancer).
    - Any of the following:
      - Cerebral palsy.
      - Mental retardation.

- Muscular dystrophy.
  - Diabetes (all types, all degrees).
  - A heart attack.
  - Multiple sclerosis.
  - Leukemia.
  - Hodgkins disease (lymphoma).
  - Schizophrenia.
  - Psoriasis.
  - Drug or alcohol addiction.
  - Only one lung.
  - A noticeable limp.
  - Obvious deformities which are unsightly.
  - Paralysis of a limb or any body part.
  - A persistent pulse rate greater than 100/minutes.
  - Undescended testicle (s).
  - A harelip that has not been repaired by surgery.
  - A hole in the roof of the mouth.
  - Tremors or other abnormal, uncontrollable movements.
  - Severe stuttering.
- (2) **Definition.** The term “relevant medical documentation” used here means one of the following:
- (a) Records from the applicant’s physician if the applicant is currently under treatment or was treated within the past 5 years. These records should attest to the **current** status of the ailment and outline the treatment and prognosis.
  - (b) In the case of hospitalization, a copy of the hospital discharge summary.
  - (c) In the case of surgery, a copy of the surgical report, pathology report, and hospital discharge summary.
  - (d) In the case of psychiatric data, the psychiatrist, psychologist, or hospital should send records discussing the **current** and previous status and prognosis of the applicant directly to the Commander, Headquarters, U.S. Military Entrance Processing Command (HQ, USMEPCOM) physician (addressed by name).
- g. **Specific Guidance for “Yes” Answers.** Recruiting personnel should use the following guidance, which is keyed to the form.
- (1) **Part II, Item 9**
    - Item 9a.** Obtain relevant medical documentation.
    - Item 9b.** **Loss of hearing.** Obtain relevant medical documentation if any. Deafness in both ears is disqualifying.

- Item 9c.*           **Eye trouble.** Blindness in one or both eyes is disqualifying. Otherwise, obtain relevant medical documentation.
- Item 9d.*           **Deformities of or missing fingers or toes.** Absence of a hand or foot is disqualifying; complete loss of a thumb or finger (except the little finger) is disqualifying. Contact the HQ, USMEPCOM medical staff for all other cases before shipment of the applicant.
- Item 9e.*           Obtain relevant medical documentation.
- Item 9f.*           **Use of limbs.** Total paralysis of a limb is disqualifying. Obtain relevant medical documentation.
- (2)    *Part II, Item 10*
- Item 10a.*         Obtain relevant medical documentation.
- Item 10b.*         **Wear glasses or contact lenses.** If applicants wear glasses, they must bring the glasses to the examining facility. If applicants wear contact lenses, they must bring either the eyeglass spectacles or a statement (less than one year old) from the applicant's optometrist/ophthalmologist of spectacle lens refractive error and visual acuity obtained.
- Item 10c.*         Obtain relevant medical documentation.
- (3)    *Part II, Item 11, Items 11a and 11b.* Obtain relevant medical documentation.
- (4)    *Part II, Item 12*
- Item 12a.*         **Rejected for military service.** If rejected for medical reasons, contact the HQ, USMEPCOM medical staff before shipping the applicant. Obtain the relevant documentation.
- Item 12b.*         **Discharged from military service for mental, physical, or other reasons.** Contact the HQ, USMEPCOM medical staff before shipping the applicant.
- Item 12c.*         **Disability compensation.** Determine the medical complaint and contact the HQ, USMEPCOM medical staff before shipping of the applicant.
- (5)    *Part II, Item 13*
- Item 13a.*         **Medication.** Contact the HQ, USMEPCOM medical

staff before shipping of the applicant after determining the types of medication taken (not necessary when the treatment was for a cold).

**Item 13b. Hospitalized.** If hospitalized in the past 5 years, obtain a copy of the hospital discharge summary plus records from the physician of the current status of the problem that caused the hospitalization. If hospitalized for surgery, see 5B-4g(e), *Item 13d*.

**Item 13c. Pins, screws, or plates.** In some cases, repairs of fractures requiring pins, screws, or plates make the applicant ineligible for enlistment. Contact the HQ, USMEPCOM medical staff in questionable cases.

**Item 13d. History of illness, injury, or surgery.** Obtain relevant medical documentation. For surgery, obtain the surgical report and hospital discharge summary (not needed for tonsillectomy, hernia, appendectomy, gall bladder, or minor skin surgery). Applicants are temporarily disqualified for at least 6 months after orthopedic surgery.

(6) **Part II, Item 14**

**Item 14a.** Obtain relevant medical documentation.

**Item 14b. Mental condition.** Have the private physician or hospital forward relevant medical documentation directly to the HQ, USMEPCOM medical physician (addressed by name). Contact the HQ, USMEPCOM medical staff prior to shipment. Any history of psychosis at any time is disqualifying (schizophrenia is included in psychosis).

**Item 14c. Sleepwalking.** Obtain relevant medical documentation.

**Item 14d. Addiction to drugs or alcohol.** This is a disqualifying condition. Refer questionable cases to the MEPS medical staff before shipping the applicant. Obtain relevant documentation with a request for evaluation, to include rehabilitation and psychiatric reports as applicable.

**Item 14e through 14h.** Obtain relevant medical documentation.

**Item 14i. Other medical problems or defects not listed.** Obtain relevant medical documentation.

(7) **Part II, Item 15. Women only—date of last menstrual period.** Self-explanatory.

**Note:** In addition to the above disqualifying defects, see 2J-5 for medical conditions that are not waivable by the Chief, Bureau of Medicine and Surgery.

### **5B-5 Police Record Check (DD Form 369)**

- a. **Use of Form.** One very important source of information concerning an applicant is any record of offenses held by local, county, or state officials. This information provides a more complete background profile and facilitates evaluation of an applicant's potential using the "whole person" concept. This information will also facilitate a preliminary decision on eligibility for a security clearance before the National Agency Check initiated at the MEPS. This pre-enlistment processing also precludes recruiting personnel whose previous involvement with civilian authorities indicates an inability to maintain a satisfactory pattern of conduct. To maximize cooperation with civil law enforcement agencies on police record check requests, recruiters should obtain the written consent of the applicant for police checks, specifically authorizing the Navy access to juvenile and police records.
- b. **Preparation**
  - (1) DD Form 369 will be sent to law enforcement agencies for applicants requiring a waiver, suspected of withholding information and all HP3 and Nuclear Field applicants.
  - (2) During the pre-enlistment processing interview, the recruiter must obtain written authorization from each applicant for Navy access to juvenile and police records. The applicant must sign the statement of consent in Section II of DD Form 369, a copy of which is retained permanently in the applicant's residual file. The recruiter prepares an original and one copy of DD Form 369, stamps or types the appropriate NRD Enlisted Processing Division (EDP) address on the reverse of the form, and attaches an envelope addressed to the NRD EPD.
  - (3) Use DD Form 369 for all applicants enlisting or reenlisting in the USN or USNR. Any applicant who does not agree to sign the consent statement in Section II of DD Form 369 for record access during the pre-enlistment interview must be rejected. Any applicant who indicates a clear record through verbal statements or completion of DD Form 1966, and is subsequently found to have a record of civil offenses, may not enlist until the appropriate authority reviews the individual's case for waiver decision. Do not forward the case for waiver decision if the offense discovered is not waivable under 2N.
  - (4) The EPD or recruiter mails DD Forms 369 when the applicant DEPs. If the applicant's pre-enlistment interview reveals criminal history information that the recruiter, EPDS or NRD waiver authority believe may jeopardize the applicant's qualification for enlistment, DD Form 369 (PRC) may be mailed or hand-carried to appropriate civil authorities by recruiting personnel **before** DEP-in. This should be done on a case-by-case basis if the interview suggests the applicant



may be ineligible because of the severity, nature, or number of divulged offense(s). For all other applicants who do not fall within the parameters of a DEP-disqualifying type offense as described in this paragraph, but who fall within the guidelines of this manual for PRC submittal, do **not** mail their PRCs until after DEP-in.

- (5) Retain a copy of DD Form 369 in the applicant's residual file and do the following:
  - (a) Send the original DD Form 369 to law enforcement agencies:
    - If the applicant's background poses serious questions as to the fitness for service or participation in special programs.
    - If the applicant self admits to a juvenile or adult arrest, citation, or convictions(s) that requires a waiver for enlistment or program eligibility.
    - If the applicant appears to be trying to enlist fraudulently.
    - CHRI need not be request in the case of applicants being processed by the Naval Reserve Forces who are presently serving on an enlistment contract.
  - (b) Send DD Form 369 to the city, town, county, state, and juvenile authorities where a waivable offense occurred and where the applicant resided for the last 3 years, if the applicant is considered a risk as a result of the enlistment interview process. (Risk is any additional information disclosed during the process.)
  - (c) For applicants who do not meet the above conditions, include the following entry in Section VI, Remarks of DD Form 1966.

“DD Form 369 not sent to law enforcement agencies.”
- (6) When DD Forms 369 are returned to the EPD, review them for the required action.
  - (a) Compare those with charges or CHRI to the disclosures made by the applicant and process those with pending or undisclosed charges or CHRI under existing procedures.
  - (b) Notify the waiver petty officer and the recruiter if the status of the applicant changes (such as, to enlistment eligible, or eligible but requires waiver).
- (7) After sending DD Form 369 to civil authorities, recruiters may enlist applicants, provided they are eligible in all respects. **However, applicants requiring CNRC Full Kit waiver must have PRC's returned prior to submission.** Include the following entry, stating that the applicant was enlisted without waiting for police record check response, in Section VI, Remarks of DD Form 1966:

“DD Form 369 mailed (**date**) to the following agency/agencies: (List Agency/Agencies) Applicant shipped (**date**) without waiting for response.”

In such cases, the following actions are required:

- (a) Proceed with processing for applicant’s shipment.
  - (b) When DD Form 369 is returned to the NRD from the police jurisdiction, place it in the applicant’s kit and discard the previously retained copy.
- (8) If DD Form 369 is returned to the NRD and **does** indicate involvement that was not reflected on DD Form 1966, the EPD must send a copy of this adverse DD Form 369 to the **Commanding Officer of the Recruit Training Command (ATTN: Legal Officer)** to which the applicant was shipped. Mark the copy of DD Form 369 and the transmittal letter “For Official Use Only” (FOUO) and specify that this information is to be used under applicable DOD/Navy policy regarding handling of adverse CHRI. Retain the original adverse DD Form 369 and a copy of the transmittal letter in the applicant’s residual file.
- (9) Do not request police record checks of jurisdictions that require fingerprints in order to process the check. In such cases include the following in Section VI, Remarks of DD 1966:
- “DD Form 369 not sent to the following law enforcement agencies due to fingerprint requirement.” (**List Agency/Agencies**)
- (10) The NRD must formally establish adequate follow-up procedures during enlistment processing to ensure that DD Forms 369 are initiated, proper DD Form 1966 and NAVCRUIT Form 1133/9 entries made, and the results reviewed and acted upon when required. The classifier must make and sign an entry in Section VI, Remarks of DD Form 1966 when he or she determines that pre-enlistment police record checks are not required.
- (11) The NRD EPD is responsible for the mailing, tracking, and filing of police record checks. However, this does not preclude recruiters from hand delivering and receiving DD Forms 369 to and from law enforcement agencies in the case of direct or near term shippers. In such cases, the recruiter must ensure that the results of the police record checks are brought to the attention of the EPD and that the completed DD Forms 369 are placed in the applicant’s kit.
- (12) If complete investigation reports for applicants listing out of town residences cannot be procured directly from the civil authorities concerned, request assistance from the Navy recruiting activity located in or near that city.

- (13) All recruiting activities that originate out of town police record checks, are authorized to use law enforcement telecopy/teletype facilities where access is feasible and permitted in place of DD Form 369. The hard copy of the request and response message is acceptable for verification of completion of the record check.

c. **Instructions for Completing DD Form 369**

**Section I**

<b>Item</b>	<b>Entry</b>
1. Date of Request.	Date sent.
2. Name of applicant.	Full name-last (all caps), first and middle, maiden name if any, Jr., Sr., etc. and all alias names.
3. Sex.	Check or "X" for male or female.
4. Place of Birth.	Enter place of birth - city, county, and state.
5. Date of Birth.	Enter date of birth.
6. Ethnic.	As in Item 8 of DD Form 1966.
7. Social Security Number.	Enter verified Social Security Number.
8. Address in Addressee's Jurisdiction.	Enter address where applicant lived while in the jurisdiction listed in the "Mail to" block (bottom left). Enter number and street, city, state, and ZIP Code. Continue <i>Item 8</i> on the reverse, if space is insufficient. If applicant never lived within the jurisdiction in "Mail to" block, enter <b>none</b> .
9. Dates resided at this address.	Enter the date applicant resided at the address in number 8 above - from and to. <i>Item 8</i> may be continued on the reverse.
10. Person making this request.	Type in originator's name, rate, and service. Originator is normally the recruiter, but may be the Enlisted Processing Division Supervisor, MEP's Liaison Petty Officer or Waiver Petty Officer, for the special cases in 4E-4d, and/or when time constraints (such as imminent ship date or distant recruiter) preclude assignment of the task to the recruiter. This is usually for police record checks in connection with a program requirement not previously known to the recruiter, police record checks required as the result of an additional disclosure, or police record checks required as result of early DEP OUT.

**Section II.** Have applicant read Privacy Act and consent statement and sign in the signature block. **Any applicant who refuses to sign this consent statement must be rejected.**

**Section III.** The police or juvenile agency completes blocks 12 through 15.

**Mail to block.** Fill in name and address of law enforcement agency to which the form will be sent.

Stamp or type the NRD/EPD address on the reverse. Include a NRD/EPD self-addressed envelope with DD Form 369 for return of form.

**5B-6 Request For Reference (DD Form 370)**

- a. **Use of Form.** This form is used to obtain additional information about an applicant to use in determining the applicant's suitability for enlistment or reenlistment. DD Form 370 is used as a reference for enlistment waivers requiring CNRC approval. **DD Form 370 may not be given to the applicant to complete under any conditions. The recruiter or appropriate recruiting personnel are solely responsible for this document.** DD Form 370 may either be given directly to the recruiter or recruiting personnel or mailed directly to the institution with a return envelope to recruiting personnel enclosed.
- b. **References**
  - (1) **Employer.** Employer references are required for all applicants for whom an enlistment waiver pre-enlistment kit is submitted to CNRC for enlistment approval. The Commanding Officer may request employer references by either DD Form 370 or by using the telephonic procedures outlined in 5B-6d. The CO determines which procedure to use.
  - (2) **Personal.** Personal references may be used for HP3 applicants and Full Kit waivers only.
  - (3) **Preparation.** Prepare references in original only. Photocopies of references may be included in pre-enlistment kits forwarded to CNRC.
  - (4) **Filing.** Keep all references in the residual file until the applicant ships.
- c. **Confidentiality.** Recruiters must understand that the information provided on DD Form 370 by the reference source is strictly confidential information which is used to make a subjective judgment as to the applicant's desirability. Because of its confidential nature, at no time may recruiters divulge either the source of or the nature of the information provided on DD Form 370 to the applicant or to any others even if specifically requested. Any divulging of information on DD Form 370 subjects the individual making the disclosure personally and criminally liable (i.e., subject to fine and/or imprisonment). This is especially important in cases where the applicant has been rejected.
- d. **Requesting Employer References.** When required, submit employer references as follows:
  - (1) **Non-prior Service.** With the exception of Direct Procurement Enlistment Program (DPEP) applicants, request references from each employer listed in the EPSQ, which the applicant indicates he/she worked for during the last 3 years. If the number of employers is greater than three during this period, then only the most recent three employer references are required. A school reference is required in lieu of employment references if the applicant has not been employed during the 3 years preceding the application. In the case of DPEP applicants, request references from each employer listed in the EPSQ.

- (2) **Prior Service.** Request references from each employer listed in *Item 11* of DD Form 398-2 after the date of last discharge.
- e. **Request School References.** A school reference is required when the applicant has no employment during the 3 years preceding application for enlistment. A school reference, however, is not required if the applicant has never been employed, is an HSDG and has not attended school for more than 3 years since graduation from high school.
- f. **Instructions for Completing DD 370**
  - (1) **To Block.** Items 1-6 Self-explanatory.
  - (2) **Remarks Block.** To facilitate contact with reference, should additional information concerning the applicant be needed, write the following in the Remarks block of DD Form 370:

“Please indicate your telephone number for use if additional information is needed concerning the applicant”

#### **5B-7 Report of Medical Examination (DD Form 2808), and Report of Medical History (DD Form 2807-1)**

These forms are completed by the applicant and the examining physician normally at the MEPS, at the time of physical examination. Prepare and distribute them for Navy applicants per the U. S. Navy Manual of the Medical Department (MANMED), Chapter 16 and this manual.

#### **5B-8 Record of Emergency Data (DD Form 93)**

- a. **Use of Form.** DD Form 93 is used by all services for casualty notification and for certain beneficiary designations. DD Form 93 is an extremely important form and accuracy in preparation is paramount. For Navy purposes, DD Form 93 data is used for all applicants enlisting or reenlisting USN or commencing active duty (ACDU)/active duty for training (ACDUTRA) USNR.
- b. **Preparation.** MEPS prepares DD Form 93 following instructions on the form.
- c. **Distribution.** Distribute completed DD Form 93 as follows:
  - (1) Top card - return to Commanding Officer, NRD for residual file.
  - (2) First page (second copy) and second page (third copy) - include in enlistee's service record.
  - (3) Bottom card (fourth copy) - deliver to enlistee.

#### **5B-9 Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)**

- a. **Use of Form.** DD Form 4 documents enlistments and reenlistments in the Armed Forces. Upon execution, DD Form 4 is an official legal agreement between the U.S. Government and enlisted member. The language used in DD Form 4 specifies in clear English, the terms of the enlistment, to avoid future recruit and/or parent misunderstandings.

- b. **Distribution.** Distribute completed and executed DD Forms 4 as follows:

Type of Enlistment	Copy	Distribution
USN AND USNR (immediate active duty)	Original and 1 <sup>st</sup> carbon	Insert in enlistee's service record.
	2 <sup>nd</sup> carbon	Retain in residual file.
	3 <sup>rd</sup> carbon	Deliver to enlistee.
USN DEP and USNR (delayed active duty)	All except 3 <sup>rd</sup> carbon	Place in enlisted service record and send to CO of cognizant Navy Recruiting District on enlistment date to retain until date of USN enlistment or start of ACDU or ACDUTRA.
	3 <sup>rd</sup> carbon	Deliver to enlistee.
Upon discharge from DEP, MEPS locally reproduces a copy of the DD Form 4 for the applicant		

- c. **Preparation.** Although MEPS personnel complete DD Form 4, the service representative who accepts an applicant for enlistment must verify typed entries for corrections before signing the completed form and explain all applicable parts of the document to the applicant. Therefore, instructions for completion are provided to ensure quality control. DD Form 1966 is the source document for preparing DD Form 4.

- (1) MEPS prepares DD Form 4, when used for initial enlistment by typewriter or automatic writing machine equipment. Natural capitalization (i.e., the first letter of most proper nouns) and spacing must be used for all entries requiring the individual's name. Punctuation is not used in individual's name.

**Examples:** Jones James La Verne; de la Croix Roger William.

Other entries must be typed exactly as the example is shown. All signatures must use reproducible black or blue-black ink.

- (2) DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member. Therefore, MEPS must take special care to complete all items correctly without typewriter strikeover. Erasures or corrections in *Items 5* (date of enlistment/ reenlistment) and *8* (service, period of enlistment, and paygrade) and sections E, G, and H are not authorized and require the form to be rewritten. The applicant and sponsoring service representative must initial any changes or corrections in other items.
- (3) Errors discovered after the member's enlistment must be corrected under MILPERSMAN Article 1070-210 by the appropriate Naval Administrative Command/Personnel Support Activity with delegated authority to correct

and report errors on new enlistment documents directly to the Chief of Naval Personnel.

- (4) Before signing the completed form, the MEPS Liaison Petty Officer must verify typed entries for corrections and explain all applicable parts of the document to the applicant.
- (5) In administering the oath, the words "So Help Me God," may be omitted by any person who elects to affirm rather than swear.

d. **Instructions for Completing DD Form 4**

**Section A. Enlistee/Reenlistee Identification Data**

**Item 1. Name.** Enter applicant's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort. In addition, with mechanized preparation, do not show an apostrophe or hyphen contained within a name, and do not insert spaces between sections of names or use them as substitutes for apostrophes or hyphen.

**Examples:**

Mc Affee John Q is shown as MCAFFEE JOHN Q

O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR

Smith-Connally M Harold is shown as SMITHCONNALLY M HAROLD

**Item 2. Social Security Number.** Enter applicant's SSN, separating divisions with a hyphen.

**Example:**

Number 000-00-0000

**Item 3. Home of Record.** Enter address (street, city, state, and ZIP Code) applicant claims as permanent home of record.

**Example:**

123 Anywhere Avenue Any City, State 12345

**Item 4. Place of Enlistment/Reenlistment.** Enter military installation, city and state of enlisting/reenlisting activity's location.

**Example:**

Chicago MEPS, IL

**Item 5. Date of Enlistment/Reenlistment.** Enter date of enlistment OR reenlistment in year, month, and day sequence.

**Example:**

97 Jun 5

**Item 6. Date of Birth.** Enter in year, month, and day sequence.

**Example:**

79 Oct 10

**Item 7. Previous Military Service upon Enlistment/Reenlistment.** Leave this item blank.

**Section B. Agreements**

**Item 8.** Complete for all enlistees and reenlistees. In space provided, enter full name of the Armed Force in which enlistment/reenlistment is being made.

**Examples:**

Navy

Naval Reserve

Enter as arabic number the period of years for which enlisting. (Leave weeks blank)

**Example:**

4 for RZ, 8 for NPS

**Paygrade.** Enter paygrade in which enlisting.

**Example:**

E-1

**Annex(es).** Any service document that defines/amplifies promises being made to enlistee regarding training/duty assignments, geographical area, etc., will use an annex, "identify by letter (A, B, C, etc.) each annex to be attached to Enlistment/Reenlistment Document. If no annexes, enter "None."

**Item 8a. For Enlistment in Delayed Entry/Enlistment Program (DEP)** Complete for individuals entering in DEP only. **Reporting Time and Date.** Enter time and date individual is scheduled to return for enlistment in regular component of the Armed Forces.

**Example:**

099-97 Jul 30

**Branch of Service.** Enter "Navy"



**Period of Enlistment.** Enter scheduled regular component enlistment period in arabic numbers (Leave Weeks blank).

**Item 8b. Remarks.** Enter “None”

**Item 8c. Initials of Enlistee/Reenlistee.** All applicants must complete this item.

**Items 9 through 12** are a partial statement of existing U.S. Laws.

**DD Form 4/2.** Record enlistee’s/reenlistee’s full name, last, first, and middle name sequence) and SSN in blocks provided at top of DD Form 4/2. See instructions for *Items 1 and 2* above.

#### **Section D. Certification and Acceptance**

**Item 13a.** Self-explanatory.

**Item 13b. Signature of Enlistee/Reenlistee.** Applicant must sign full name in first, middle, and last name sequence.

*Example:*

George Eldon Copperperson

**Item 13c. Date Signed**

*Example:*

97 Jun 5

**Item 14. Service Representative Certification**

**Item 14a. Branch of Service.** Enter “NAVY”

**Item 14b. Name of Service Representative.** Enter in name of person accepting applicant last name, first name, and initial sequence.

**Item 14c. Paygrade**

*Example:*

E-7

**Item 14d. Unit/Command Name.** Enter service representative’s unit.

*Example:*

Navy Recruiting Processing Station

Portland

**Item 14e. Signature.** Before signing, accepting individual must verify correctness of entries and explain all applicable paragraphs of enlistment document to applicant. Individual identified in *Item 14b* must sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).

**Item 14f. Date Signed**

*Example:*

97 Jun 5

**Item 14g. Unit/Command Address****Example:**

151 Forrest Ave  
Portland, ME 04101

**Section E. Confirmation of Enlistment/Reenlistment**

**Item 15.** Immediately following “I” in space provided, enter applicant’s full name in first, middle, and last name sequence.

**Item 16.** Not applicable for Navy.

**Item 17.** Not applicable for Navy.

**Item 18a. Signature.** Applicant must sign full name in first, middle, and last name sequence.

**Example:**

George Eldon Copperperson

**Item 18b. Date Signed****Example:**

97 Jul 22

**Item 19. Enlistment/Reenlistment Officer Certification**

**Item 19b. Name.** Enter name of commissioned officer (in last name, first name, and middle initial sequence) that administered oath of enlistment.

**Item 19c. Paygrade****Example:**

0-3

**Item 19d. Unit/Command Name****Example:**

Milwaukee MEPS

**Item 19e. Signature.** Officer identified in *Item 19b* above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).

**Item 19f. Date Signed****Example:**

97 Jul 22

**Item 19g. Unit/Command Address****Example:**

Milwaukee WI 53203

**DD Form 4/3.** Record applicant’s full name (in last, first and middle name sequence) and SSN in block at top of DD Form 4/3. See instructions for *Items 1* and *2*.

If official change in name has occurred; e.g., due to marriage, enter new name. Also enter in *Item 1* (Name).

### **Section F. Discharge from/Delayed Entry/Enlistment Program**

**Item 20a. Branch of Service.** Enter “Navy”

**Period of Enlistment.** Enter as arabic numbers period of years for which enlisting. (Leave weeks blank)

**Example:**

4

**Annex(es).** If enlistment options or programs have changed since enlistment in DEP, record new annex(es) and also record annex(es) shown in *Item 8a* above which has been superseded. Do not remove superseded annexes from enlistment or reenlistment document. They will remain attached and new annex(es) added. If there is no change to enlistment option/program, enter “NA” in both spaces.

**Item 20b. Signature of Delayed Entry/Enlistment Program Enlistee.** Enlistee signs full name in first, middle, and last name sequence.

**Example:**

George Eldon Copperperson

**Item 20c. Date Signed**

**Example:**

97 Aug 9

### **Section G. Approval and Acceptance by Service Representative**

**Item 21a. Branch of Service.** Enter “NAVY”.

**Item 21b. Name.** Enter name of sponsoring service representative in last name, first name, and middle initial sequence.

**Item 21c. Paygrade**

**Example:**

E-8

**Item 21d. Unit/Command.** Enter service representative’s unit or assignment.

**Example:**

Navy Recruiting Processing  
Station, Portland

**Item 21e. Signature.** Individual identified in *Item 21b* must sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).

**Item 21f. Date Signed****Example:**

97 Aug 9

**Item 21g. Unit/Command Address****Example:**151 Forrest Ave  
Portland, ME 04101**Section H. Confirmation of Enlistment or Reenlistment**

**Item 22a.** Immediately following "I" in space provided, enter full name (first, middle, and last name sequence) of applicant.

**Item 22b. Signature of Enlistee/Reenlistee.** Individual will sign full name.

**Example:**

George Eldon Copperperson

**Item 22c. Date Signed****Example:**

97 Aug 9

**Item 23a. No entry required**

**Item 23b. Name.** Enter name of officer (in last name, first name, and middle initial sequence) who administered oath of enlistment.

**Item 23c. Paygrade****Example:**

0-3

**Item 23d. Unit/Command Name****Example:**

Milwaukee MEPS

**Item 23e. Signature.** Officer identified in *Item 23b* above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).

**Item 23f. Date Signed****Example:**

97 Aug 9

**Item 23g. Unit/Command Address****Example:**

Milwaukee WI 53203

**Section I.**

- e. **New Information.** Should a recruit, subsequent to the swearing-in ceremony, divulge (or recruiting personnel otherwise become aware of) involvement with drugs and/or law enforcement authorities, dependents, or any other matter which renders the enlistment documents in error or incomplete, contact the Inspector General Liaison Petty Officer (IGLPO) by telephone at the Recruit Training Command (RTC) of record/destination and provide a full report. The IGLPO in turn must notify the Recruit Indoctrination Facility/RTC Legal of the full particulars of the report for their action as appropriate. Place documentation of the report in the residual file of the individual concerned. If the IGLPO cannot be contacted within 48 hours, send a Naval message, speedletter, or a letter from the CO, NRD, Officer In Charge, Navy Recruiting Class "A" Station, or Director, Navy Recruiting Processing Station (as appropriate) to the RTC Commanding Officer describing in detail the matter at issue. Keep a copy of the transmittal in the residual file.

- f. **Orders Assigning Regular Component (USN) Delayed Entry Program (DEP) Enlistees to Inactive Duty.**

*Item 8a* of DD Form 4 current edition, contains wording that eliminates the need to issue of DEP orders in the case of applicants who are enlisting in DEP for a Regular component (USN) program. A copy of DD Form 4 provided to the enlistee serves as DEP orders for DEP members scheduled to enlist in the Regular component.

- g. **Orders Assigning Reserve Component (USNR) Enlistees to Inactive Duty (Delay Status) and for Travel to Recruit Training.**

DD Form 4 does not include wording to assign Reserve component program enlistees to inactive duty (delay status) while awaiting the start of their scheduled active duty. MEPS personnel use the following format for the Reserve component delay order to assign Reserve component enlistees to inactive duty (delay) and as standard travel orders to begin active duty at recruit training.

**5B-10 Enlistment Guarantee Annex (NAVCRUIT 1133/52) Annex to the Enlistment or Reenlistment Document - Armed Forces of the United States (DD Form 4)**

Instructions to complete the *Enlistment Guarantee Annex* (NAVCRUIT 1133/52) to the enlistment contract are as follows:

- a. After making a reservation in the Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) System, the classifier will "X" out either Navy or Naval Reserve in paragraph 1 and paragraph 1a, as appropriate.
- b. In paragraph 1a, the classifier will enter the number of years or months of active duty required for the program, in the space provided. The classifier will then "X" out either years or months, whichever is applicable. If an extension of enlistment is required, the classifier will enter the number of months and the name of the program. The classifier will enter "NA" if an extension is not required.

- c. In paragraph 1a(1), the classifier will enter the applicant's primary guarantee in "Option (1)". Additionally, if the applicant is enlisting as a "submarine volunteer", the classifier will enter "SUB VOL" by the guarantee shown in "Option (1)." Any other options guaranteed would be listed in the remaining options (i.e., an applicant enlisting with an enlistment bonus would require the classifier to enter the Enlistment Bonus Program in "Option (2)". If "Option (2)" through "Option (4)" are not used, the classifier will place "NA" by those options.
- d. In paragraph 5, the classifier will show the applicable classifier rating/program fact sheet to the applicant. If a *Statement of Understanding* is required for the option(s) guaranteed, the classifier will show the applicable *Statement of Understanding* to the applicant. The classifier will enter the additional option numbers (i.e., (2), (3), (4) in the space provided if the option is guaranteed in paragraph 1a(1). The classifier will have the applicant initial paragraph 5 indicating acknowledgement of the obligations and conditions of the option(s) guaranteed. The classifier will ensure the applicant is provided a copy of the applicable classifier rating/program fact sheet and a copy of the applicable *Statement of Understanding* for the option(s) guaranteed.
- e. Since the NAVCRUIT 1133 series annexes support and augment the DD Form 4, the basic instructions regarding capitalization, punctuation, entering full name, social security number, dates, abbreviations, etc., shall be as provided for the DD Form 4.
- f. Where a blank space is provided within the text of a statement, type the appropriate entry. The use of rate/rating designators such as BT, DS, HT2, etc., is acceptable. However, for apprenticeship programs, spell out the appropriate choice (Seaman, Airman, etc.). Type "NA" in those spaces that do not apply.
- g. It is the responsibility of the classifiers, processors, and MLPO to ensure that the applicant is fully aware of the understandings, guarantees, and choices on the annex(es) which apply to him or her.
- h. The applicant will sign his or her full name using black or blue ink, and enter the date signed in day, month, and year format. Date may be handwritten, stamped, or typed. The full name shall be typed below the signature.
- i. The Enlisting Officer shall sign on the line provided and enter the date as described above. His or her name and title shall be typed below the signature. Enlisting officer's signature is defined as follows for NAVCRUIT Form Annexes, all Administrative Remarks, Page 13 (NAVPERS 1070/613) entries, and the *Request for Discharge or Clearance From Reserve Component* (DD Form 368): The Commanding Officer, Executive Officer, or any commissioned officer, master, senior, chief petty officer, or petty officer first class or second class that has been specifically designated by the Commanding Officer to sign **by direction**. Recruiter canvasser personnel (NEC-9585) shall not be authorized to sign, except for E-5 through E-9 who are specifically assigned as a classifier, MLPO, or Enlisted Processing Division Supervisor.

**5B-11 Administrative Remarks, NAVPERS 1070/613 Annexes to the Enlistment or Reenlistment Document - Armed Forces of the United States (DD Form 4)**

- a. While most of the service and training guarantee annexes to DD Form 4 are executed on the NAVCRUIT Form 1133/52, the BOOST Program is executed on the NAVPERS 1070/613.
- b. The enlisting officer's signature is defined in 5B-10.

**5B-12 Fingerprint Card (FD Form 258).** Use of Form - FD Form 258 is completed for all applicants. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted to OPM

**5B-13 Recruiter's Enlistment-Reenlistment Checkoff (NAVCRUIT 1133/9).**

- a. **Use of Form.** Use this form to process each applicant. When processing is completed, file the residual material in the envelope and keep in the residual file.
- b. **Instructions for Completing Form**
  - (1) **Applicant's Name.** Enter last name, first name, middle initial.
  - (2) **Social Security Number (SSN).** Enter applicant's SSN.
  - (3) **Age.** Enter applicant's age.
  - (4) **Armed Forces Qualification Test (AFQT).** Enter applicant's AFQT.
  - (5) **Recruiter's SSN.** Enter the SSN of the recruiter of record.
  - (6) **NRS.** Enter the Navy Recruiting Station to which the recruiter is assigned.
  - (7) **ID.** Enter the six-digit station identification number to which the recruiter is assigned.
  - (8) **Education.** Enter the level of education that has been verified.
  - (9) **Screen Score**
  - (10) **Date to Process.** Enter the date that the applicant is scheduled to be in MEPS for enlistment processing.
  - (11) **Waiver Information.** The recruiter enters the appropriate "YES/NO" waiver information, including the appropriate type of waiver and waiver authority. After approval of the waiver, the NRD processing personnel enter the **date waiver was conducted** and documented.
  - (12) **RINC.** The recruiter in charge (RINC) signs as a verifying official in the block. In the absence of the RINC, the Zone Supervisor or individual designated as RINC may sign as a verifying official.
  - (13) **Navy Processor.** The Navy Processor signs as a verifying official after completion of all required documents and before the applicant is sent for Entrance National Agency Check interview and swearing-in ceremony.
  - (14) **MEPS Liaison Petty Officer.** The MLPO signs as a verifying official after the applicant has been sworn in and the MLPO has verified all documents.
  - (15) **Enlisted Classifier.** The Enlisted Classifier signs as a verifying official upon completion of the classification interview.

- (16) **EPDS.** The Enlisted Processing Division Supervisor (EPDS) signs as a verifying official for all waivers that he or she reviews, and to indicate any residual file reviewed for quality control.
  - (17) **Quality Control Residual.** The individual who does the quality control of the residual file signs this item. This review must be conducted within 24 hours of the time the enlistee begins active duty. The EPDS is responsible for ensuring the review is conducted. The EPDS signs for the residuals that he or she reviews for quality control. The EPDS must be notified immediately of any noted discrepancies and initiate appropriate action to alleviate any negative impact the discrepancy may have on the enlistee at RTC/Naval Training Center (NTC).
- c. **References.** See 4E-3 for additional information. Also see OPNAVINST 5510.1 series.
  - d. **Confidentiality.** Criminal history information received under 10 U.S.C. 520a is confidential, and a person who has had access to any information received may not disclose such information except to facilitate military recruiting.

#### **5B-14 Report of Additional Information (MEPCOM Form 601-23)**

- a. **Use of Form.** MEPCOM Form 601-23 is used for the following purposes:
  - (1) By the MEPS pre-enlistment interviewer to notify the NRD MLPO that the applicant disclosed additional information during the pre-enlistment interview.
  - (2) By the NRD MLPO to notify the MEPS pre-enlistment interviewer that the additional information has been considered, and give instructions for further processing of the applicant.
  - (3) By the MEPS pre-enlistment interviewer to notify the MEPS medical officer that the applicant has disclosed additional medical information.
  - (4) By the MEPS medical officer to notify the NRD MLPO that additional disclosed medical information has or has not affected medical qualifications for enlistment.
  - (5) By the MEPS Commanding Officer to report allegations of recruiter malpractice disclosed during the pre-enlistment interview.
- b. **Procedures**
  - (1) When additional information is disclosed during the pre-enlistment interview, the interviewer fills out an original and one copy of MEPCOM Form 601-23. The original accompanies the applicant back to the NRD MLPO. The MEPS pre-enlistment interviewer keeps the copy as a suspense item until the original copy returns.
  - (2) After considering the reported additional information, the MLPO must "X" the appropriate block in the "Recruiting Service Consideration of Additional Disclosed Information" Section, complete the Name, Rank, SSN, Signature, and Date blocks at the bottom of the form, and return the MEPCOM Form 601-23 to the MEPS pre-enlistment interviewer.
  - (3) The MLPO must reproduce a copy of the MEPCOM Form 601-23 and forward it to the NRD to include in the applicant's residual file.



- (4) When an applicant is disqualified because of disclosed information, but receives a waiver, the MLPO marks the “additional information required, waiver now included in the enlistment packet, continue processing of applicant for enlistment” block and initials and dates the form immediately after the word “enlistment” in that block. A handwritten statement is required in Section VI, Remarks of DD Form 1966, explaining the nature of the additional disclosure.
- c. **Requirement.** No individual who has disclosed additional information may be enlisted without the consent of the NRD, i.e., a completed MEPCOM Form 601-23.
- d. **Allegations of Recruiter Malpractice.** When the MEPCOM Form 601-23 is used to report allegations of recruiter malpractice, the MEPS Commanding Officer must forward MEPCOM Form 601-23 to CNRC (Code 017), via the MEPCOM chain of command. Additionally, the MEPS Commanding Officer telephonically notifies the NRD Commanding Officer of the allegation reported.
- 5B-15 Electronic Personnel Security Questionnaire (EPSQ).** The Defense Security Service (DSS) will conduct all Personnel Security Investigations (PSI) for personnel accessing onto active duty, except for Nuclear Field (NF) program personnel. The Office of Personnel Management (OPM) will conduct all PSIs for those accessing into the NF program.
- a. **Electronic Personnel Security Questionnaire (EPSQ).** The PSI will be based on information provided by the applicant on the Electronic Personnel Security Questionnaire (EPSQ). The EPSQ is an electronic version of the SF-86, Questionnaire for National Security Positions. It was developed by DSS for use by the Armed Forces. All NRDs will ensure their personnel are using the most recent version of the EPSQ program. The most recent version can be downloaded from the DSS Web site at [www.dss.mil/epsq](http://www.dss.mil/epsq). All Navy Recruiting Command users must have at least EPSQ version 2.2, Security Officer Edition.
- b. **Use of EPSQ.** The EPSQ accompanies *Record of Military Processing* (DD Form 1966) for all applicants enlisting or reenlisting into the U.S. Navy. The EPSQ is an important document and must be completed without misstatement or omission of important facts. All entries are subject to verification by investigation.
- c. **Who Requires an EPSQ Submission?** All applicants for enlistment will require an EPSQ be submitted. Only applicants that are U.S. born or naturalized citizens, U.S. nationals, and citizens of the Federated States of Micronesia (FSM), and the Republic of the Marshall Islands, and Palau must have documentation of submission of a request for a National Agency Check/Local Agency Check (NACLAC) before reporting on active duty. All Foreign Nationals will have an Entrance National Agency Check (ENTNAC) conducted.
- d. **Procedure for completing the EPSQ.**
1. **Responsibility**
    - (a) Recruiters are responsible for ensuring the completeness and accuracy of the EPSQ (User’s portion). The EPSQ Security Officer (generally the Military Liaison Petty Officer) is responsible for the completeness and accuracy of both the User’s portion on the EPSQ and the Security Officer’s section.
    - (b) The EPSQ Security Officer is responsible for ensuring that:
      - (1) The EPSQ is properly completed, that the reason for investigation is marked as either ENTNAC or NACLAC as appropriate, and that the completed EPSQ is submitted to DSS, or for NF personnel, handed to the NRD NF Coordinator for submission to OPM.
      - (2) A signed paper copy of the investigation request is included in both the residual and service records.

- (3) A disk copy of the EPSQ is included in the service record to assist RTC in the preparation of their request for an SSBI investigation.

2. Discussion

- (a) The following instructions are provided to assist personnel in submitting the EPSQ.
- (b) Refer to the EPSQ User's Manual for procedures for completing the EPSQ. If any problems are experienced, refer to the DSS Web site for the list of Frequently Asked Questions (FAQ) **prior** to contacting CNRC N35C. The DSS FAQ page is located at <http://www.dss.mil/epsq/epsqfaq/index.htm>. Additional copies of the User Manual may be downloaded from the DSS Web site.
- (c) When the applicant is a Foreign National, the EPSQ must still be completed, validated, printed and have required release forms (Medical/Information), and the 'Certification by Person Completing form' signature sheet, signed and sent to DSS; but the reason for investigation must be marked as ENTNAC (fingerprint check).
- (d) For all other applicants – The EPSQ and required signature forms (mentioned above) must be completed and submitted; but the reason for investigation must be marked NACLCL.
- (e) When requesting a NACLCL, the EPSQ program will automatically generate a *NAC Sheet*. The NAC Sheet will have questions related to the reasons for the investigation. This sheet must be completed. It will be checked when the validation program is run. Validation cannot be completed until the sheet is filled out. The NAC Sheet will automatically become part of the EPSQ file when it is prepared for transmission to DSS.
- (f) Personnel processed through the Military Entrance Processing Command (MEPCOM) will have their fingerprints electronically submitted via the LiveScan system.
- (g) Personnel who are not processed through MEPCOM will have their Fingerprint Card only mailed to DSS. Mail to:
- National Agency Records Processing Group (NARP)  
Defense Security Service  
601 10<sup>th</sup> Street Suite 125  
Fort George G Meade, MD 20755-5134
- (h) EPSQs for Nuclear Field Students are to be mailed to OPM. All other EPSQs are to be submitted to DSS electronically.
- (i) The EPSQ, with attachments, **cannot be submitted** prior to receipt of the member's USMEPCOM Drug/Alcohol Test (DAT) results. The Navy Liaison Office must contact MEPS to resolve DAT issues preventing submission of EPSQ's within ten days of the member's DEP enlistment date. Shipping of DEP members prior to submission of their EPSQ and attachments is prohibited.
- (j) Recruiters will complete and send the EPSQ to the Navy Liaison Team (NLT) at their respective Military Entrance Processing Site (MEPS) in accordance with guidelines published by DSS in the EPSQ Subject Instruction Guide available at the DSS Web Site.
- (k) The NLT will complete and validate the applicant's EPSQ in accordance with the EPSQ Security Officer Instruction Guide and then follow the below process to either submit the completed EPSQ to DSS or to give the completed EPSQ to the NF Coordinator. Exhibit 5-4 is provided as a quick reference guide to the below procedure.

- (l) Verification of receipt of the EPSQ by DSS can be obtained by checking the DSS EPSQ Receipt page one to three business days after initial submission. To get to that page, go to [www.dss.mil/epsq](http://www.dss.mil/epsq) and select EPSQ Receipt System from the option on the right side of the screen (in area titled 'System Links'). You will have to work your way through a security notice screen, and then select item one (EPSQ Receipt System) from the list of options. You will again have to work through a security notice screen, and then you get to a form where you enter the applicant's Social Security Number and select the time frames from date of submission. It will then tell you if the EPSQ was received or not.
  - (m) If a DEPper attrites, DSS/OPM must be notified to cancel the investigation. DSS cancellation can be made through the same Receipt System web site described above. At the list of options, choose item two (Investigative Request Cancellation System) and complete the form. OPM cancellation must be done by the NRD NF Coordinator.
  - (n) Upon completion of validation and printing of the EPSQ, the Security Officer who completed the EPSQ will mark an "M" in the upper left hand corner of the first sheet for all EPSQs that are being submitted to DSS. That "M" will be entered into LiveScan by the MEPS fingerprint technician. For those NF EPSQs being sent to OPM, the Security Officer will enter "OPM" in the upper left hand corner of the first sheet. To the LiveScan technician, that indicates the fingerprints are to be sent to OPM.
  - (o) If the applicant is entering the NF program, the Security Officer who completed the EPSQ must also complete the OPM 'Agency Use Information' Form (Exhibit 5-5).
    - (1) The following information remains constant on all 'Agency Use Information' forms:
      - Block C – Enter a "2"
      - Block D – Enter a "2"
      - Block E – Enter "MIL"
      - Block I – Enter "Navy Accession"
      - Block J – Enter your location's current SON
      - Block K – Mark the "None" box
      - Block L – Enter "NV00"
      - Block M – Mark the "None" box
      - Block N – Enter "DOD-NNPP"
      - Block O – Enter "Nuke Student"
    - (2) Ensure the following areas on the 'Agency Use Information' form are also legibly completed:
      - Block P
      - Subject of Investigation section
      - Educations Degrees (if applicable)
      - Appointee/Applicant Signature
      - RTC Report Date
      - Recruiter POC information
3. Process
- (a) If the applicant is a Foreign National, the type of investigation to select when creating the EPSQ is ENTNAC.

- (b) For all other applicants, the type of investigation to select when creating the EPSQ is NACLC.
  - (c) Ensure historical information (Residence, Education, and Employment) is dated back seven years or to their 16<sup>th</sup> birthday, whichever occurs first.
  - (d) Complete and validate the Electronic Personnel Security Questionnaire (EPSQ) for every applicant.
  - (e) Security Officers – When completing the Certification form, enter the Priority Code of 41 in the appropriate field.
  - (f) To prepare for electronic submission to DSS, use the following guide:
    - (1) Print the EPSQ "Authorization for Release of Information" form and have the applicant sign the form.
    - (2) Print the EPSQ "Authorization for Release of Medical Information" form and have the applicant sign the form.
    - (3) Scan these forms (Information Release, Medical Release) into the computer and make them an attachment to the EPSQ email. Scan them in accordance with instructions in #4 below. Attach them to the EPSQ email in accordance with the instructions in #5 below and send to DSS.
  - (g) To prepare for submission to OPM, print all forms and have the applicant sign appropriate release forms. Set aside for the NF Coordinator. The NF Coordinator will send the EPSQ to OPM.
  - (h) All applicant signatures must be dated within 120 days of the date the EPSQ is received at OPM.
  - (i) For applicants not processed through MEPCOM, mail the fingerprint card, along with the EPSQ and signed forms, to DSS at the address provided above.
  - (j) Applicants who have prior service before October 01, 2000 must have their fingerprints re-taken and submitted. MEPCOM has directed all MEPS locations to fingerprint every applicant processing, regardless of any previous processing data on the applicant.
  - (k) Only the EPSQ and attached release forms file are to be sent to DSS. Do not send anything else!
4. Scanning Procedures
- (a) Click on "**Start**".
  - (b) Choose "**Programs**".
  - (c) Choose "**HP Precision Scan**".
  - (d) Choose "**HP Precision Scan**".
  - (e) Ensure that this reads "**Image File**".
  - (f) Insert the Documents into the Scanner.
  - (g) Click on "**Scan**".
  - (h) After clicking on the "**Scan**" button in the previous step, wait until the progress bar reaches 100%, at that time the document has been scanned into the computer.
  - (i) After the computer has the document image scanned in, you must click on the "**Accept**" button.
  - (j) After clicking the "**Accept**" button in the previous step, the "**Save As**" box will appear.
  - (k) Choose a Location to save the file to.
  - (l) Choose a Name for the file.
  - (m) The "**Save as Type**" choice MUST be TIFF Compressed (\*.tif).

- (n) Click the “*Save*” button.
  - (o) After clicking on the “*Save*” button in the previous instruction the “Progress Monitor” box will appear. When the Monitor reaches 100 % the file has been saved to your chosen Location.
  - (p) After the “Progress Monitor” box goes away, you may now click “*Cancel*” to begin scanning your next document.
  - (q) All release forms should be included in a single compressed TIFF file.
  - (r) Do not scan any documents other than the release forms.
5. Attaching Scanned Documents
- (a) Once validation of the EPSQ is completed by the Security Officer, select the following drop down menus:
    - (1) Communications
    - (2) Transmit User Form to DSS
    - (3) Create Email Attachment
  - (b) Create a file name (e.g. filename.z20) and click “OK”
  - (c) Click “OK” to export
  - (d) User is informed of where the prepared file is located
  - (e) Create an e-mail and attach the prepared .z20 file
  - (d) Attach scanned, signed release forms to the email
  - (f) Send email, and attached documents, to DSS at [epsq20@epsq.dss.mil](mailto:epsq20@epsq.dss.mil).
6. NF Coordinator – All EPSQs for NF applicants will be collected by the NF Coordinator. The NRD NF Coordinator will ensure the following occurs:
- (a) Confirm completeness of the EPSQ
  - (b) Ensure ‘Agency Use Information’ Form is attached and completed.
  - (c) Ensure the fingerprints were submitted to OPM
  - (d) Mail the EPSQ, ‘Agency Use Information’ form to OPM at the following address:  
FOR U.S. POSTAL SERVICE  
U. S. Office of Personnel Management  
Federal Investigations Processing Center  
ATTN: NACLCL Branch  
P.O. Box 700  
Boyers, PA 16018-0700  
  
FOR OTHER MAIL SERVICES  
U. S. Office of Personnel Management  
Federal Investigations Processing Center  
ATTN: NACLCL Branch  
1137 Branchton Road  
Boyers, PA 16018-0700
  - (e) Provide a monthly submission report to CNRC N333. This report will consist of at least the Name, SSN, and Date of Submission for every NF applicant EPSQ sent to OPM every month. It will be provided to N333 by the 3<sup>rd</sup> working day of each month.
  - (f) If the NF DEPper attrites, the NF coordinator must notify OPM at (724) 794-5228 to cancel the investigation.

7. **Fingerprint Reports**
  - (a) Once DSS/OPM have electronically received the fingerprints, they will be run through crime computers and an ENTNAC will be conducted. When conducting an ENTNAC, the following *may* occur:
    - (1) Any information the FBI has on the DEPper will immediately be electronically sent to USMEPCOM.
    - (2) USMEPCOM will send the information to the submitting MEPS who will, in turn, give that information to the Service that initiated the investigation.
  - (b) Fingerprints mailed to DSS will be scanned into the fingerprint computers and submitted to the FBI and other crime computers. Results from these checks **will not** be reported back until the entire NACLIC investigation has been completed.
8. Any information obtained through the ENTNAC will be matched with the civil record listed in the DEPpers residual file. If the information was not previously known, a new eligibility determination will be conducted. The eligibility determination will consider the new information along with any previously known civil history of the DEPper.

#### **5B-16 United States Navy Illicit Behavior Screening Certificate (NAVCRUIT 1133/65)**

- a. **Use of Form.** NAVCRUIT 1133/65 (Exhibit 5-1) is used for all applicants entering the Delayed Entry Program (DEP) and accessing onto active duty. **Applicants complete the form.** If they change their responses to an item during processing, they must line through the incorrect answer and initial and date next to the lined-out response or, if there are numerous changes, complete a new NAVCRUIT 1133/65. **Drug, Alcohol and Aberrant Behavior eligibility determinations are documented on DD Form 1966, Section 6, Remarks only.** Reproduced copies of the form are acceptable.
- b. **Procedures**
  - (1) The applicant must first read Sections I and II before completing the form.
  - (2) The applicant must initial in the “Yes” or “No” column, as appropriate, for Section III, *Items 1 through 17* and Section IV, *Items 1 through 5*.
- c. **Recruiter’s Review of Form.** Recruiters and recruiting personnel use applicant’s responses in determining enlistment eligibility, as follows:
  - (1) **Section III**
    - (a) **Items 14 and 17:** A “Yes” answer indicates ineligibility for enlistment. Terminate processing.
    - (b) **Items 2, 4, and 5:** A “Yes” answer indicates that a BEERS waiver is required for enlistment. Waivers are not authorized for the Nuclear Field (NF) Program or for programs/ratings in Blocks C and D in Exhibit 2-20.
    - (c) **Items 3 and 7:** A “Yes” answer indicates a BEERS waiver is required. Program waivers may be granted for most ratings in Block D in Exhibit 2-20. Waivers are not authorized for the NF Program, STS, or programs/ratings in Block C in Exhibit 2-20.
    - (d) **Items 6 and 10:** A “Yes” answer waivers are not authorized for the NF Program or for programs/ratings in Blocks C and D in Exhibit 2-20.

- (e) **Items 8 and 9:** A “yes” answer indicates that a waiver is required for the NF Program or for programs/ ratings in Blocks C and D in Exhibit 2-20.
  - (f) **Item 12:** A “Yes” answer indicates that a CNRC, Code 382 waiver is required for AW, STG, STS, and programs/ratings in Block C on page in Exhibit 2-20.
  - (g) **Item 13:** A “Yes” answer indicates a CNRC waiver for two BTWs is required (in addition to a civil eligibility determination).
  - (h) **Item 15:** A “Yes” answer indicates that a BEERS waiver for alcohol abuse is required (in addition to any required civil eligibility determination). For the NF Program, a Chief of Naval Personnel, N-13 waiver is required for two offenses. For AW, STG, STS, TM and for programs/ratings in Block C, CNRC, Code 382 waiver is required for two offenses; three offenses are not waivable. For other Block D ratings, a CO, NRD waiver is required.
  - (i) **Item 16:** A “Yes” answer indicates that a CNRC BEERS waiver is required for enlistment. Waivers are not authorized for the NF program or for programs/ratings in Blocks C and D in Exhibit 2-20.
- (2) **Section IV**
- (3) **Items 1 through 5.** A “Yes” answer requires a handwritten statement explaining the member’s degree of involvement and participation in any criminal activity, if any. The NRD Commanding Officer must personally interview and determine member’s enlistment eligibility for Naval service after a full review of the member’s enlistment application (kit), and this requirement can not be delegated. For the NF Program, a Nuclear Field Type 2 waiver is required for any “Yes” answer.
- d. **Certification.** The applicant must complete the statement/certification (Section V) immediately following Section IV, *Item 5*.
- e. **Finishing NAVCRUIT 1133/65**
- (1) **Section V.** The recruiter and witness complete this block only after applicant completes *Items 1* through *17* and the date and signature block.
  - (2) **Section VI(1).** The recruiter must complete this item once it has been determined whether or not a BEERS waiver for illicit behavior (alcohol or drug abuse, aberrant behavior, or gang affiliation) is required.
  - (3) **Section VI(2).** When a waiver is required, the applicant must check, sign, and date whether he or she requests an individual evaluation or not. Waiver authority must then check whether the waiver is granted or not granted; document what the waiver is for; record the date, type name, sign, and document the circumstance in the remarks section of DD Form 1966/3. (i.e., a waiver is approved by direction, or the waiver was processed telephonically.)
  - (4) **Section VII.** The applicant must sign to acknowledge understanding of the Navy’s Zero Tolerance Policy. The MEPS Liaison Petty Officer witnesses the applicant’s signature.

- (5) **Section VIII.** The applicant completes on ship date. If the applicant has abused drugs since the date he or she originally signed Section III, instruct the applicant as follows:
- (a) “X” the “**have**” block and provide detailed information on the type and date(s) of illicit behavior. (*Note:* Additional drug/alcohol abuse must be documented on DD Form 2807-1).
  - (b) If a BEERS and/or program waiver is required, “X” the appropriate block with regard to applicant’s desire for an individual evaluation.
  - (c) Sign and date re-certification block.
- (6) **Section IX.** The MLPO and an authorized witness per Section II complete this item as follows:
- (a) The MLPO must ensure that all information in Section VIII is fully understood.
  - (b) If the answer to *Item 2* is “**have**” refer to Section III. Have the applicant add the answer “**Used in DEP**” to the appropriate item(s) to denote the drug use while in DEP.

### **5B-17 Enlistee Financial Statement (NAVCRUIT 1130/13)**

#### **a. Use of Form (Exhibit 5-2)**

- (1) No specific criteria for the amount of monthly expenditures paid for rent, food, utilities, etc., can be established because circumstances vary in each individual case. However, minimum monthly expenditures for payments to recurring credit card debt, automobile loans, bank loans, child support and other recurring credit type debt can be easily determined and can be used to determine an applicant’s current financial stability and enlistment eligibility.
- (2) An honest breakdown of monthly expenditures for most family personnel would include additional categories that are not indicated on the *Enlistee Financial Statement*, e.g., rent, utilities, food, clothing, automobile maintenance (gas, oil, tires, tune-ups, etc. that are not included in car payments), entertainment, or miscellaneous. Financial advisors have estimated that an young military family in the lower paygrades will be required to spend 75 to 90 percent of their net income to pay for their basic living necessities (shelter, food, clothing). Applicants enlisting in the lower paygrades with minimum credit debt payments exceeding 10 to 25 percent of their net income, depending on the number of dependents within their household, will experience financial difficulties early in their career and should not be considered for enlistment. Therefore, the total recurring credit debt and total monthly payment data has a greater relevance for personnel reviewing the NAVCRUIT Form 1130/13, and each outstanding debt and the monthly payment for each debt must be accurately indicated. **Use Exhibit 5-3 to determine applicant’s enlistment eligibility determination based upon allowable total recurring monthly payment for credit debt.**

#### **b. Instructions for Preparing NAVCRUIT Form 1130/13**

The applicant is to read the public reporting burden and privacy act statement prior to completing this form.



- Item 1.** Applicant's Name (Last, First, Middle). Self-explanatory.
- Item 2. Social Security Number.** Self-explanatory
- Item 3. Eligible Pay-Grade.** Applicant enters paygrade he or she is eligible for at DEP. The member's eligibility will be re-verified if the member is reclassified during DEP that reduces his or her enlistment paygrade.
- Item 4. Date of Statement.** Self-explanatory.
- Item 5. Applicant's Current Employer (include net monthly income in 5a).** Applicant enters current employment status as listed in *Item 24* of the *Record of Military Processing - Armed Forces of the United States* (DD Form 1966) and *Item 22* of the *Questionnaire for National Security Positions* (SF 86) and includes monthly (net) income after deductions in *item 5a*.
- Item 6. Number of Dependents.** Applicant enters number of dependents totally or partially dependent upon him or her for their support as listed in *Item 11* and *Item 24* of DD Form 1966. Applicant will also include the age of each dependent. For example: 3 (21, 3, 1)
- Item 7. Spouse's Monthly Net Pay.** Applicant enters his or her spouse's monthly (net) income after deductions.
- Item 8. Number of Spouse Dependents not in Item 6.** Applicant enters the number of his or her spouse's dependents, if any, that resides outside of their household and not dependent upon the applicant for financial support. Any Spouse dependent that is dependent on the applicant for support will be listed in *item 6*.
- Item 9. Other Applicant/Family Income (list source and monthly amount).** List any other income the applicant may have from investments, property, trusts, etc. Source of income and monthly amount should be included.
- Item 10. Housing.** Check appropriate block. Provide monthly housing expense (Rent/Mortgage) in *item 10a*.
- Item 11. Do you have a Savings/Checking Account? (If yes, list amount).** Self-explanatory.
- Item 12. Current and Past Financial Obligation Difficulty Questions.** Applicant must answer each of the three questions. Any answer marked "Yes" must be explained in *item 15*.
- Item 13. Monthly Navy Income.** The recruiter will provide the applicant with this information.
- (a) Base Pay. Enter base pay for E-1 with less than 4 months in service or eligible enlistment paygrade using the most recent pay chart.
  - (b) BAH Allowance
    - Married applicants enter the "with dependents" BAH allowance for the paygrade entitlement at the district where the member is enlisting.

- Applicants who are divorced (single - not remarried) and paying child support, or single applicants paying child support for children “born out of wedlock,” enter BAH-Difference. This is the difference between single BAH and with dependents BAH for the pay-grade entered in *Item 3*.
- (c) Gross Navy Income. Enter totals from 13a and 13b.
- (d) Less Deductions. Enter all deductions (this figure will include FICA, SGLI, and \$100 deduction for the Montgomery G.I. Bill.)
- (e) Net Navy Income. Enter total net income by subtracting deductions from Gross Navy income.

**Item 14. Monthly Recurring Debt.** Applicant will list all automobile loans, credit card debt, bank loans, child support and alimony, and any other credit debt with corresponding total amount owed and monthly payment. **Total monthly payments for all monthly recurring debt will be listed in item 14a.**

**Item 15.** Applicant will use this space to provide answers to any “Yes” response to questions in *item 12* and any relevant supporting remarks related to his or her current financial status or expected financial status upon enlistment. This space will also be used to explain the absence of the spouse’s signature in *item 16*, if applicable. **Recruiters are not authorized to place any remarks in this space.**

**Item 16. Signature of Applicant and Spouse.** Both signatures are mandatory, unless spouse resides outside of the local recruiting area or refuses to sign. If this is the case, note that on this form in *item 15*. **Authenticating Recruiter Name and Signature.** Self-explanatory.

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## 5C Other Documents

### 5C-1 Review of Medical Documents

- a. The MLPO is required to ensure whether there is a change to the applicant's medical status (that is not listed on the applicant's medical records). If so, the MLPO returns the applicant to the MEPS Medical Section to have the applicant's medical record updated.
- b. Upon the applicant's return, the MLPO updates these changes onto the Re-certification Section of DD Form 1966.

### 5C-2 Administrative Remarks, NAVPERS 1070/613 (Non-Annexes)

- a. The Administrative Remarks form, when completed, becomes a service record Page 13 and is retained permanently in the U.S. Navy Enlisted Service Record (NAVPERS 1070/600). This paragraph discusses the Page 13 entries which are **not** annexes to DD Form 4 are discussed in 5B-11.
- b. The non-annex Page 13 entries are prepared in original and one copy. The original is retained in the enlisted service record and the copy is retained in the applicant's residual file.
- c. Use of word processing equipment to type shorter entries required, such as those that document swimmer qualification, special recruit companies, enlistment in advanced paygrade, etc., is authorized and encouraged. Whether prepared by a computerized, automatic typewriter, or a standard typewriter, consolidating several smaller entries on one Page 13 often reduces the total number of forms in an enlistee's service record and the possibility of incorrect distribution.
- d. The enlisting officer's signature is defined in 5B-10.

### 5C-3 Samples of Other Documents.

See the listed paragraphs or exhibits for examples of the forms and letters below.

- a. ***Welcome Aboard Letter.*** See 4B and Exhibit 4-5.
- b. ***Fundamental Applied Skills Training (FAST).*** See 4B and Exhibit 4-2.
- c. ***Academic Capacity Enhancement Program.*** See 4B and Exhibit 4-3.
- d. ***Recruiter Desktop Fact Sheets.*** See 4B for Health Benefits fact sheet and next page for Pay and Allowances during Boot Camp.
- e. ***Married Applicants and Spouses Fact Sheet.*** Required for all married applicants. See Exhibit 2-7.
- f. ***Submarine Volunteer - Statement Of Understanding.*** All applicants enlisting into the Subfarer Program, ratings/programs (that require an applicant to be a submarine volunteer) and for all submarine volunteers will read the *Submarine Volunteer Statement of Understanding*. The classifier will have the applicant initial paragraph 5 of the NAVCRUIT 1133/52 indicating acknowledgement of the obligations/

conditions to be a submarine volunteer. See 5B-10 for instructions to complete the NAVCRUIT 1133/52. (Refer to the Classifier Rating/Program Fact Sheets).

- g. ***Enlistment/Reenlistment Bonus (ERB) - Statement Of Understanding.*** All applicants enlisting with an enlistment bonus will read the *Enlistment/Reenlistment Bonus Statement of Understanding*. The classifier will have the applicant initial paragraph 5 of the NAVCRUIT 1133/52, indicating acknowledgement of the obligations/ conditions of the Enlistment Bonus Program. See 5B-10 above for instructions to complete the NAVCRUIT 1133/52. (Refer to the Classifier Rating/Program Fact Sheets).
- h. ***Buddy Program - Statement Of Understanding.*** All applicants enlisting with a Buddy Program guarantee will read the *Buddy Program - Statement of Understanding*. The classifier will have the applicant initial paragraph 5 of the NAVCRUIT 1133/52 indicating acknowledgement of the obligations/conditions of the Buddy Program. See 5B-10 for instructions to complete the NAVCRUIT 1133/52. (Refer to the Classifier Rating/Program Fact Sheets).
- i. ***Decline Enlistment Bonus/Reenlistment Bonus - Statement Of Understanding.*** All applicants enlisting in an enlistment bonus eligible rating that decline the enlistment bonus will read the *Decline Enlistment Bonus/Reenlistment Bonus - Statement of Understanding*. The classifier will enter in Option (2) the words “Decline Enlistment Bonus” and then will have the applicant initial paragraph 5 of the NAVCRUIT 1133/52, indicating acknowledgement of declining an enlistment bonus. See 5B-10 for instructions to complete the NAVCRUIT 1133/52. (Refer to the Classifier Rating/Program Fact Sheets.)

**Exhibit 5-1. United States Navy Illicit Behavior Screening Certificate**

<b>UNITED STATES NAVY ILLICIT BEHAVIOR SCREENING CERTIFICATE</b>	
Type/Print Name of Applicant (Last, First, Middle):	SSN:
<p><b><u>Section I - Privacy Act Statement</u></b></p> <p><u>Authority.</u> The authority to request this information is contained in Sections 504, 505, 510, 511, and 802 of Title 10, U.S. Code as amended.</p> <p><u>Principal Purpose or Purposes.</u> The information in this document is used to determine your present enlistment and program eligibility. The information provided by you on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal Law and Regulations.</p> <p><u>Routine Uses.</u> The information provided by you will become a permanent part of your SERVICE RECORD. This information constitutes the minimum required to determine your present enlistment and program eligibility. The information provided by you on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal Law and Regulations.</p> <p><u>Whether disclosure is Mandatory or Voluntary and Effect on Individual for Not Providing Information.</u> The information requested is of personal and confidential nature, and you do not have to provide such information unless you voluntarily wish to enlist in the Armed Forces of the United States. Failure to answer completely any of the questions or to provide the information requested may result in an inability to fairly evaluate your enlistment and program eligibility and may result in a subsequent denial for enlistment.</p> <p><b><u>Section II - Definitions</u></b></p> <p><u>Alcohol Abuse.</u> 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.</p> <p><u>Alcohol/Drug Dependent.</u> Having a psychological and/or physiological reliance on alcohol or drugs resulting from use on a periodic continuing basis.</p> <p><u>Alcohol or Drug Related Offense.</u> Any charge resulting in pre-trial intervention/deferment or a conviction, finding, decision, sentence, judgment, or disposition by a court of law, competent jurisdiction, or authorized adjudicative authority other than unconditionally dropped, unconditionally dismissed, or acquitted in which alcohol, drugs, or drug paraphernalia was a factor.</p> <p><u>Depressants.</u> Sedative-hypnotic drugs, including barbiturates (phenobarbital, secobarbital), tranquilizers, benzodiazepines and methaqualone, capable of inducing varying degrees of behavioral depression. Depending on dose, can have a sedating, tranquilizing, hypnotic (sleep) or anesthetizing effect.</p> <p><u>Drug Abuse.</u> Illegal or non-medical use or possession of drugs.</p> <p><u>Drug Trafficking or Supplying.</u> The wrongful distribution of a controlled substance.</p> <p><u>Experimental/Causal Use of Marijuana.</u> The illegal or improper use of marijuana for reason of curiosity, peer pressure or other similar reasons by an individual who now positively and clearly rejects any further use. Marijuana use for more than a few times for reasons of a deeper and more continuing nature is not considered experimental or casual usage.</p> <p><u>Hallucinogens/Psychedelics.</u> A group of heterogeneous compounds such as LSD, mescaline, peyote, psilocybin, psychedelic amphetamine variants (STP, MDA), and phencyclidine (PCP), with the ability to induce visual, auditory, or other hallucinations which separate the individual from reality and can cause disturbances in coherency and perception.</p> <p><u>Marijuana.</u> Any intoxicating product of the hemp plant, cannabis (including hashish), or any synthesis thereof.</p> <p><u>Narcotics.</u> Any opiates, opiate derivatives, or their synthetic equivalents, including morphine, codeine, heroin, methadone, talwin, percodan, and darvon.</p> <p><u>Stimulants.</u> Widely diverse category made up of central nervous system stimulant drugs, including cocaine, amphetamines, and methamphetamines that increase the behavioral activity of an individual.</p>	

**Exhibit 5-1. (p.2) United States Navy Illicit Behavior Screening Certificate**

<b>UNITED STATES NAVY ILLICIT BEHAVIOR SCREENING CERTIFICATE</b>		
Type/Print name of Applicant (Last, First, Middle):	SSN:	
<p><b>Section II - Definitions (Continued):</b></p> <p><u>Aberrant Behavior.</u> Involvement with groups or organizations advocating violence or illegal activities. Participation in such activities, whether with such groups or individually.</p> <p><u>Racially Biased Group.</u> A group or organization which exhibits a negative disposition and prejudicial attitudes against an entire class of persons based solely on racial differences.</p> <p><u>Gang Related Violence.</u> Violent activity or behavior stemming from involvement in an association with an organized group which advocates or engages in criminal activity.</p> <p><u>Initiation or Acceptance Activities.</u> Behaviors or activities undertaken with the purposes of gaining membership into a group or organization which advocates violence or illegal activities.</p> <p><u>Hate Crimes.</u> Criminal behavior or activities which illegally discriminate on the basis of race, creed, gender or national origin.</p>		
<b>Section III - Drug and Alcohol Usage</b>	INITIAL YES	INITIAL NO
1. I have used narcotics, hallucinogens/psychedelic drugs within the past year.		
2. I have used narcotics, hallucinogens/psychedelic drugs between one and two years ago.		
3. I have used narcotics, hallucinogens/psychedelic drugs over two years ago.		
4. I have used stimulant or depressant drugs within the past six months.		
5. I have used stimulant or depressant drugs between six months and one year ago.		
6. I have used stimulant or depressant drugs over one year ago.		
7. I have used stimulant or depressant drugs over two years ago.		
8. I have experimentally/casually used marijuana within the past six months.		
9. I have experimentally/casually used marijuana over six months ago.		
10. I have been convicted on one drug abuse offense.		
11. I have been convicted of two or more drug abuse offenses.		
12. I have been convicted of one alcohol-related offense.		
13. I have been convicted of two alcohol-related offenses while driving a motor vehicle.		
14. I have been convicted of three or more alcohol related offenses while driving a motor vehicle.		
15. I have been convicted of two or more alcohol related offenses while not driving a motor vehicle.		
16. I have been diagnosed as drug or alcohol dependent.		
17. I have trafficked, supplied, distributed, sold, or transferred a controlled substance for money.		
I certify that I have completed this certificate honestly of my own free will, without concealing any information.		
_____	_____	
Date	Applicant Signature	



**Exhibit 5-1. (p.3) United States Navy Illicit Behavior Screening Certificate**

<b>UNITED STATES NAVY ILLICIT BEHAVIOR SCREENING CERTIFICATE</b>		
Type/Print Name of Applicant (Last, First, Middle):	SSN:	
<b>Section IV - Aberrant Behavior</b>	INITIAL YES	INITIAL NO
1. I have been/am now a member of an organization that advocated the degradation of cultures or human races other than my own.		
2. I have participated in violent acts committed against a person of a different race.		
3. I have been/am now a member of a gang.		
4. I have participated in an initiation to gain acceptance to a group or gang.		
5. I have committed illegal acts to gain acceptance to a group or gang.		
<b><u>Section V - Recruiter and Witness Certification</u></b>		
I certify that the above applicant signed this certificate of their own free will after telling me that their answers are complete and true.		
_____ Date	_____ Type/Print Recruiter Name	_____ Recruiter Signature
_____ Date	_____ Type/Print Witness Name	_____ Witness Signature
<b><u>Section VI - Pre-Service Illicit Behavior Eligibility Determination Form</u></b>		
1. Pre-Service Alcohol and Drug Abuser eligibility determination for enlistment (BEERS): (check one) <input type="checkbox"/> Required <input type="checkbox"/> Not Required		
_____ Date	_____ Type/Print Recruiter Name and SSN	_____ Recruiter Signature
2. I (Check One) <input type="checkbox"/> Request <input type="checkbox"/> Do not request    an individual evaluation for Alcohol and Drug Abuse eligibility determination consideration prior to entering the Delayed Entry Program.		
_____ Date	_____ Type/Print Applicant Name and SSN	_____ Applicant Signature

**Exhibit 5-1. (p.4) United States Navy Illicit Behavior Screening Certificate**

<b>UNITED STATES NAVY ILLICIT BEHAVIOR SCREENING CERTIFICATE</b>			
Type/Print Name of Applicant (Last, First, Middle):		SSN:	
<p><b><u>Section VII - Enlisted Statement of Understanding</u></b>  <u>Drug usage in the Navy is prohibited and will not be tolerated!</u> I understand that I must be completely honest in completing this certificate, and that if I am honest and I am accepted into the Navy no punitive action will be taken against me as a result of the information provided in this certificate.  <u>I understand that should I conceal alcohol or drug abuse information and it is discovered after my enlistment, punitive action may be taken against me based upon the false statements I have made in this certificate.</u> I understand that urinalysis testing will take place within 72 hours upon arrival at Recruit Training Command and that if I test positive, I will be discharged based upon fraudulent enlistment. I understand that illegal or improper use or possession of alcohol or drugs could result in possible administrative separation with less than an honorable discharge and loss of veterans benefits.</p>			
_____	_____	_____	_____
Applicant Signature	Date	MEPS Liaison Petty Officer Signature	Date
<p><b><u>Section VIII - Applicant's Re-certification of Pre-Service Illicit Behavior</u></b>                  (To be completed immediately before commencement of active duty in the Regular Navy or Naval Reserve)</p> <p>1. _____ (Applicant's Initials) I have re-read Section VII Enlistment Statement of Understanding and understand that I will receive a drug test within 72 hours or reporting to Recruit Training Command and that a positive test will result in me being processed for a discharge.</p> <p>2. I have re-read Section III – Drug and Alcohol Usage and Section IV - Aberrant Behavior. I certify that: (Please check one)</p> <p>[ ] I have [ ] I have not used illegal drugs, abused alcohol, or participated in aberrant behavior since the date I first completed Sections II through V. I certify that I have completed this certificate honestly, of my own free will, and without concealing any information. The following additional information is provided concerning additional illicit behavior since the date I first certified my drug/alcohol usage and aberrant behavior in Sections II through V.</p> <p>_____</p> <p>_____</p> <p>__3. I (Check One) [ ] request [ ] do not request an individual evaluation.</p>			
_____	_____	_____	
Date	Applicant Signature	SSN	
<p><b><u>Section IX - MEPS Liaison Petty Officer and Witness Certification</u></b>                  I certify that the above applicant signed this certificate of their own free will after telling me that their answers are complete and true.</p>			
_____	_____	_____	
Date	Type/Print MEPS Liaison Petty Officer	MEPS Liaison Petty Officer Signature	
_____	_____	_____	
Date	Type/Print Witness Name	Witness Signature	

**Exhibit 5-2. Enlistee Financial Statement**

**ENLISTEE FINANCIAL STATEMENT**

The public reporting burden for this collection of information is estimated to average 33 minutes per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing the burden to Department of Defense, Washington Headquarters Services, Directorate for information operations and reports (0703-0020), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with collection of information if it does not display a currently valid OMB control number  
**PLEASE DO NOT RETURN YOUR ENLISTEE FINANCIAL STATEMENT TO THE ABOVE ADDRESS.**

**PRIVACY ACT STATEMENT**

AUTHORITY 5 U.S.C. 301 Department Regulations; 10 U.S.C. Sections 503, 504, 508 and 510 and e.o. 9397  
Principal Purpose or Purposes. The information is to determine your eligibility for enlistment in the armed forces of the United States. The information requested constitutes the minimum required to determine your present financial status. Your answers will be used to determine demonstrated ability to financially manage your household and whether or not should you be accepted and subsequently enlisted, your military pay and associated benefits would be sufficient to allow you to provide adequate financial support to your dependents without causing personal hardship.  
Routine Uses. The information provided by you on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence by Navy Officers and employees of the Navy recruiting Command to determine eligibility.  
Whether Disclosure is Mandatory or Voluntary and Effect on Individual of Not Providing Information. The information is voluntary, however failure to answer completely any of the questions or to provide the information requested in this form may result in an inability to fairly evaluate your qualifications for enlistment.

**This statement is used only by authorized U.S. Navy personnel and shall be completed by all applicants with dependents enlisting or reenlisting in the Regular Navy/Nav reserve. It must be completed in the applicant's handwriting.**

**Applicants in DEP over 60 days are required to complete an updated statement prior to shipping to RTC**  
**Applicants who acquire dependents while in DEP shall complete this statement prior to shipping to RTC.**  
**The signature of the spouse is mandatory unless the spouse resides outside the local recruiting area.**  
**Comments of recruiting service personnel will NOT be recorded on this form.**

1. APPLICANT'S NAME(LAST, FIRST, MI)		2. SSN:	3. ELIGIBLE PAYGRADE:	4. DATE OF STATEMENT (YYMMDD):	
5. APPLICANT'S CURRENT EMPLOYER		5a. NET MONTHLY PAY:	6. NUMBER OF DEPENDENTS (INCLUDE AGES)		
7. SPOUSE'S MONTHLY NET PAY (TAKE HOME):	8. NUMBER OF SPOUSE DEPENDENTS NOT IN ITEM 6:		9. OTHER APPLICANT/FAMILY INCOME (list source and monthly amount)		
10. HOUSING: <input type="checkbox"/> OWN <input type="checkbox"/> BUYING <input type="checkbox"/> RENTING <input type="checkbox"/> OTHER EXPLAIN				10a. Housing monthly cost: \$	
11. Do you have a savings account? <input type="checkbox"/> YES <input type="checkbox"/> NO		Do you have a checking account? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Current Balance: \$ _____		Current Balance: \$ _____			
12. Have you ever filed for bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain					
a. Have you ever been late on any payment more than 30 days? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain					
b. Do you have any liens or judgements pending against you? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain					
13. MONTHLY NAVY INCOME					
a. Base Pay	\$ _____	b. BAH Allowance	\$ _____	c. Gross Navy Pay	\$ _____
d. Less Deductions (Fed/State Tax, Soc Sec, MGIB & SGLI)	\$ _____	e. NET Navy Pay	\$ _____		

NAVCUIT 1130/13 (Rev 1/00)

**Exhibit 5-2. (p. 2) Enlistee Financial Statement**

**ENLISTEE FINANCIAL STATEMENT**

14. Monthly Recurring Debt

CATEGORY	TOTAL AMOUNT OWED	MONTHLY PAYMENT
AUTOMOBILE (1)		
CREDIT CARD (1)		
CREDIT CARD (2)		
CREDIT CARD (3)		
CREDIT CARD (4)		
CREDIT CARD (5)		
BANK LOAN(1)		
BANK LOAN(2)		
CHILD SUPPORT/ALIMONY		
OTHER CREDIT DEBT		
TOTAL		*14a.

15. APPLICANT'S REMARKS: (if additional space is required, continue on separate sheet of paper.)

16. I certify that the information given in this statement is a true account of my financial obligations and that my dependents (line out as appropriate) DO/DO NOT require any special medical attention/treatment.

\_\_\_\_\_  
**Signature of Applicant** (Date)

\_\_\_\_\_  
**Signature of Spouse** (Date)

\_\_\_\_\_  
**AUTHENTICATING RECRUITER (Print Name)**

\_\_\_\_\_  
**Signature of Recruiter** (Date)

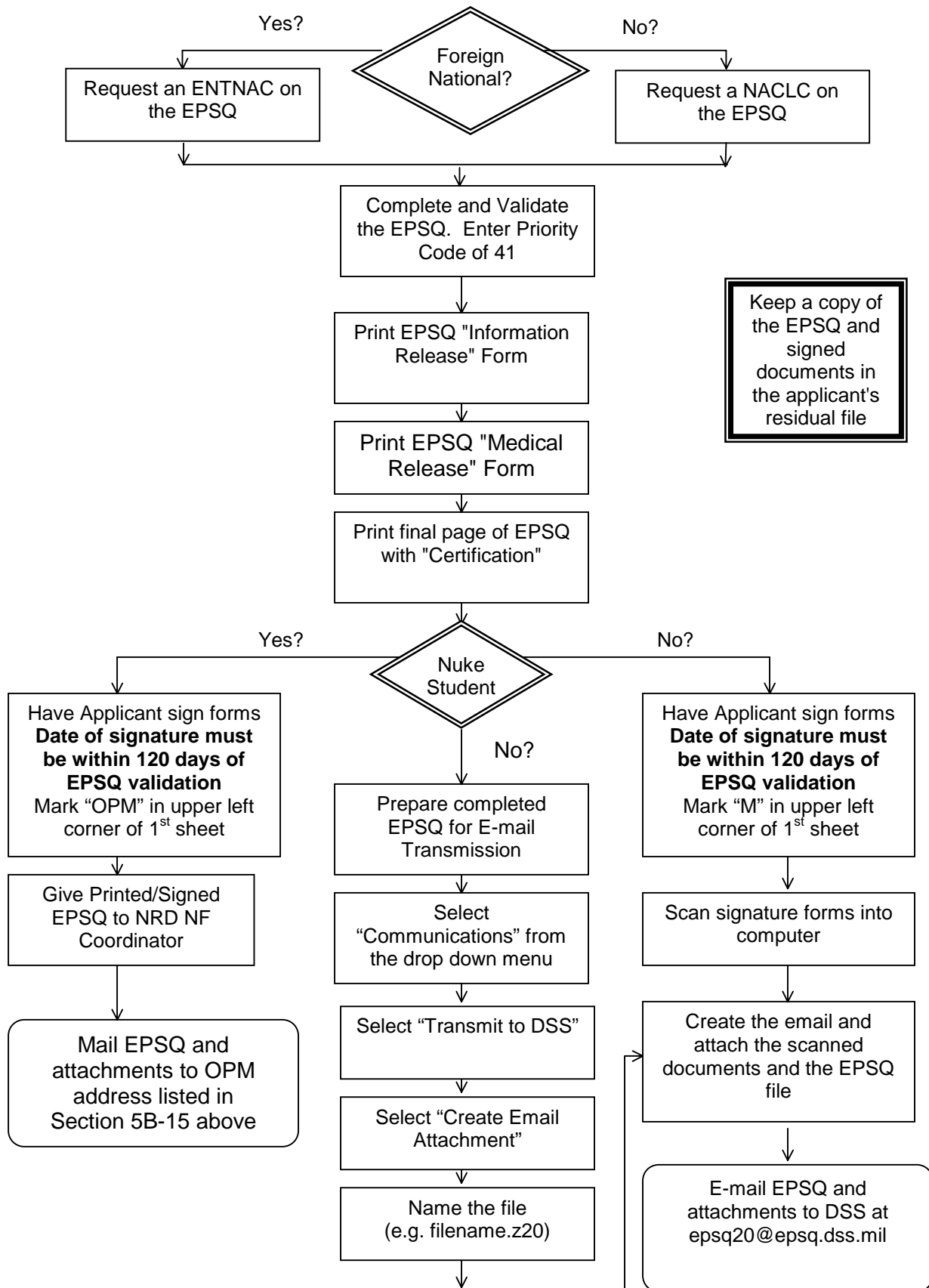
**Exhibit 5-3. Monthly Recurring Debt Matrix**

DEPENDENTS	ENLISTED PAYGRADE					
	E-1	E-2	E-3	E-4	E-5	E-6
ONE	\$394	\$435	\$462	\$500	\$554	\$636
TWO	\$329	\$365	\$390	\$424	\$470	\$541
THREE	\$266	\$297	\$318	\$347	\$376	\$452
FOUR					\$303	\$351

**NOTE:** Present total monthly payment disclosed in item 14a of Enlisted Financial Statement (NAVCRUIT 1130/13) can not exceed the amount listed in the Monthly Recurring Debt Matrix. If 14a exceeds the figures listed in the above matrix applicant is considered to be at a high risk of experiencing financial difficulties early in his or her enlistment and should not be enlisted. Enlistment eligibility determinations for applicants exceeding acceptable recurring debt figures in the table above must be processed in the following manner:

1. For applicants with one dependent or enlisting in paygrade E-5 and above, the NRD CO or XO will interview and determine enlistment eligibility based on the applicant's financial situation and stability.
2. For applicants enlisting in paygrades E-1 through E-4 with more than one dependent, CNRC (N322) must make financial enlistment eligibility determinations and issue an exception to policy control number. At a minimum the following documents must be provided to CNRC (N322) for review:
  - a. Waiver Briefing Sheet (NAVCRUIT 1133/39)
  - b. Enlistee Financial Statement (NAVCRUIT 1130/13)
  - c. Verification of Spouse's income (W-2 Form, last pay stub)
  - d. An itemized income/expense budget, which estimates the applicant's finances after reporting to his/her first permanent duty station. (No specific format).
3. Applicants in paygrades E-1 through E-4 with four or more dependents are **not enlistment eligible**.

**Exhibit 5-4 Personnel Security Investigation Flow Chart**



**Exhibit 5-5. OPM Agency Use Information Form**

This form is to be attached to each Electronic Personnel Security Questionnaire (EPSQ) submitted to OPM for investigation. Note: *The EPSQ is for internal DOD use only, and is pending OMB approval*

**Agency Use Information (SF-86)**

<b>A</b> Type of Investigation	<b>08B</b>	<b>B</b> Extra Coverage		<b>C</b> Sensitivity Level	<b>2</b>	<b>D</b> Access	<b>2</b>	<b>E</b> Nature of Action Code	<b>MIL</b>	<b>F</b> Date of Action	Month Day Year
<b>G</b> Geographic Location		<b>H</b> Position Code		<b>I</b> Position Title	<b>NAVY ACCESSION</b>						
<b>J</b> SON		<b>K</b> Location of Official Personnel Folder	<input checked="" type="checkbox"/>	None	Other Address					Zip Code	
				NPRC							
				At SON							
<b>L</b> SOI	<b>NV00</b>	<b>M</b> Location of Security Folder	<input checked="" type="checkbox"/>	None	Other Address					Zip Code	
				At SOI							
				NPI							
<b>N</b> OPAC-ALC Number	<b>DOD-NNPP</b>			<b>O</b> Accounting Date and/or Agency Case Number	<b>NUKE STUDENT</b>						
<b>P</b> Requesting Official	Name and Title				Signature			Telephone Number	Date		
								( )			

The following information is requested as part of your EPSQ for an investigative request being sent to OPM. This information will be used to obtain records in order to determine your suitability for employment. Please sign and date this sheet certifying the accuracy of the information you provided.

**Subject of Investigation (Identifying Information)**

<b>FULL NAME</b>			
* If you have only initials in your name, use them and state (IO)		* If you are a "JR", "SR", "II", etc., enter this in the box after your middle name	
* If you have no middle name, enter "NMN"			
Last Name	First Name	Middle Name	Jr., II, etc.
<b>Maiden Name Used</b>			
List your maiden name and the "To and From" dates of when it was used.			
Maiden Name		Month/Year	Month/Year
		To	

**Education Degree(s) (Not shown on the EPSQ)**

OPM verifies highest degree obtained and degrees pertinent to the position for which this investigation is conducted. Please list education information for those degrees beyond the 7 year period, not listed on your EPSQ. Use the number "2" in the Code block which represents College/University/Military College.

Month/Year #1 TO	Code	Name of School	Degree/Diploma/Other	Month/Year of Award
Street Address and City (County) of School			State	Zip Code
Month/Year #2 TO	Code	Name of School	Degree/Diploma/Other	Month/Year of Award
Street Address and City (County) of School			State	Zip Code

Appointee/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RTC Report Date: \_\_\_\_\_ Recruiter Name/Phone (Print): \_\_\_\_\_

## Chapter 6 DELAYED ENTRY PROGRAM

### 6A Policies and Procedures

#### 6A-1 Program Information

- a. **Definition.** Delayed entry is the military status gained by an enlistment in which a service member's entry on active duty (ACDU) or initial active duty for training (IADT) is postponed for up to one year. Members in a delayed entry status incur a military service obligation (MSO). Time spent in a delay status counts toward satisfying the MSO.
- b. **Types of Delayed Entry**
  - (1) **Active Component Delayed Entry Program (DEP).** Persons who enlist in the Ready Reserve under Title 10 U.S.C. 511(a) for the express purpose of agreeing to a subsequent enlistment in a Regular component of the Military Services (e.g., USN Programs) are in the DEP. Persons enlisted in DEP do not receive pay entry base date (PEBD) credit for time spent in DEP.
  - (2) **Reserve Component Delayed Entry into Training (DET).** Persons who enlist in the Ready Reserve under Title 10 U.S.C. 511(b) (e.g., Two Year Enlistment (2YO), Three Year Enlistment (3YO), and TAR Enlistment (TEP) Programs) do not receive PEBD credit for time spent in DET. Persons who enlist in the Ready Reserve under Title 10 U.S.C. 511(d), for example in the Sea and Air Mariner (SAM) Program, may receive PEBD credit if they are required to attend Reserve drills while in DET.
- c. **Participation**
  - (1) Persons in DET for Reserve component active duty programs (3YO, TEP) and in DEP for Regular component active duty programs (USN) are in Ready Reserve Category "L" which is an Individual Ready Reserve Category. There are no Reserve participation requirements for Category "L" reservists during the period of delay. Members in this category should be **urged** to aid in recruitment and **invited** to attend meetings with their recruiters on occasional weekends. DEP/DET members cannot be required to attend meetings or functions during their period of delay. Voluntary participation avoids potential liability conflicts if illness or accident were to occur during the course of a DEP/DET event or during travel related to that event.
  - (2) Persons in DET for Reserve component inactive duty programs (SAM) may be in Ready Reserve Category "L" or Selected Reserve Category "P". Category "P" personnel may be required to attend Reserve drills while in a delay status with some of the drills being paid, and some without pay.
- d. **DEP or DET Limits.** The Assistant Secretary of Defense (Manpower and Reserve Affairs) authorized all Services to enlist volunteers in DEP/DET to a maximum of 365 days. The Chief of Naval Operations (OPNAV) issues annual recruiting goals and policies which set maximum DEP/DET length limits less than 365 days for



specific programs such as Navy Veterans (NAVETs) and Direct Procurement Enlistment Programs (DPEPs) for the current fiscal year. The Commander, Navy Recruiting Command issues such limits in enlisted recruiting goals and policies notices, which are further issued as operational directives.

- e. **Overseas Recruiting.** Overseas recruiting activities (except in Puerto Rico, Hawaii, Frankfurt, and the Azores) are prohibited from enlisting personnel under this program.

#### 6A-2 Term of Enlistment

DEP/DET enlistment of non-prior service (NPS) applicants in the U.S. Naval Reserve is effective for a period of 8 years. DEP enlistment of prior service applicants in the U.S. Naval Reserve will be for whichever is the greater number of years between the balance of their original 6 or 8 year MSO, or for the number of years required by the program in which the USN enlistment is being made plus DEP time. Subsequent discharge from DEP and enlistment USN is for the period of years required for the program in which the USN enlistment is being made.

#### 6A-3 Extension of DEP Beyond 365 Days

- a. **Extensions.** As authorized in Title 10 USC, Section 513 and Pers-2/N13 Policy Decision Memorandum 02-22-98. DEP extension in the DEP Program beyond 365 days may be authorized by CNRC Extensions may be considered only in cases where the DEP member cannot meet all requirements to access onto active duty prior to the 365<sup>th</sup> day. Extensions are granted on a case-by-case basis and for the minimum appropriate period, normally not to exceed 30 days. Authority to grant DEP extensions may not be delegated below the level of CNRC.
- b. **Requests.** Authorization Control Numbers are available for extensions of DEP beyond 365 days by submitting an Exception to Policy Request Form via Email to [polexcep\\_cnrc@cnrc.navy.mil](mailto:polexcep_cnrc@cnrc.navy.mil). or by contacting CNRC (Code 356). Include information concerning applicant's name, social security number, length of extension required, and extenuating circumstance necessitating the extension.
- c. **Documentation.** In all cases where an extension of DEP beyond 365 days has been authorized, DD Form 1966 page 3 remarks entries and service record Administrative Remarks (page 13) must be made to document the reason for the extension and cite the CNRC authorization control number.

#### 6A-4 Change in Enlistment or Program Eligibility Not Requiring Separation

- a. **Eligibility Changes.** Any change in eligibility for enlistment is viewed from a waiver standpoint. Changes that are waivable by NRD Commanding Officer, CNRC, or Chief of Naval Personnel are processed accordingly. Changes that render the applicant totally ineligible for enlistment require that the applicant be processed for discharge from DEP/DET per 6A-7.
- b. **Marital or Dependency Changes.** Changes in marital/dependency status while in DEP/DET that do not render the applicant ineligible for enlistment, must be reflected in the following documents, as indicated:
  - (1) *Dependency Application Record of Emergency Data* (NAVPERS 1070/602).

- (2) *Record of Military Processing Armed Forces of the United States* (DD Form 1966).
  - (3) *Completed Enlistee Financial Statement* (NAVCRUIT 1130/13) (required).
  - (4) Copy of marriage certificate, if applicable.
  - (5) Copy of divorce decree, if applicable.
  - (6) Copy of birth certificate(s), if applicable.
- c. **Program Eligibility.** After being enlisted in DEP/DET, a member must continue to meet all qualifications for the program in which he/she is enlisted in order to remain in DEP or DET. A member who becomes disqualified for the program in which enlisted, must be reclassified into a different program, or be administratively separated from DEP or DET if no longer enlistment eligible or unwilling to accept an alternate program.

#### 6A-5 DEP Orders to Inactive Duty

MEPS personnel prepare and issue orders assigning DEP enlistees to inactive duty the same day the DEP enlistment is made at a MEPS. NAVCRUITDIST personnel prepare inactive duty orders when DEP enlistment is made at an activity other than MEPS. As stated in 5B-9e a copy of DD Form 4 serves as DEP orders for enlistees scheduled to enter a Regular component program. DEP orders for enlistees awaiting start of active duty in a Reserve component program are prepared under the format shown in 5B-9f.

#### 6A-6 Policies and Standards for Administrative Separation of DEP/DET Personnel

- a. NAVCRUITDIST Commanding Officers may administratively separate (discharge) a member from DEP for the purpose of immediate enlistment or reenlistment in the Regular Navy. Neither a Page 13 (Administrative Separation from DEP), as shown in Exhibit 6-1, nor a notification letter is required. Additionally, a waiver is not required following administrative separation solely for the purpose of immediate enlistment or reenlistment in the Regular component.
- b. Procedures for making program changes for persons in DEP/DET without an administrative separation are provided in 6A-3. Use them as the standard method. However, some situations such as transfers between an USN and an USNR program require an administrative separation. In such cases, NAVCRUITDIST Commanding Officers may administratively separate (discharge) a member from DEP/DET followed by immediate enlistment or reenlistment to implement a change of enlistment programs. Complete Page 13 (Administrative Separation from DEP/DET), as shown in Exhibit 6-1, using the optional entries pertinent to this type of transaction. A notification letter and a waiver are not required following administrative separation solely for the purpose of changing enlistment programs, although a waiver may be necessary in conjunction with eligibility requirements of the new program.
- c. Commanding Officers are authorized to administratively separate (discharge) a member on inactive duty in DEP/DET if, before the start of ACDU or IADT, that member does not meet the qualifications for enlistment as prescribed by CNRC; or, the member undergoes a change in personal situation or attitude that justifies separation from DEP/DET. An administrative separation under this provision is an

uncharacterized Entry Level Separation (ELS). A member who is being separated from DEP/DET for a reason other than basic enlistment eligibility disqualification, must be counseled concerning opportunities in the Naval Reserve. Use the notification procedure outlined in 6A-6e. The reasons for enlistment ineligibility may include but are not limited to:

- (1) Any police involvement while in DEP resulting in confinement, supervised and/or conditional probation, or parole requires a DEP discharge.
- (2) Does not now meet dependency criteria.
- (3) Does not now meet physical standards and an extension in DEP/DET is not possible because of having reached maximum DEP/DET time limit or additional DEP/DET time within authorized limits is not considered appropriate.
- (4) Indebtedness to a degree that the individual is considered a financial risk.
- (5) Individuals who, through their actions while in DEP or DET, demonstrate an attitude or personal traits that would indicate unacceptability for Naval Service (such as, apathy or hostility). Changes in attitude that might prove to be detrimental to success of an individual in the Navy, as well as a burden on the Navy itself, are difficult to assess in purely quantitative means. This type of decision requires command judgment based on personal counseling of the DEP/DET member.
- (6) Unfavorable ENTNAC or NACLIC investigation or unfavorable Police Record Check information subsequent to DEP or DET enlistment. A written report to Defense Security Service (DSS) is required for discharges in this category.
- (7) DEP/DET member becomes disqualified for the enlistment program for any reason (medical, moral, failure to graduate from high school, etc.) and declines alternate program for which qualified.
- (8) DEP member for USN/USNR program refuses to access onto active duty as scheduled.
- (9) DEP or DET member becomes unlocatable.
- (10) DEP or DET member wants to pursue a 4-year college education.
- (11) Concealment of prior service.
- (12) Personal hardship.
- (13) Religious training or appointment as an ordained minister.
- (14) Enlisted in another service.
  
- (15) Recruiting error.
- (16) Enlistment misunderstanding.
- (17) Presence of HIV (AIDS) antibody in blood detected by MEPS physical.

- (18) Positive results on the MEPS Drug and Alcohol Test (DAT).
- (19) Parental consent is withdrawn for a 17-year-old DEP or DET member.

**Notes:**

- (1) Threatening DEP member with possible disciplinary actions for failing to enlist or coercing DEP members to fulfill their contractual obligations is inconsistent with the concept of the all-volunteer force (AVF). If a member of DEP refuses to ship, recruiters **will not** address the issue of possible disciplinary consequences for failure to report to active duty, nor will the DEP member be told that it is Navy policy to order or force an unwilling member to recruit training or to any other form of active or reserve duty.
- (2) Recruiters must inform their Zone Supervisor (Z/S) **immediately** whenever a DEP member is either unable or expresses intent of not fulfilling their contractual obligation for any reason. Once notified, the ZS has up to **48-hours** to make contact with the DEP member to affirm the individual's desires, attempt to re-motivate (in a professional manner-**free of coercion or intimidation**), and notify the command of recommended action to satisfy the DEP member's desires. When DEP discharge is recommended, the CO will direct the immediate administrative separation of the member from DEP. **The timeline from recruiting personnel notifying the Z/S to the Commanding Officer's direction to DEP discharge a DEP member shall not exceed 72-hours.** A DEP Action Request (DAR) (Exhibit 6-2) documenting DEP discharge must be placed in the member's residual file.
- (3) Recruiting personnel will exercise sound judgment in their dealings and actions with DEP members declining enlistment to prevent them from feeling intimidated or coerced. This includes directing DEP members to travel beyond their hometown to facilitate a face-to-face meeting with recruiting supervisors for the purpose of discussing their reason(s) for declining to access onto active duty.

**d. Canceling PRIDE Reservations**

- (1) PRIDE reservations must be cancelled **as soon as it is documented** that an individual cannot meet the scheduled shipping cycle for the reservation currently held. This policy applies to situations where a DEP/DET member is being rescheduled for another reservation as well as in cases where the member is going to be administratively separated from DEP/DET. Holding a reservation is only necessary until the actual ship date when there is some doubt that a potential or expected applicant may meet the date. Such exceptions might include:
  - (a) A member who is un-locatable but may still return to fulfill the contract;

- (b) A member who has an apparent disqualifying medical condition, but has not been permanently disqualified by the MEPS doctor or is undergoing private medical treatment to correct a disqualifying condition;
  - (c) A member who has taken action, legal or otherwise, to reverse a decision to discharge him or her from DEP or DET.
- (2) The objective of canceling PRIDE reservations at the earliest opportunity is to make seats available for use in a time frame when they can be used rather than tie them up too late to provide reasonable opportunity for reassignment. In some situations, retaining the reservation may be necessary to preclude legal entanglements when an expected member has not reached the point where final disqualification factor(s) have been documented or when there is a prospect of counter discharge action on the part of the member.
- (3) No precise guide addresses when to make an administrative separation for every case. The Commanding Officer, NAVCRUITDIST has DEP/DET discharge authority and must review the justification for discharge. The Commanding Officer cannot delegate DEP/DET discharge authority. The general rule is to discharge with minimum delay after reaching the decision for discharge. The reservation could be cancelled immediately following the decision even if administrative paperwork is not completed.

#### **6A-7 Procedures for Administrative Separation of DEP/DET Personnel**

NAVCRUITDIST COs will separate individuals under the following procedures.

##### **a. Instructions Concerning Notification**

- (1) Deliver the Administrative Separation Page 13 as shown in Exhibit 6-1 personally to the respondent or send by first class mail. Reasonable effort should be made to furnish a copy to the member through personal contact by a representative of the command (normally recruiter of record unless transferred, on leave, or otherwise unavailable).
- (2) The notice must state the member was administratively separated and the reason for the action. That an Entry Level Separation is an administrative separation without characterization of service.

- b. **Service Record Remarks.** On an Administrative Remarks (Service Record Page 13) enter (1) the reason for separation, (2) that the individual is not recommended for reenlistment because of the reason for discharge, (3) the length of time spent in DEP/DET, (4) that the individual may not reenlist without CO, NRD approval, (see Exhibit 6-1 for sample Page 13 entry). This Page 13 serves as a separation document in the case of personnel administratively separated from DEP/DET. Distribute copies as follows:

Original and 2<sup>nd</sup> copy - DEP/DET member's service record.

1<sup>st</sup> copy - DEP/DET member being separated.

3<sup>rd</sup> copy - NAVCRUITDIST residual file.

4<sup>th</sup> copy - To MEPS, to be filed in examination records folder

- c. **Caution.** Do not use the *Certificate of Release or Discharge from Active Duty* (DD Form 214) or reenlistment recommendation codes (RE-codes) in conjunction with an administrative separation from DEP/DET.
- d. **Report to DSS.** For personnel discharged from DEP/DET status as a result of unfavorable NACL/ENTNAC investigation (OPNAVINST 5510.11 series), a report to DSS is required. Submit report in the following format:
- Title: Report of Adverse or Unfavorable Action. Report Symbol—  
DD-OPNAV 5510-1 series, date of report.
- Command submitting report.
- Subject's last name, first name, middle initial, social security number, date and place of birth and DSS Case Control Number (CCN).
- Address to:
- Director, Support Systems Center  
ATTN: Investigative Files Division  
(00960) P.O. Box 1211  
Baltimore, MD 21203
- Adverse or unfavorable action taken: Administrative Entry Level Separation.
- Signature of Commanding Officer, NAVCRUITDIST.
- d. **MEPS Notice.** Notify Military Entrance Processing Station (MEPS) Liaison Petty Officer of administrative separation date and reason for separation using the following codes:

Reason for Discharge	Code
Medical Disqualification-EPTS	ZAA
Medical Disqualification-Non/EPTS	ZAB
Pregnancy	ZAC
Death	ZAD
Moral Disqualification-EPTS	ZBA
Moral Disqualification-Non/EPTS	ZBB
Apathy/Personal Problem	ZBC
Refused to Enlist-Separate Action Initiated	ZBD
Did not Report on Date Scheduled for Active Duty-Separate Action Initiated	ZBE
Concealment of Prior Service	ZBF
Dependency Disqualification	ZCA
Marriage	ZCB
Personal Hardship	ZCC
Failure to Graduate from High School	ZDA
Pursuit of Higher Education	ZDB
Religious Training or Appointment as an Ordained Minister	ZDC
Enlisted in Another Service	ZEA
Recruiting Error	ZEB
Enlisted Misunderstanding	ZEC
No Longer Qualified for Option and Declines Alternate	ZED
Temporarily Disqualified through Loss of Original Option and Declines Alternate	ZEE
Enlistment Into Another Component of the Same Service	ZKC
Other Reason	ZFA
For MEPCOM use only	ZZZ

- e. **Records.** Forward the closed service records of members who are separated from DEP/DET to the Chief of Naval Personnel (Pers-313C). Only the originals of DD Form 1966, the Enlistment/Reenlistment Document (DD Form 4), NAVCRUIT Annexes, Page 13 Annexes, and the Page 13 containing the separation entry shall be retained in the U.S. Navy Enlisted Service Record (NAVPERS 1070/600). The service record folder shall be appropriately marked on the outside corner, ADMINISTRATIVE SEPARATION DEP/DET. The original examination records (i.e., Report of Medical Examination (SF 88), Report of Medical History (SF 93), and USMEPCOM Form 714-A-ADP are to be returned to MEPS.
- f. **Administrative Separation from DEP (Administrative Remarks (NAVPERS 1070/613)) (non-annex).** See Exhibit 6-1. This Page 13 is **not** an annex to

DD Form 4 and must be prepared under 6A-7a. Signature of Commanding Officer is authorized by direction authority.

### **6A-8 Separation of Enlisted Personnel Because of Erroneous Enlistment**

When an erroneous, fraudulent, or void enlistment is detected immediately after the swearing-in ceremony at the Military Entrance Processing Station (MEPS), take the following action:

- a. The MEPS commander revokes any travel order issued assigning the individual to recruit training or other assigned command, and issues an order assigning the individual to the sponsoring NAVCRUITDIST for appropriate Entry Level Separation (ELS) or discharge processing.
- b. The Commanding Officer, NAVCRUITDIST notifies the individual of the erroneous, fraudulent, or void enlistment, and processes an administrative separation. The NAVCRUITDIST coordinates with the servicing Personnel Support Detachment (PSD) to decide pay entitlement.

### **6A-9 Enlistees Unable to go to Recruit Training for Medical Reasons**

The following procedures apply when an enlistee who has entered on active duty at a MEPS subsequently is unable to transfer to recruit training for medical reasons.

- a. Before shipping, the new service member is briefed on what to do in case of a medical emergency. This briefing includes who to contact in an emergency, so that the Navy can ensure the new member receives quality medical care and the member's family is promptly notified and kept up to date on the member's condition.
- b. If an enlisted member incurs a medical emergency or incapacitation after the swearing-in ceremony at the MEPS, take the following action:
  - (1) If the illness or medical problem can be resolved within 24 hours and does not require hospitalization, the MEPS Commander informs the appropriate Commanding Officer, NAVCRUITDIST, modifies the member's original orders, and transfers the individual to the Recruit Training Command.
  - (2) If the illness or medical problem cannot be resolved within 24 hours and does require hospitalization, the MEPS Commander revokes any travel orders issued assigning the individual to recruit training and informs the appropriate Commanding Officer, NAVCRUITDIST of the medical emergency/problem.
  - (3) If the illness requires hospitalization, the MEPS Commander notifies the appropriate Commanding Officer, NAVCRUITDIST and issues orders transferring the member to the responsible Navy Recruiting District. The Commanding Officer, NAVCRUITDIST is responsible for ensuring that the applicant is medically provided for until the applicant arrives at the Recruit Training Command. To do this, the CO:
    - (a) Notifies the Geographic Medical Command (Officer of Medical



Affairs) having responsibility for the area in which the member is hospitalized. **Note:** Geographic Medical Command phone numbers and their areas of responsibility are provided in COMNAVMEDCOMINST 6320.

- (b) Submits the necessary personnel casualty report per MILPERSMAN Article 1770-010.
  - (c) Ensures that Recruit Training Command is contacted.
  - (d) Coordinates with supporting PSD, to ensure member's pay record is established and that orders will be available upon release from the hospital.
- (4) The Geographic Medical Command:
- (a) Designates the Naval Medical Facility (NMF) responsible for the individual.
  - (b) Notifies all commands concerned of the patient's status.
  - (c) Directs disposition of the patient's service record.
- c. Immediate notification to the Geographic Medical Command will ensure proper disposition of the hospitalized individual's records and ensures that proper monitoring of patient's condition is maintained by Navy Medical Authority. The Geographic Medical Command:
- (1) Designates the Naval Medical Facility (NMF) responsible for the individual.
  - (2) Notifies all commands concerned of the patient's status.
  - (3) Directs disposition of the patient's service record.

## **6A-10 Injury or Death of Personnel in DEP/DET**

### **a. Injury or Illness**

- (1) Personnel in CNRC, DEP/DET are in Naval Reserve Category "L" which is non-pay, non-participating, Individual Ready Reserve. Since Navy DEP/DET members in this category are not performing inactive duty training (drills) or active duty for training, they are not entitled to medical or dental care under NAVMEDCOMINST 6320 series, because they are not in a duty status.
- (2) However, DEP/DET members who suffer injury or acute illness while awaiting or undergoing processing at Navy and Marine Corps facilities or MEPS may be furnished emergency hospitalization for that injury or illness under NAVMEDCOMINST 6320 series, which covers applicants for enlistment or reenlistment in the Armed Forces, and applicants for enlistment in the Reserve components.
- (3) A DEP/DET member who becomes permanently, non-physically qualified as a result of such injury or illness must be administratively separated from DEP/DET as not being eligible for active duty. If a DEP/DET member is only

temporarily non-physically qualified for active duty with a definite expected date of being fully qualified, then the individual may be retained in DEP/DET and even be scheduled for a new shipping date as long as DEP/DET length limits will not be exceeded.

- (4) If there is enough doubt concerning the recovery of an injured or ill DEP/DET member to full physical eligibility, the person should be separated from DEP/DET with the prospects of eventual reentry into DEP/DET when the individual's condition warrants. This procedure will avoid holding reservations based on questionable availability of the enlistee.
- b. **Death.** When a DEP/DET member dies, the CO, NAVCRUITDIST must send, a report of death in letter form and the DEP/DET service record to Chief of Naval Personnel (Pers-66) with copies of the letter to CNRC (Code 33) and Region Commander. Include all pertinent information obtainable, such as full name, rate, SSN, date, place, and cause of death, sources of information, and the name and address of next of kin, in this report. The service record must contain the originals only of DD Form 1966, DD Form 4, Annexes, and service record Page 13s containing the separation entry (Reason-death). Mark the service record folder appropriately on the outside cover, "DIED - DEP/DET." Prepare and send to the next of kin a letter of condolence from the Commanding Officer, NAVCRUITDIST. Cancel PRIDE reservation and notify the MEPS Liaison Petty Officer as soon as possible. Persons who die while in DEP/DET are not eligible for death entitlements available to members who die while on active duty or while in a duty status.

## 6B Reenlistment of Former DEP/DET Personnel

### 6B-1 Reenlistment of Former DEP/DET Personnel

- a. **Criteria.** A person who has been administratively separated from DEP/DET (from any service) can be reenlisted in DEP/DET or directly accessed, provided the applicant currently meets all enlistment eligibility criteria and provided the reason for separation from DEP/DET is not a factor that will preclude reentry into the service. If the applicant's separation documents are not available; or if separation documents available are not explicit in describing the cause for separation; or if separation documents are not readily available; or if time is limited, use the following procedures: Telephone for the information, but record identity of persons and commands involved in the verbal transaction in the waiver statement signed by the Commanding Officer, NAVCRUITDIST.

#### **DD Form 1966, Section VI, Remarks Enlistment Eligibility Determination Entry:**

(Date): The following information was obtained telephonically between (name of persons and commands involved in verbal transaction): (applicant's name), (SSN) was separated due to (reason for separation) on (date of separation) under separation authority (separation authority and article number) with (number) of days in DEP/DET.

\_\_\_\_\_  
(Signature of approving authority)

- b. **Prior Service.** Applicants whose last military status was in DEP/DET, and who were categorized as prior military service before the recent DEP/DET period, must be processed under the pertinent prior service guidance in 3N. Applicants whose only military affiliation was in DEP/DET (or who were classified as non-prior service before the recent DEP/DET), are to be processed under the pertinent non-prior service guidance contained in this manual. Such processing is subject to approval by the NRD, CO regarding the DEP/DET separation.
- c. **MSO and PEBD Credit.** Administrative separation (discharge) from DEP/DET for immediate entry or reentry in the same or any other component of the military services, or for entry into an officer's training program in which the person remains a member of a military service, does **not** terminate the MSO, the maximum allowable time in DEP/DET, or PEBD eligibility in programs where PEBD credit is authorized. Individuals who are administratively separated (discharged) from DEP/DET for a cause other than immediate entry or reentry into military service will not receive credit towards MSO, if eligible, for time in delay status if they later reenlist in DET or as a direct accession. Any future enlistment or appointment of such persons is treated as an original entry into military service and establishes a new start date for computing MSO and maximum allowable time in DEP. Former DEP time must be accounted for as a function of the process required to establish enlistment/reenlistment eligibility in cases where persons have been administratively separated for cause.

**6B-2 Procedures upon Enlistment USN**

- a. **Police Checks and Physical Exam.** New police record checks or a complete physical examination are not necessary unless there is a change in either civil involvement, physical condition, or more than 24 months has elapsed since date of initial complete physical examination. A new physical examination may also be given if deemed appropriate by the recruiting activity or MEPS.
- b. **Review of Documents.** The DEP enlistee will be required to review SF 93 immediately prior to enlistment USN.

**6B-3 Delayed Entry Program Enlistments at Other Than MEPS**

Commanding Officer, Navy Recruiting District may authorize DEP/DET enlistments under this chapter, to be made at NAVCRUITDIST facilities or other facilities considered appropriate for an enlistment ceremony.

- a. **Ceremony.** In all cases, enlistments made with the United States of America flag prominently placed. The enlistment oath is administered by a commissioned officer who, must indicate after signing, on DD Form 4, the grade, branch of service and capacity in which he or she is serving at the time of administering the oath.
- b. **Physical Exam.** Enlistment will not be effected until the applicant has been determined to be physically qualified for enlistment by a MEPS-administered medical examination. Enlistments must be made within 72 hours of the physical examination or inspection.
- c. **Eligibility Requirements.** Applicants enlisted DEP/DET under this paragraph must meet all enlistment eligibility requirements listed in Chapter 2 in addition to those qualifications listed in 3N (for NAVETs and OSVETs).
- d. **Documents.** All other forms/documents in connection with a DEP/DET enlistment must be completed as required in Chapter 5.
- e. **MEPS Date.** Necessary enlistment data input must be provided to MEPS in a timely manner, normally on the day of enlistment or within 24 hours. Use a copy of DD Form 1966 as the input document.

**6B-4 MEPS Procedures for Handling Discharge from DEP or DET or for Enlistment with Another Service**

If the MEPS is aware that an applicant is in the DEP/DET of one service and is processing for the DEP/DET or active enlistment of another service, MEPS will stop the processing until such time as the first service provides the proper documentation to MEPS indicating that the applicant has been discharged from their DEP/DET. In situations such as these, the MEPS will notify both service representatives concerned so that the matter can be resolved expeditiously.

**6B-5 Procedures to Change Enlistment Programs Before Starting Active Duty or Active Duty for Training and Departure for RTC**

- a. **General Procedures.** Persons in DEP/DET may change enlistment programs provided the decision to do so is mutually agreed upon to be in the best interests of the applicant and the Navy, and provided the applicant is qualified for the desired program. Changes between Regular and Reserve component programs are made by an administrative separation followed by immediate reenlistment in DEP/DET for the new program. Program changes within the same Reserve or Regular component accession path can be made with appropriate administrative adjustments to the contract without resorting to administrative separation solely for the purpose of changing programs.
- b. **Telephone Reclassifications**
  - (1) Keep telephonic reclassifications to an absolute minimum and use only as a last resort. However, there are occasions when it will be impossible or impractical for the recruiter to have the applicant at MEPS to see the classifier (for example, the applicant is physically unable to go to the MEPS, the distance from the Navy Recruiting Station to the MEPS precludes the recruiter is taking the applicant to MEPS). The Enlisted Programs Officer (EPO) will approve on a case-by-case basis all telephonic reclassifications. For component changes USN to USNR or USNR to USN, the applicant must be present at MEPS; telephone interviews are **not** authorized.
  - (2) For all “roll-outs,” the Commanding Officer (CO), Executive Officer (XO) or the EPO (when the CO/XO are not present) decides whether or not an applicant will be rolled out. This rule applies whether or not the applicant is present at MEPS. A DEP Action Request (DAR) (Exhibit 6-2) must be completed and placed in the DEPper’s residual file.
  - (3) If approved, the EPO calls the Enlisted Processing Division Supervisor (EPDS) at MEPS giving the EPDS/classifier the approval to conduct a telephonic reclassification.
  - (4) The classifier calls the recruiter to set-up an appointment for the telephonic interview.
  - (5) The recruiter will have the applicant at the Navy Recruiting Station (when conditions permit). The recruiter calls the classifier at MEPS, who conducts an interview with an applicant.
  - (6) If the applicant’s program changes, the classifier will do the following:
    - (a) After obtaining a new reservation in the PRIDE System, cancel the old reservation.

(b) Mark the old annex as follows:

(Date): Annex ( ) is superseded by Annex ( ).

\_\_\_\_\_  
(Signature of Enlisting Officer)

(c) Prepare the new annex and update the appropriate sections of DD Form 1966. TeleFax the new annex to the Navy Recruiting Station.

- (7) The recruiter will have the applicant read and sign the new annex. The recruiter then telefaxes the signed annex to the classifier. The classifier places the telefaxed copy into the applicant's service record. Do not cancel original reservation without applicant's acknowledgement and consent.
- (8) The applicant must go to MEPS and sign the new annex as soon as possible. If the applicant is unable to go to MEPS, the classifier provides the recruiter with the new annex for the applicant's signature. Once the applicant signs, the recruiter returns the annex to the MEPS for the classifier to file in the applicant's service record in place of the telefaxed copy.
- (9) The MEPS Liaison Petty Officer must ensure that MEPS ARS System (System 80) has been updated. If the applicant has an USNR program, the MEPS Liaison Petty Officer ensures that MEPS receives the updated information to prepare an "amendment to Reserve orders."
- (10) If the applicant has an USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (e.g., "Annex B replaces Annex A").
- (11) In all cases, both the new and old annexes are retained in the applicant's service record and residual file.
- (12) To ensure integrity of the DEP pool, the Commanding Officer and EPO should monitor the PRIDE ATRSEE Report to ensure that each applicant who has been "rolled out" was authorized.
- (13) If the applicant's accession date is the only change, the classifier updates the applicable sections of DD Form 1966 with the new accession date information. The MEPS Liaison Petty Officer must ensure the MEPS ARS System (System 80) has been updated. If the applicant has an USNR program, the MEPS Liaison Petty Officer ensures that MEPS receives the updated information to prepare an "amendment to Reserve orders".

c. **Changes between Regular and Reserve Components.** The following procedures are applicable for changing enlistment programs between **Regular** and Reserve component programs (such as, crossover between USN 4/5/6YO to a USNR A-M/TEP or vice versa):

- (1) Obtain a PRIDE reservation for the new program and cancel the PRIDE reservation for the old program.

- (2) Prepare a new page 1 of DD Form 1966. Place a copy of the old page 1 of DD Form 1966 in the residual file.
- (3) In Item 33 check the applicable block 19 items that have changed.
- (4) Mark old program annex(es) as cancelled and retain the residual. Sample entry:

(Date: Annex “A” cancelled due to a component change from an USN program to USNR program). (or visa versa).

\_\_\_\_\_  
Signature of Enlisting Officer

- (5) Prepare a Page 13 entry for administrative separation and forward/coordinate with MEPS to clear the member from MIRS and to offset enlistments into the “new” component.
- (6) Reenlist the member in the “new” program with a new DD Form 4. Destroy the old DD Form 4.
- (7) An administrative separation (discharge) for the purpose of immediate reenlistment does not constitute a break in DEP or DET service for MSO purposes; therefore, the total time prior to and after the discharge and immediate reenlistment counts towards satisfying the eight-year Military Service Obligation (MSO). Since DOD policy allows a maximum one-year of MSO to be completed in a delay status, the total DEP/DET time prior to and after discharge/immediate reenlistment cannot exceed 365 days. The original enlistment date in DEP or DET remains as the starting date for fulfilling MSO. Enter the following statement in the Remarks Section of DD Form 1966:

“Original enlistment date in the delayed entry/commencement date for fulfilling Military Service Obligation (MSO) is \_\_\_\_\_.”

- d. **Changes Within Same Component Path.** The following procedures are applicable for changing enlistment programs within the **same** Reserve or Regular component accession path (such as, change from 4YO to 5YO USN enlistment; change from A-M ATP to A-M Class “A” School; change from TEP to A-M:

- (1) The applicant must be present at MEPS for a face to face interview with the classifier.
- (2) If the applicant’s program changes, the classifier will do the following:
  - (a) After obtaining a new reservation in the PRIDE System, cancel the old reservation.
  - (b) Mark the old annex as follows:

(Date): Annex ( ) is superseded by Annex ( ).

\_\_\_\_\_  
(Signature of Enlisting Officer)

- (c) Prepare the new annex and update the applicable sections of DD Form 1966. Ask the applicant to read and sign the new annex.
- (3) The MEPS Liaison Petty Officer must ensure that MIRS has been updated. If the applicant has an USNR program, the MEPS Liaison Petty Officer ensures that MEPS receives the updated information to prepare an amendment to Reserve orders.
- (4) If the applicant has a USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (i.e., Annex B replaces Annex A).
- (5) In all cases, both the new and old annexes must be retained in the applicant's service record and residual file.
- (6) To ensure the integrity of the DEP pool, the Commanding Officer and EPO should monitor the PRIDE ATRSEE Report to ensure that each applicant who has been rolled out was authorized.



**Exhibit 6-1. Administrative Separation From Delayed Entry NAVPERS 1070/613**

ADMINISTRATIVE REMARKS  
 NAVPERS 1070/613 (REV. 10-81)  
 S/N 0106-LF-910-6991  
 SHIP OR STATION

E-32
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**ADMINISTRATIVE SEPARATION FROM DELAYED ENTRY (DEP)**

\_\_\_\_\_: Administratively separated this date with an uncharacterized Entry Level Separation. Auth: CRUITMAN-ENL Chapter Four and Chapter Six. A total of \_\_\_\_ days have passed since the beginning of this DEP period.

Reason:

REENLISTMENT MAY NOT BE EFFECTED WITHOUT THE PRIOR APPROVAL OF THE COMMANDING OFFICER, NAVY RECRUITING DISTRICT.

(Note: Change to read “RECOMMENDED FOR REENLISTMENT” in cases of DEP separation for the purpose of effecting a program change).

1. If you feel you have been separated in error or would like to include a statement for the record, you may do so by contacting your recruiter to request for local procedures. Your recruiter will be able to provide additional information regarding your separation and potential for future opportunities in the United States Navy.
2. You are entitled to the following rights and privileges:
  - a. The right to obtain copies of documents that will be forwarded to Chief of Naval Personnel supporting the basis for the recommended separation. (Classified documents may be summarized.)
  - b. The right to submit statements.
4. An Entry Level Separation is an administrative separation without characterization of service. Provided the reason(s) in which you are being considered for an administrative separation can be resolved favorably and you meet all other enlistment eligibility requirements, you may reapply for enlistment consideration into the naval service.

\_\_\_\_\_  
 (Signature of Commanding Officer or those authorized to sign By direction)

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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13

**Exhibit 6-2. DEP Action Request/Potential DEP Problem**

<b>DEP ACTION REQUEST (DAR)/POTENTIAL DEP PROBLEM (PDP) (Circle One)</b>	
<p>From: RINC, NRS _____</p> <p>To: Commanding Officer, Navy Recruiting District _____</p> <p>Via: (1) Zone Supervisor                      (2) NF/Advance Programs Coordinator (If applicable)                      (3) Chief Recruiter                      (4) Enlisted Programs Officer</p> <p>Encl: (1) R-Tools Record (Required for 1b., 1f. and 1g.)</p> <p>Subj: <b>CHANGE IN DEP STATUS</b></p> <p>1. It is requested that the following individual be (Check one):</p> <p>a. <input type="checkbox"/> Reclassified    b. <input type="checkbox"/> Rolled-Out    c. <input type="checkbox"/> Rolled-In    d. <input type="checkbox"/> Info    e. <input type="checkbox"/> Courtesy Ship</p> <p>f. <input type="checkbox"/> DEP Discharge (Definite)    g. <input type="checkbox"/> DEP Discharge (Probable)    h. <input type="checkbox"/> Change in DEP Status</p> <p>Name: _____ SSN: _____ ED Level: _____</p> <p>Program: _____ AFQT: _____ DEP Date: _____ Ship Date: _____</p> <p>LEAD Source: _____ Zone: _____ Recruiter: _____</p> <p>Sex: M / F (circle one)    Race/Ethnic Group: _____    Times Rolled: _____</p> <p>Reason for Action: _____</p> <p>_____</p> <p style="text-align: right;">_____</p> <p style="text-align: center;">RINC Signature and Date</p>	
<p><b>Recommendations/Comments</b></p> <p>1. Zone Supervisor                      Approve/Disapprove    Date: _____</p> <hr/> <p>2. NF/Advance Programs Coordinator (If Applicable)  <i>Information Only</i>    Date: _____</p> <hr/> <p>3. Chief Recruiter                      Approve/Disapprove    Date: _____</p> <hr/> <p>4. EPO                      Approve/Disapprove    Date: _____</p> <hr/> <p>5. Commanding Officer                      Approve/Disapprove    Date: _____</p>	<p>Comments: _____</p> <hr/> <p>Comments: _____</p> <hr/> <p>Comments: _____</p> <hr/> <p>Comments: _____</p> <hr/> <p>Comments: _____</p> <hr/>
<p>Completed Copy to:    <input type="checkbox"/> Senior Classifier    <input type="checkbox"/> Statistician    <input type="checkbox"/> Zone Supervisor</p>	

## Glossary of Terms and Abbreviations

“A” Cell	- A High School Diploma Graduate with an AFQT score in TSC 1-3A
ABE	- Adult Basic Education
ACCESSION	- Someone who counts towards goal
ACDU	- Active Duty
ACDUTRA	- Active Duty for Training (Also called ADT)
ACE	- Academic Capacity Enhancement
ACT	- American College Test
ADCO	- Advertising Coordinator
ADDOCS	- Advancement Documents
ADSD	- Active Duty Service Date
ADT	- Active Duty for Training (Also called ACDUTRA)
AECF	- Advanced Electronics Computer Field
AEF	- Advanced Electronics Field
AFQT	- Armed Forces Qualification Test
AIDS	- Acquired Immune Deficiency Syndrome
AIRC	- Aircrew Non-Rescue Swimmer Program
AIRR	- Aircrew Rescue Swimmer Program
ALAS	- Auxiliary Lean Assistance for Students
AOC	- Aviation Officer Candidate
AOCS	- Aviation Officer Candidate School
ARC	- Aids Related Complex
ASTB	- Aviation Selection Test Battery
ASVAB	- Armed Services Vocational Aptitude Battery
ATCO	- Assistant Test Control Officer
ATF	- Advanced Technical Field
ATP	- Apprenticeship Training Program
AVF	- All Volunteer Force
"B" Cell	- A Non-High School Diploma Graduate with an AFQT score in TSC 1-3A
BAH	- Basic Allowance for Housing
BCNR	- Board for Correction of Naval Records
BDCP	- Baccalaureate Degree Completion Program
BEERS	- Basic Enlistment Eligibility Requirements
BLUE AND GOLD OFFICER	- Reserve Officer who assists in recruiting for the Naval Academy
BOOST	- Broadened Opportunity for Officer Selection and Training

BOY	- Beginning of Year
BPOR	- Basic Principles of Officer Recruiting
BSA	- Boy Scouts of America
BS/GS	- Boy Scouts/Girl Scouts
BTW	- Behind the Wheel
BUD/S	- Basic Underwater Demolition/SEAL Training
"C" Cell	- A High School Diploma Graduate with an AFQT score in TSC 3B
CADD	- Current Active Duty Date
CADRE	- Completed Active Duty Requirements
CAP	- Civil Air Patrol
CCMS	- Case Control Management System
CCN	- Case Control Number
CDO	- Command Duty Officer
CFG	- Camp Fire Girls
CHBUMED	- Chief, Bureau of Medicine and Surgery
CHINFO	- Chief of Information
CHNAVRES	- Chief of Naval Reserve
CHNAVPERs	- Chief of Navy Personnel
CHSPEC	- California High School Proficiency Examination Certificate
CINCPACFLT	- Commander-in-Chief, US Pacific Fleet
CINCUSNAVEUR	- Commander-in-Chief, US Naval Forces Europe
CLASP	- Classification within Pride
CLO	- Campus Liaison Officer
CMO	- Chief Medical Officer
CNO	- Chief of Naval Operations
CNPC	- Chief of Navy Personnel Command
CO	- Commanding Officer
COI	- Center of Influence
COMM DOCS	- Commissioning Documents
COMNAVCRUITCOM	-Commander, Navy Recruiting Command
CONUS	- Continental United States
CNET	- Chief of Naval Education and Training
CNRC	- Commander, Navy Recruiting Command
CR	- Chief Recruiter
CREO	- Career Reenlistment Objectives
CRF	- Career Recruiting Force

CSM	- Compensatory Screening Model
CSTORM	- Consultative Sales Training for Officer Recruiters and Managers
CTM	- Chief of Testing Management
CV	- Curriculum Vitae
C3I	- Command, Control, Communications, and Intelligence
"D" Cell	- A Non-High School Diploma Graduate with an AFQT score in TSC 3B
DAR	- DEP Action Request
DAT	- Drug and Alcohol Test
DBM	- Dominant Buying Motive
DCNO	- Deputy Chief of Naval Operations
DD Form	- Department of Defense Form
DDS	- Direct Deposit System
DECA	- Distributive Education Clubs of America
DEERS	- Defense Enrollment Eligibility Reporting System
DEF	- Delayed Entry Full Kit Waiver
DEL	- Delayed Entry
DEM	- Delayed Entry Medical Waiver
DEN	- Delayed Enlistment Nuclear Field Program
DEP	- Delayed Entry Program
DER	- Delayed Entry Reserve
DET	- Delayed Entry into Training (Reserve component)
DIERC	- Date of Initial Entry into a Reserve Component
DIEUS	- Date of Initial Entry in Uniformed Services
DIR	- Director or Direct Ship
DLAB	- Defense Language Aptitude Battery
DLPT	- Defense Language Proficiency Test
DMDC	- Defense Manpower Data Center
DoD	- Department of Defense
DoN	- Department of the Navy
DONCAF	- Department of the Navy Central Adjudication Facility
DPEP	- Direct Procurement Enlistment Program
DSS	- Defense Security Service
EB	- Enlistment Bonus
ECM	- Enlisted Community Manager
EDSPEC	- Education Specialist

ELS	- Entry Level Separation
ENCORE	- Enlisted Navy Career Options for Re-enlistment
ENRO	- Enlisted Navy Recruiting Orientation
ENTNAC	- Entrance National Agency Check
EOD	- Explosive Ordnance Disposal
EOV	- Educator Orientation Visit
EOY	- End of Year
EPD	- Enlisted Processing Division
EPDS	- Enlisted Processing Division Supervisor
EPMAC	- Enlisted Placement Management Center
EPO	- Enlisted Programs Officer
EPDS	- Enlisted Processing Division Supervisor
EPSQ	- Electronic Personal Security Questionnaire
ERB	- Enlistment/Reenlistment Bonus
ERPMS	- Enlisted Recruiting Production Management System
ESL	- English as a Second Language
ESS	- Education Service Specialists
EST	- Enlistment Screening Test
FAST	- Fundamental Applied Skills Training
FAP	- Financial Assistance Program
FALANT	- Farnsworth Lantern Test
FBLA	- Future Business Leaders of America
FFA	- Future Farmers of America
FHA	- Future Homemakers of America
FMAM	- February, March, April, and May
FMDP	- Family Member Dental Plan
Form FS	- Foreign Service Form
FOUO	- For Official Use Only
FSM	- Federated States of Micronesia
FTOST	- Full-time Out-Service Training
GED	- General Educational Development
GENDET	- General Detail
GSA	- Girl Scouts of America
GME	- Graduate Medical Education
GOF	- General Officer

GPA	- Grade Point Average
GTEP	- GENDET Targeted Enlisted Program
HARP	- Hometown Area Recruiting Program
HIV	- Human Immunodeficiency Virus
HP3	- High Performance Predictor Profile
HPSP	- Health Professions Scholarship Program
HSCP	- Health Services Collegiate Program
HSDG	- High School Diploma Graduate
HSG	- High School Graduate
HYT	- High Year Tenure
IADT	- Initial Active Duty for Training
IG	- Inspector General
INA	- Immigration Nationality Act
INS	- Immigration and Naturalization Service
INTERN	- Person engaged in the first year of medical education after medical school
IRR	- Individual Ready Reserves
ISC	- Interservice Separation Code
JA	- Junior Achievement
JOBS	- Job Orientated Basic Skills
JRAAC	- Joint Recruiting Advertising Committee
JRAP	- Joint Recruiting Advertising Program
JRISS	- Joint Recruiting Information Support System
JROTC	- Junior Reserve Officer Training Corps
LEADS	- Local Effective Accession Delivery System
LPR	- Lawfully Admitted for Permanent Residence
LRP	- Loan Repayment Program
LSAT	- Law School Admission Test
LSM	- Logistics Support Manual
LSO	- Logistics Support Officer
LSAT	- Law School Admission Test
LTCS	- LEADS Tracking Center Supervisor
MANMED	- U.S. Navy Manual of the Medical Department

MASS	- Military Applicant Security Screening
MCAT	- Medical College Admissions Test
MEDVIP	- Medical Very Important Person Visit
MEPS	- Military Entrance Processing Station
MEPCOM	- Military Entrance Processing Command
MET	- Mobile Examining Team
MGIB	- Montgomery GI Bill
MILPERSMAN	- Military Personnel Manual
MITMC	- Military Traffic Management Command
MITT	- Mobile Inspection Training Team
MLPO	- MEPS Liaison Petty Officer
MOV	- Medical Orientation Visit
MSO	- Military Service Obligation
MTF	- Military Treatment Facility
NACLAC	- National Agency Check, Local Agency Check, and Credit Check
NAEPE	- Naval Aviation Entrance Physical Exam
NALTS	- National Lead Tracking System
NAMI	- Naval Aerospace Medical Institute
NAPS	- Naval Academy Preparatory School
NAPT	- Navy Supplementary Test
NAVCRUIT	- Navy Recruiting
NAVCRUITDIST	- Navy Recruiting District
NAVCRUITPROSTA	- Navy Recruiting Processing Station
NAVET	- Navy Veteran
NAVPERs	- Naval Personnel
Navy-CASH	- Navy College Assistance/Student Headstart program
NBQ	- Not Best Qualified
NCF	- Navy College Fund
NCO	- New Contract Objective
NCP	- Nurse Corps Program
NEC	- Navy Enlisted Classifications
NECT	- Naval Education and Training Center
NETCON	- New Enlistment Contracts Report
NIFA	- National Intercollegiate Flying Association
NF	- Nuclear Field Program
NFEW	- Nuclear Field Eligibility Waiver



NFOC	- Naval Flight Officer Candidate
NFQT	- Nuclear Field Qualification Test
NGYCP	- National Guard Youth Challenge Program
NHSDG	- Non-High School Diploma Graduate
NJP	- Non-Judicial Punishment
NMN	- No Middle Name
NOIC	- Navy Opportunity Information Center
NORU	- Navy Recruiting Orientation Unit
NP	- Non-Pay
NPQ	- Not Physically Qualified
NPS	- Non Prior Service
NREC	- Navy Recruiting Exhibit Center
NRD	- Navy Recruiting District
NRLA	- Navy Recruiting Leadership Academy
NROTC	- Navy Reserve Officers Training Corps
NRPS	- Navy Recruiting Processing Station
NRS	- Navy Recruiting Station
NSCC	- Naval Sea Cadet Corps
NTO	- Nuclear Trained Officer
NTT	- National Training Team
NUPOC	- Nuclear Propulsion Officer Candidate
OAR	- Officer Aptitude Rating
OASD	- Office of the Assistant Secretary of Defense
OC	- Officer Candidate
OCS	- Officer Candidate School
OHARP	- Officer Hometown Area recruiting Program
OIS	- Officer Indoctrination School
OPE	- Out of Pocket Expense
OPM	- Office of Personnel Management
OPNAVINST	- Office of the Chief of Naval Personnel Instruction
OPO	- Officer Programs Officer
OR	- Officer Recruiter
ORPMS	- Officer Recruiting Production Management System
OSD	- Office of Secretary of Defense
OSVET	- Other Service Veteran

PAL	- Prospect Activity Log
P/A CARD	- Prospect/Applicant Card
PAO	- Public Affairs Officer
PAYPERSMAN	- Navy Pay and Personnel Manual
PCM	- Primary Care Manager
PDC	- Personally Developed Contact
PEBD	- Pay Entry Base Date
PEI	- Pre-enlistment Interview
PLUS	- Parent Loan for Undergraduate
PMR	- Permanently Medically rejected
PORTS	- Personalized Officer Recruiting and Tracking System
POC	- Point of Contact
POV	- Privately Owned Vehicle
PQS	- Personal Qualification Standards
PRIDE	- Personalized Recruiting for Immediate and Delayed Enlistment
PRIZE III	- Prior Service III Program
PROMO	- Promotional Item
PRT	- Physical Readiness Test
PSA	- Public Service Announcement
PSD	- Personnel Support Detachment
PSEE	- Prior Service Enlistment Eligibility system
PSLO	- Professional School Liaison Officer
PTO	- Part Time Office
PRC	- Police Records Check
PRP	- Personnel Reliability Program
QIS	- Quality Incentive System
QMA	- Qualified Male Applicant
QNE	- Qualified Not Enlisted
QNI	- Qualified Not Interested
RAD	- Recruiting Aid Device
RADO	- Reserve Active Duty Obligation
RAF	- Recruiter Assignment Factor
RAO	- Recruit Affairs Office
RBJ	- Rejected, Re-evaluation Believed Justified
RCS	- Report Control System

RDAC	- Recruiting District Assistance Council
REIP	- Recruiting Excellence Incentive Program
RINC	- Recruiter-in-Charge
RIS	- Recruiting Incentive System
RMI	- Republic of Marshall Islands
ROMO	- Recruiting Officer Management Orientation
ROP	- Republic of Palau
RQAT	- Recruit Quality Assurance Team
RRA	- Ready Reserve Agreement
RTC	- Recruit Training Center
RTO	- Rejected to Obligate
R-TOOLS	- Recruiting Tools
SAMs	- Sea and Air Mariners
SCC	- Seaborne Conservation Corps
SDA PAY	- Special Duty Assignment Pay
SEAL	- Sea, Air, Land Teams
SECDEF	- Secretary of Defense
SECF	- Submarine Electronic/Computer Field
SECNAV	- Secretary of the Navy
SELRES	- Selected Reserve
SEMINAR	- Senior Minority Assistance to Recruiting
SGP	- School Guarantee Program
SOI	- Sphere of Influence
SRB	- Selective Reenlistment Bonus
SSB	- Selective Separation Bonus
SSBI	- Single Scope Background Investigation
SSN	- Social Security Number
STAR	- Selective Training and Reenlistment Program
STEAM	- Standardized Territory Evaluation and Analysis for Management
TA	- Test Administrator
TASP	- Targeted 'A' School Program
TAR	- Training and Administration of the Reserve
TCO	- Test Control Officer
TDRL	- Temporary Disability Retired List
TEMAC	- Temporary Active Duty

TEB	- TEP Enlistment Bonus
TEP	- TAR Enlistement Program
THC	- TetraHydroCannabinol
TIER I	- High School Diploma Graduate
TIER II	- Alternate High School Credentials or HSG
TIER III	- Non-High School Graduate
TIR	- Time in Rate
TPU	- Transient Personnel Unit
TR	- Transportation Request
TSC	- Test Score Category
UCMJ	- Uniform Code of Military Justice
UMT&S	- Universal Military Training and Services
USAREC	- U.S. Army Recruiting Command
USCS	- U.S. Code, Section
USIS	- U.S. Investigative Service
USNR	- U.S. Naval Reserves
VCNO	- Vice Chief of Naval Operations
VSI	- Voluntary Separation Incentive
XO	- Executive Officer
YPPO	- Youth Programs Petty Officer
ZS	- Zone Supervisor