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Commander, Navy Recruiting Command

**COMNAVCRUITCOMINST 1130.8K
NAVY RECRUITING MANUAL-ENLISTED
VOLUMES I - V**

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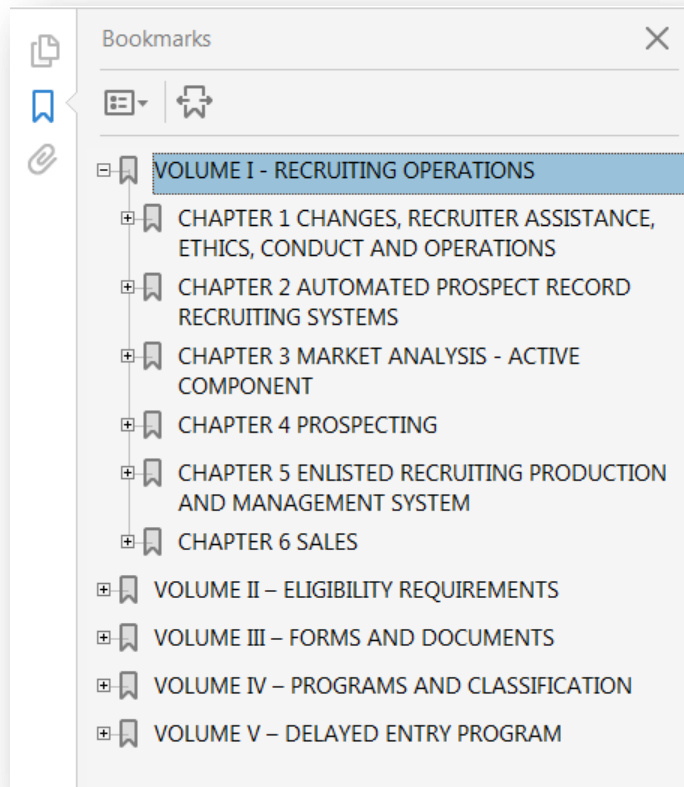
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NAVIGATING THIS MANUAL USING ADOBE READER

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LIST OF REVISIONS/CHANGES

Some grammatical, administrative, and other minor corrections have been incorporated into this revision of the Enlisted Recruiting Manual. The following list outlines those changes. They have not been highlighted.

1. **This manual was reformatted in its entirety.**

VOLUME I - RECRUITING OPERATIONS

COMNAVCRUITCOMINST 1130.8K

JULY 2016

VOLUME I - RECRUITING OPERATIONS

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CHAPTER 1 CHANGES, RECRUITER ASSISTANCE, ETHICS, CONDUCT AND OPERATIONS

SECTION 1 CHANGES TO COMNAVCRRUITCOMINST 1130.8 AND DISTRIBUTION

010101. COMNAVCRRUITCOMINST 1130.8 RECOMMENDED CHANGES.

a. Recommended changes to COMNAVCRRUITCOMINST 1130.8 may be submitted by anyone via their chain of command.

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

(2) Recommended changes shall be typewritten, legibly printed, or legibly handwritten. Navy Recruiting Command members shall copy and complete Exhibit 010101, Recommended Change Form, when submitting change recommendations to NAVCRUITCOM (N35). This form is located on the NRC SharePoint portal. Change recommendations received via any format other than Exhibit 010101 will not be accepted. Change recommendations received without proper routing via the chain of command or endorsements will not be accepted. Address recommended changes to:

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

Note: Provide an information copy to:

Commander, Navy Recruiting Command (N7)

b. Textual changes will be highlighted in both the paper and electronic versions of COMNAVCRRUITCOMINST 1130.8.

010102. AUTHORITY FOR ISSUANCE. This manual is issued under Title 5, U. S. Code, sections 301 and 302; Title 10, U. S. Code, chapter 31; and articles 0206 and 0307, U.S. Navy Regulations 1973. See also the Military Personnel Manual (MILPERSMAN) article 1133-010, and Bureau of Personnel (BUPERS) Instruction 5450.16.

010103. DISTRIBUTION. COMNAVCRRUITCOMINST 1130.8 and all future changes can be obtained by accessing the NAVCRUITCOM website using the following link: <http://cnrc.navy.mil>. Click on the "Publications" tab and then "Directives."

EXHIBIT 010101. RECOMMENDED CHANGE SUBMISSION DOCUMENT

Recommended Change to COMNAVCRUITCOMINST 1130.8

(Date)

From: _____

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

Via: (1) (Submitting Member's Immediate Supervisor's Title)
(2) (Submitting Member's Commanding Officer)

Subj: PROPOSED CHANGE TO COMNAVCRUITCOMINST 1130.8, Volume _____

1. Applicable page(s) _____, paragraph(s) _____
(Include all pages/paragraphs, which will be affected by the recommended change.)

2. Recommended change:

3. Justification:

Signature

Copy to:
DIR, NTT

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

Recommended Change to COMNAVCRUITCOMINST 1130.8

First Endorsement

(Date)

From: (Submitting Member's Immediate Supervisor's Title)

To: Commander, Navy Recruiting Command (N35)

Via: (Submitting Member's Commanding Officer)

1. Forwarded, recommending _____

2. Comments:

(Signature)

Second Endorsement

(Date)

From: (Submitting Member's Commanding Officer)

To: Commander, Navy Recruiting Command (N35)

1. Forwarded, recommending _____

2. Comments:

(Signature)

SECTION 2 ASSISTANCE TO RECRUITERS

010201. RECRUIT PUBLIC AFFAIRS OFFICE

a. When a parent or relative is in the Navy recruiting station and has questions a recruiter cannot readily answer, the recruiter is authorized to telephone the Public Affairs Office (PAO) at Recruit Training Command (RTC). If parents or relatives desire to contact RTC personally, they will be referred to the RTC PAO. Under the Privacy Act of 1974, the RTC PAO will provide only general, non-derogatory information over the telephone.

Public Affairs Office

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

Note: [Refer to volume IV](#), for information regarding transient personnel units (TPUs) for prior service veterans not required to attend recruit training.

b. Problems. Specific problems that cannot be solved through the PAO should be referred to the NAVCRUITDIST commanding officer, or Commander, Navy Recruiting Region. Some particularly difficult problems may be referred to:

Inspector General

COMNAVCRUITCOM 00IG
5722 Integrity Drive
Millington, TN 38054-5057
Comm: (901) 874-9030/31/33/34/35/36/38/54 DSN: 882
Hotline: (888) 247-9321 FAX: (901) 874-9047

c. Emergency situations should be referred to:

(1) COMNAVCRUITCOM CDO: Cell Phone: (901) 592-7215

(2) Red Cross: (877) 272-7337 (Provide the service member's name and SSN).

010202. INTERPRETATIONS OF CONTENT

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

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

010203. RECRUIT RECORD

Correspondence concerning recruit records (e.g., background checks, additions, or deletions) should be sent to:

Chief in Charge
Customer Service Detachment
ATTN: Recruit Receipts

VOLUME I - RECRUITING OPERATIONS

COMNAVCRUITCOMINST 1130.8K

JULY 2016

2605 Kansas Street
Great Lakes, IL 60088-5522

SECTION 3 PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1130.8

010301. CONTENT. This manual is published as COMNAVCRUITCOM Instruction 1130.8 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 into the United States Navy Active and Reserve Components, and to govern the actions and conduct of all personnel connected with the recruitment and enlistment processing of Navy applicants.

010302. AUTHORITY OF MANUAL. COMNAVCRUITCOMINST 1130.8 has the same force as orders from Commander, Navy Recruiting Command. Violation of COMNAVCRUITCOMINST 1130.8 provides a basis for disciplinary action under the Uniform Code of Military Justice (UCMJ), e.g., Articles 84 and 92. Violations of COMNAVCRUITCOMINST 1130.8 may also be cause for appropriate civil action in addition to any penalty provided by the UCMJ.

010303. FRAUDULENT ENLISTMENT. If procedures for enlisting and processing are not strictly followed due to the apparent misconduct or negligence of recruiting personnel, it does not make the applicant immediately ineligible for enlistment. NAVCRUITDIST COs shall, however, ensure the applicant had no culpability in, or knowledge of, the fraudulent act. Applicants are ineligible for enlistment when found to have complicity in, or knowledge of, the fraudulent act. COMNAVCRUITCOMINST 1130.8 does not abrogate jurisdiction for fraudulent reenlistment under article 83, UCMJ.

SECTION 4 MILITARY CONDUCT ON RECRUITING DUTY

010401. PURPOSE. This section contains:

a. General policy and instructions governing the procurement of both prior service (PS) and non-prior service (NPS) enlisted personnel into the Navy and Navy Reserve (NR).

b. Procedures that foster professional military standards for Sailors serving on the independent duty of recruiting.

010402. ACCEPTANCE FOR ENLISTMENT OR REENLISTMENT. Applicants who meet prescribed standards are acceptable for enlistment or reenlistment. No applicant will be refused enlistment because of race, color, religion, national origin, or gender, if otherwise qualified in accordance with the provisions of this Manual.

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

010404. RECRUITING ETHICS

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

b. Recruiting Promises

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

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

- (a) Enlistment incentives, bonus programs, college fund "kicker"
- (b) Geographical/duty stations
- (c) Advanced pay grade or promotions
- (d) Educational opportunities
- (e) Meaning and requirements of military service obligation (MSO)

(3) The Navy is a challenging career. If properly presented, this should be sufficient attraction for young men and women of the desired character. Under no circumstances shall recruiting personnel directly or indirectly characterize duty in the Navy as a life of ease and pleasure.

(4) Recruiting personnel shall reinforce to each applicant that only those promises actually written into their enlistment contract will be honored. Items 8 and 13 of DD Form 4, Enlistment/Reenlistment Document, deal with enlistment promises and must be stressed so applicants have a legitimate understanding of their significance. Specific statements of understanding (SOU) and annexes to DD Form 4 are used for guaranteed enlistment incentives. For general service enlistments (open contracts), the DD Form 4, and section IV of the DD Form 1966 are used.

(5) Real or implied promises that cannot be honored and questionable recruiting practices jeopardize accomplishment of the mission and mar the integrity of the individual Navy recruiter, Navy Recruiting Command, and the Navy. Such methods are strictly prohibited.

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

(1) Recruiting personnel shall not appear in court or before judicial authorities at any time (e.g., district attorney (DA), assistant DA, prosecuting authority, etc.) nor shall they initiate communication with the same, or on behalf of any prospect, applicant, and member of the Delayed Entry Program (DEP) or Selected Navy Reservist (SELRES) awaiting initial active duty for training (IADT).

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

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

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

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

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

d. Reporting Recruiting Irregularities. Organizational reporting procedures for incidents of recruiting malpractice or misconduct are set forth in the current edition of COMNAVCRUITCOMINST 1137.3. In addition, Navy Recruiting Command personnel who become aware of or suspect recruiting irregularities shall report such activities to their immediate superior. NAVCRUITREG Commanders, NAVCRUITDIST commanding officers, and the COMNAVCRUITCOM Inspector General will initiate inquiries into allegations or complaints of recruiting irregularities, including those forwarded from the Military Entrance Processing Command (MEPCOM).

e. Bribes. In the event an applicant attempts to bribe recruiting personnel for any purpose, it shall be reported to the district commanding officer, via the chain of command, who shall forward the report to the NAVCRUITREG commander. The applicant will be rejected and permanently banned from future enlistment.

010405. SCREENING OF APPLICANTS

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

b. Gang Association. Applicants who disclose or who are suspected of gang association shall be interviewed by the commanding officer to determine degree of participation and ability to maintain a satisfactory pattern of conduct. Applicants who have affiliated with gangs should not be denied enlistment based on that affiliation alone. However, applicants who have a history of criminal activity or violence associated with gang activity are not enlistment eligible. Refer to [volume II, section 7](#) for applicants with gang tattoos.

c. Supremacist/Extremist. Applicants who participated in supremacist/extremist organizations, reveal any extreme prejudice or vices against any individual(s), or have a history that they illegally denied the rights of any individual or group are not enlistment eligible. Refer to [volume II, section 7](#) for applicants with extremist group tattoos.

010406. CONCEALING APPLICANT INFORMATION. Under no circumstances shall recruiting personnel instruct an applicant to withhold any information regarding the commission of any civilian offenses, no matter how minor; medical/physical information, to include treatment, medication prescribed, or minor illnesses, regardless of when treatment occurred or the applicant's current medical/physical status; or any other information that could later result in the applicant being discharged for fraudulent enlistment. Inform applicants who state they have had no previous military service that, should

they conceal such service, the fact will become known as soon as their enlistment documents reach the Department of the Navy, and they will be subject to disciplinary action or discharge for fraudulent enlistment.

010407. NON-SOLICITATION OF CERTAIN INDIVIDUALS

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

b. Since a considerable amount of planning and administrative work is required to prepare reservists for planned active duty and ultimate affiliation with a parent reserve unit, recruiting members of the Navy Reserve who have received orders to extended active duty is prohibited. This does not prevent any interested reservist from voluntarily seeking information concerning active component enlistment nor does it imply immediate denial of enlistment any time prior to reporting for extended active duty.

c. Recruiters shall 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, USC Title 50, Section 451, as they are engaged in endeavors considered necessary to the maintenance of the national health, safety, or interest. This does not bar the enlistment of such individuals who volunteer on their own initiative. The foregoing also applies to solicitation of members of components of other branches of the armed forces or the National Guard.

010408. SAFEGUARDING APPLICATION INFORMATION

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

b. Transmitting Files. Whenever practicable, applicants shall not transmit their own or any other person's application file. However, in those isolated instances where an applicant file cannot be transmitted by any other means in sufficient time to avoid a processing delay, an applicant may hand-carry an applicant file or files from the Navy recruiting station to the navy recruiting district headquarters, or to MEPS, provided all of the following requirements are satisfied:

(1) Place each application file in a sealed envelope bearing 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 (MLPO), or person designated in writing on the envelope, that will ensure the envelope is still completely sealed and bears no evidence of tampering. If the receiving person suspects the file has been opened or tampered with, the person must immediately contact the referring recruiter for verification of enlistment data.

010409. SENDING RECRUITMENT INFORMATION OR MATERIAL TO A FOREIGN COUNTRY

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

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

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

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

010410. UNIFORMS

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

b. Navy recruiters in CONUS, Hawaii, and Guam are authorized to wear the Navy working uniform (NWU) to conduct recruiting activities with the following exceptions:

(1) The prescribed uniform for recruiting personnel, officer and enlisted, appearing at any official/formal event such as a career fair/conference, television appearance, public gathering, formal school presentation, or patriotic celebration, shall be the appropriate Navy dress uniform.

(2) The NWU will not be worn while conducting the 72-hour indoctrination of new future Sailors.

c. If any doubt exists on the appropriateness of the NWU at any event, function, or venue, the NAVCRUITDIST commanding officer shall be consulted and may approve the wearing of the NWU for the occasion in question.

010411. HOURS OF OPERATION, NAVY RECRUITING COMMAND. Commanding officers shall prescribe working hours for Navy recruiting stations and support

offices. Consideration will be given to staggering the working hours to permit offices to remain open during peak recruiting hours of the day.

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

a. Recruiting operations officer, chief recruiter or assistant chief recruiter shall conduct a production inspection whenever a Navy recruiting station fails to meet its assigned new contract goal for two consecutive months.

b. The recruiting operations officer may grant a one-time waiver exception. Greater frequency of inspections is encouraged where circumstances and time permit.

c. PQS qualified division leading chief petty officers and district trainers may perform inspections and visits when directed by the commanding officer.

SECTION 5 OPERATIONS

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

010502. CONDUCT WITH APPLICANTS. All applicants shall be treated with courtesy, respect, dignity, and consideration. This applies equally to rejected applicants. Recruiters have the responsibility for tactfully informing disqualified applicants of their ineligibility to enlist or reenlist. Rejected applicants must be made to feel their interest in the Navy is greatly appreciated.

a. Sexual Harassment, Fraternization and Discrimination

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

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

(3) It is imperative that all Sailors, civilian employees and Delayed Entry Program personnel (future Sailors) of the command understand the Navy policy on fraternization, discrimination and sexual harassment. Commanders at all levels shall ensure every member under their charge has been provided fraternization, discrimination, and sexual harassment training and education in accordance with the current Navy order.

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

010503. NAVCRUITSTA SECURITY

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

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

c. Government Travel Requests (TR), Bulk Tickets, Meal Tickets. A security container which meets the requirements set forth for testing materials shall be utilized to store transportation and meal tickets. Accountability of these items must be maintained and the NAVCRUITSTA shall maintain a log containing the following as a minimum:

- (1) TR and/or bulk ticket log
- (2) Serial number of government travel tickets
- (3) Name of person using ticket
- (4) Origin
- (5) Destination
- (6) Date of issue

d. Action: A report of TRs used during the month shall be submitted the last day of the month to the logistics support officer (LSO). Negative reports are not required. TRs returned for any reason shall be sent via certified mail or hand carried to the NAVCRUITDIST LSO by authorized personnel.

010504. COMPUTERS

a. Physical security standards shall be implemented in accordance with current OPNAV directives. The NAVCRUITDIST systems administrator (SYSAD) is responsible for maintaining full accountability of all ADP hardware and software. Additionally, the following physical security measures shall be taken:

(1) The SYSAD shall ensure all computers are accounted for by verifying custody records and signatures semi-annually in April and October.

(2) At close of business, all mobile recruiting devices and laptops shall be properly secured in a locked container (filing cabinet, locked desk drawers, etc.) or taken home.

(3) All mobile recruiting devices and mobile Recruiting Initiative (MRI) peripheral devices shall be operated and safeguarded in accordance with COMNAVCRUITCOMINST 5239.4.

010505. PRIVACY ACT/FREEDOM OF INFORMATION ACT (PA/FOIA)

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

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

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

010506. COLLECTION OF PERSONAL INFORMATION FROM INDIVIDUALS

a. Recruiters shall collect information to the greatest extent possible directly from the individual concerned. Recruiters shall ensure all personal identification information (PII) obtained is properly safeguarded in accordance with current Navy PII policy and guidance.

b. Third party information shall be minimized with the exception of police checks and character/employment references.

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

(1) Authority for collection of information

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

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

d. The Privacy Act statement located on the applicant record can be used for this purpose. For additional details and guidance concerning the PA/FOIA, recruiters shall consult NAVCRUITCOM judge advocate general (JAG) (00J) via their respective chains of command.

010507. INSTRUCTIONS, PUBLICATIONS, AND REPORTS

a. Each NAVCRUITSTA shall maintain a hardcopy of all current applicable instructions, notices and memoranda issued by the NAVCRUITDIST, NAVCRUITREG and NAVCRUITCOM.

b. The NAVCRUITDIST administration department shall provide a list of required directives needed in the NAVCRUITSTA. In addition to these directives, NAVCRUITSTAs shall, at a minimum, maintain the following publications:

(1) Basic Military Requirements (NAVEDTRA 80054)

(2) Military Requirements for CPO (NAVEDTRA 80047), P01 (NAVEDTRA 80046), P02 (NAVEDTRA 80045) and P03 (NAVEDTRA 80044)

(3) Navy Guide for Retired Personnel and Their Families (NAVPERS 15891)

(4) Navy Drivers Handbook (NAVFAC NO 403)

(5) Current zip code directory (if available)

(6) City directories (if available)

(7) Navy Reserve Officer Training Corps (NROTC) Bulletin (current year)

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

SECTION 6 THE RECRUITING PROCESS

010601. PURPOSE

a. The systematic recruiting process provides a framework in which the recruiter is to operate and is critical to a successful tour of duty; however, it is not a substitute for good leadership or sound judgment. The remainder of this instruction will explain this process in-depth. An overview of each system is as follows:

(1) Market I. D. Maintaining a continuous flow of new names on a continuous basis is essential to a recruiters' success.

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

(3) Screening. The process of evaluating a prospect's eligibility as defined in Volume II of this instruction and aids in eliminating those prospects who do not meet the requirements.

(4) Selling. Persuading a prospect to enlist in the Navy using skills, techniques, and motivation. Selling occurs during a face-to-face interview with potentially qualified applicants and their significant others or parents.

(5) Processing. Applicants applying for enlistment in the USN or USNR must complete mental testing, a physical examination, or re-screening at the processing station by MEPS representatives, and classification. Parental consent is required prior to processing a 17-year-old prospect.

(6) Enlistment. The applicant is enlisted into either the Delayed Entry Program or the Selected Reserve.

(7) Delayed Entry Program. Applicants who enlist for active duty join the Delayed Entry Program until their date to report to Recruit Training Command (RTC). The DEP program is designed to produce referrals and prepare future Sailors for RTC.

(8) Shipping. Involves sending individuals to RTC, or, in some cases, directly to their initial duty station.

010602. SUMMARY. Recruiters must systematically integrate a multitude of tasks and activities together in a coordinated effort to successfully attain mission. To do so properly, they must understand the process and continually evaluate and improve work habits. Recruiting quality is no accident. The recruiter who has an understanding of people and a professional sales presentation will be more productive in every aspect of the job.

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CHAPTER 2 AUTOMATED PROSPECT RECORD RECRUITING SYSTEMS

SECTION 1 RECRUITING TOOLS (Web RTools)

020101. PURPOSE. Web RTools is a Web application designed to provide access to prospect data information in an assigned territory.

020102. APPLICATION

a. To use the data in this system for prospecting and follow-up, and to retain information on each prospect for future application. A step-by-step users manual is located within the application Help Menu. To access this manual, proceed with the following steps:

- (1) Select the Help Menu within the application
- (2) Select topic

020103. APPLICANT RECORDS FILES. Applicant records shall be assigned to market segment files. The market segment files are to be used to organize market segments and store records not actively being worked. All records are automatically stored alphabetically within each market segment.

020104. MARKET SEGMENTS

a. The None Market Segment. This file contains all the available names, male and female, of anyone that has been downloaded from an outside source. This may include name lists or hand-entered records. These records need to be transferred to the appropriate market segment as soon as possible.

b. The School Market Segment. This file contains all the available names, male and female, of high school students in the NAVCRUITSTA assigned territory. Name, school, graduation year, test score, sex, zip code, etc., may be used to pull these records. Records in this file must be converted to the Work Force file as soon as possible after graduation and no later than 1 September. The Global Record Change function completes this process.

c. The College Market Segment. This file contains the names of individuals, male and female, attending either a two or four-year college. An exported list of individuals entering their third year of college shall be forwarded to the officer programs officer (OPO) for prospecting for officer programs.

d. The Work Force Market Segment. This file contains all available names, male and female, of anyone who appears to be out of school and eligible to ship directly to RTC. Name, school, graduation year, test score, sex, zip code, etc., may be used to pull these records.

e. The Prior Service Market Segment. This file contains all the names of individuals that have prior active military service.

f. The In-Service Market Segment. This file contains all the names of individuals who are serving on active duty in one of the branches of military.

g. Female File Market Segment. Optional for NAVCRUITDIST's use.

h. Inactive Market Segment. This market segment contains the applicant records of disqualified/rejected, male and female, applicants for a period of five years from the date of disqualification/rejection. This file should be purged monthly, retaining only records for a five year period from the date of disqualification/rejection.

i. The Working Tickler. Each individual's complete working tickler is displayed when the user selects the view/working tickler from the menu. The user can use the record query screen to select a given date range within the individuals working tickler.

020105. OPERATION OF THE SYSTEM. The Web RTools system allows records to be scheduled on a specific day from the present to a future date. This allows the LPO/LCPO to operate on a rolling day/month basis, keeping the next 31 days current. The LPO/LCPO shall load the records to be "worked" (prospected, tested, etc.) for the appropriate date. The records to be prospected will be selected from the pool, as necessary, to make NAVCRUITSTA goals (Non-Prior Service Work Force, "A" Cell, Black/Hispanic Test Category Upper, etc.). As the prospect is "worked" and information is collected, the recruiter shall update the applicant record appropriately.

Note: A recruiter's working tickler is loaded in accordance with the NAVCRUITDIST goaling letter. The working tickler should be loaded on the last working day of the current week for the following week. The LPO/LCPO should not let any given day build to more than 50 records.

Note: LPO/LCPO's, when loading working ticklers for the following week, he/she shall load the recruiters' working ticklers with records from specific recruiting areas 24-48 hours prior to the evolution taking place.

Example: High school visits, area canvassing. This event is known as preprospecting.

020106. LOADING THE WORKING TICKLER

a. When loading the working tickler, the LPO/LCPO shall:

(1) Select Tools/Build Working Tickler. A "Build Working Tickler" screen will appear. The LPO/LCPO will use this screen to enter criteria for the system to display a set of records to be loaded. The LPO/LCPO will select the name of the recruiter from a dropdown menu, this recruiter's working tickler will be loaded. The recruiter's goal is to prospect 100% of the prospect records through the use of the market segments and the working tickler.

(2) Select records that have never been prospected or have been idle for a long period of time as designated by the LPO/LCPO.

(3) Target the zip code(s) with the highest propensity to enlist first (ensuring quality is monitored). Always work from high to low.

(4) After entering your criteria, (the more parameters that the recruiter asks for, the more he/she will limit themselves on the number of records they find) click the "get records" button. The system will display a list of records from your request. Place a check on any record to be loaded from this list. After you have selected your records, click the "load tickler" button on the screen; this will load all marked records into the selected recruiter's working tickler.

Example: The recruiter starts by asking for records with a processing status of "TO BE ASSIGNED". This should provide a large list.

b. The recruiter can get more specific by looking for quality records in the primary and secondary zip codes. The recruiter must review these records before they are loaded into the working tickler. The records are loaded into the working tickler by the recruiter reviewing the remarks section, graduation year, test score, etc., and determining if it is a quality record that he/she wants to pursue.

c. The LPO/LCPO will review the goaling letter to ensure all sub goals are properly loaded. It is imperative the station is prospecting to achieve all assigned sub-goals as well as NCO.

Note: The LPO/LCPO's primary job is to ensure that team of recruiters are actively and aggressively working their markets.

020107. QUALIFIED BUT NOT ENLISTED (QNE). When an applicant QNEs, the record will remain in the recruiter's working tickler for six months. The recruiter will contact the QNE at least once a month during this time frame. The record shall be returned to the pool in the appropriate market segment after six months.

020108. DEP TRACKING. The DEP member's record shall be maintained in the recruiter's working tickler. Contact will be maintained and documented on the record through the entire DEP period and RTC graduation.

020109. LOCAL EFFECTIVE ACCESSION DELIVERY SYSTEM (LEADS). Locally and/or nationally produced LEADS shall be maintained in the working tickler for four months, until contracted, or when disposition renders the LEAD non-workable, whichever comes first.

020110. PURGING THE SYSTEM. The Web RTools system shall be purged each time a new name list is received to prevent duplicates. Additionally, when graduation occurs, the recruiter shall elevate the level of education from 11S to 12L as soon as possible following high school graduation each year, but no later than 1 September, using the Global Record Change function.

020111. UPDATING THE SYSTEM. Regular updating of the system is critical. Before entering high school records into the system, the LPO/LCPO shall ensure these records do not duplicate existing records. A copy of any list obtained shall be forwarded to LEADS in accordance with COMNAVCRUITCOMINST 1140.3. These lists can then be sent to the local LEADS Department to be electronically downloaded into the recruiter's Web RTools system. This will preclude manually entering all of the records.

020112. SOURCE CODES

a. Web RTools uses an ORIGINAL SOURCE code to indicate the source of downloaded records. The following list contains original source abbreviations/codes:

- (1) RL - Local LEAD
- (2) RN - National LEAD

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(3) PN - Pro-Navy (generated by a referral by an active duty Navy member.)

(4) MO - Mail out (Generated at the NAVCRUITSTA with a handwritten mail out, usually done due to no phone number or door knock available.)

(5) AS - ASVAB

(6) RZ - Prior service (generated by a national listing of available prior Service downloaded with LEADS.)

(7) SS - Selective Service

(8) HS - High school list

(9) RT - Name list

b. The following list contains LEAD source abbreviations/codes:

(1) PH - Phone

(2) RL - Local LEAD

(3) RN - National LEAD

(4) RD - DEP referral

(5) RA - Applicant referral

(6) RI - School counselor/center of influence referral

(7) RS - Other services referral

(8) PD - Personally developed contact

(9) SN - Social networking

(10) OA - Online application

(11) PN - Pro-Navy

(12) RP - RAP/HARP/SEMINAR referral

(13) WI - Walk-in

020113. APPLICANT RECORD RETENTION. Applicant records shall be retained in the appropriate market segment file at least four years from the high school graduation date (e.g., HS graduation date June 2008, remove record from file 1 July 2012).

020114. BLUEPRINTING

a. The purpose of blueprinting is to reduce or eliminate call reluctance. Documentation of blueprinting is critical to the long-term success of the Web RTools system. The more information a record contains on a prospect, the better the system will work for the recruiter.

b. During the initial interview all pertinent information shall be obtained from the applicant and placed in the applicant record. Refer to the Web RTools user's manual for additional instructions.

c. It is imperative the sales/remarks section is tabbed so each time the recruiter touches a sales activity it is recorded. A history of contacts will aid in the time management of activities within the station.

020115. BASIC APPLICANT INFORMATION. This field contains, at a minimum, the following information about the applicant:

- a. SSN - Applicant SSN
- b. NAME - Self explanatory
- c. ADDRESS - This is the street, Rural or P. O. Box
- d. CITY - Self explanatory
- e. STATE - Uses the two letter postal abbreviation
- f. COUNTY - County of the applicant
- g. ZIP CODE - Either five or nine digit zip code (without a dash)
- h. HOME PHONE - Applicant's home phone number. No spaces or dashes used here
- i. SEX - M or F selected from dropdown menu
- j. POB - Place of birth and should contain both city and state (this is located on the additional screen)
- k. RACE and ETHNIC - Codes are based on PRIDE codes and can be found in the CRUITMAN if in doubt. Select both Race and Ethnic from dropdown list.
- l. MARITAL STATUS - Select from dropdown menu; uses the same codes that are in the CRUITMAN
- m. # DEPN (number of dependents) - A number from one to nine

020116. EDUCATION The education section of Data Record Screen is where high school and college information and graduation year (GRAD YR) is contained. The recruiter needing to add additional information will use the Education Tab feature described in the Web RTools user's manual.

Note 1: A record cannot have a GRAD YR without having a HIGH SCHOOL name. If a GRAD YR is known, but not the HIGH SCHOOL, then UNKNOWN shall be used.

Note 2: High school and college names shall be standardized throughout the district's school directory and the Recruiter Access to High School (RAHS) database to ensure the correct name of the high school or college is entered into the recruiter's Web RTools system. These lists of names shall stay the same throughout the year to prevent the same school from being loaded in multiple ways.

020117. EMPLOYMENT. Shall indicate the current or most recent employer.

020118. TEST. This line shall display EST and ASVAB test data. The difference between NAVCRUITSTA-AFQT/DATE and AUTO-AFQT/DATE is NAVCRUITSTA-AFQT, and/DATE is for production ASVAB tests, while AUTO is for downloaded high school ASVAB tests. The first space is for the AFQT, the second space is for the test date (YYMMDD) and the third space is for the test series. To view or add additional ASVAB, DLAB or NFQT, recruiter's shall use the test tab. Refer to the Web RTools user's manual for further information regarding this function.

020119. BLUEPRINT. The only information required in the blueprint screen is a BLUEPRINT DATE, LEAD SOURCE and the 7 steps of the PSVP. The height and weight (HT/WT) will generate a MAXIMUM weight allowed only if there is either an M or F in the sex field. PSVP is used for gathering information to better build trust based relationships and credibility. Also, part of the blueprint screen lists questions dealing with drug, medical, and history of police involvement.

Note: Police, medical and drug problems will be saved within the remarks section of the records.

020120. REMARKS. If there are no previous remarks on the record, the system will automatically provide a new comment box. Since Web RTools enters a date time stamp every time a remark is added, there is no need to add the date in your remarks unless it is to reflect something that has already occurred (e.g. a late entry). If a remark already exists, the recruiter shall use the new comment box. Recruiters shall use new comment each time they make a remark on a future Sailor's record. A recruiter shall indicate where the LPO/LCPO should place the record for disposition.

020121. SALES ACTIVITY. This function shall be used every time a recruiter makes an attempt, attempt and contact, contact and appointment, maintenance call or any type of DEP contact. This is not an automatic function of the Web RTools system. This area is also utilized to log DEP PHONE and DEP IN-PERSON contacts.

Note: "Contact" means actually talking to the applicant. If the recruiter talks to mom, dad, a brother or sister, the recruiter shall use attempt and document in remarks that one of these individuals was talked to, and record any blueprint information that was obtained.

020122. MARKET STATUS. This function is used to assign the appropriate market segment to an applicant. By pressing on the dropdown menu button, the recruiter will receive a menu of different market segments. The only segment the recruiter is not able to select is inactive. Inactive is reserved for the LPO/LCPO. The recruiter moves the light bar to the market segment he or she wishes to use to identify the applicant and selects it.

020123. ADDITIONAL. This is the section where information not included in Data Record is located. The fields for spouse, mother, and father names, email address, languages, religion, citizenship, etc. are located within this section. This information will be needed for the application. The recruiter shall enter this data in this section during the initial interview. **Note:** This information is needed to populate the enlistment kit.

020124. OTHER TABS. Information on other tabs can be found in the Web RTools User's Guide. When the recruiter has completed all data entries, the next step is for the recruiter to access another record.

020125. LEADING PETTY OFFICER/LEADING CHIEF PETTY OFFICER

a. This section details information specifically for the leading petty officer/leading chief petty officer (LPO/LCPO). The primary areas covered in this section are:

- (1) Administration
- (2) Prospecting
- (3) Market Analysis
- (4) Web RTools Daily Production Review

Note: This section will contain specific information from loading working ticklers, transferring records between recruiting stations to reassigning recruiter territory.

(5) Administration. The administration of the system is extremely important. The areas that the LPO/LCPO needs to review in the Web RTools user's guide are transferring territory between recruiters/stations/districts, and global record changes.

(6) Adding/Deleting Users. There are times when the LPO/LCPO will need to add or delete recruiters from the system. LPO/LCPO's should contact the NAVCRUITDIST SYSAD to enter a NAVCRUITCOM Footprints trouble ticket.

(7) Transferring Territory. At times the LPO/LCPO will need to reassign recruiter territory or transfer market to another NAVCRUITSTA. REASSIGN TICKLER allows the LPO/LCPO to reassign all or portions of a Working Tickler to the recruiter that is inheriting that territory. TRANSFER RECORDS is used to transfer records between recruiting stations/districts.

(a) Reassign tickler - This function would be used to reassign a working tickler to another recruiter or recruiters when a recruiter transfers or there is a need to reassign territory.

(b) Transfer Records - This function is to be used when transferring records to another station or recruiting district.

(8) Global Record Change. Global record change can be used to change an 11S to 12L, move them into the different market segments, change graduation year and delete a large number of records at one time.

020126. WEB RTOOLS DAILY PRODUCTION REVIEW (DPR)

a. When the LPO/LCPO conducts a DPR on Monday, he/she shall go into "record query" Select Status Code Button. At this point the LPO/LCPO will select "MARKED FOR DPR" click "get records" button. The system will display all records marked for DPR.

(1) Monday, the LPO/LCPO shall conduct a DPR and file the record(s) out to a future date, based on the remarks. The records that are left in

Monday's working tickler shall be moved out to a later date. A record should not remain in the working tickler with a working tickler date older than five days from the current day. The system will display a box, reading the working tickler date must be current or later date.

(2) Tuesday, the recruiter shall enter Web RTools and go to record query screen, select a date range from Monday's date to Tuesday's date; this will give the recruiter Monday's remaining tickler and Tuesday's records which should be utilized for prospecting that day.

(3) Wednesday, the recruiter shall enter Web RTools and go to record query screen, select a date range from Monday's date to Wednesday's date which will give remaining tickler as well as the current (Wednesday's), which can be used for prospecting.

(4) If using this three-day schedule, the LPO/LCPO will ensure no records remain in the working tickler without a disposition for any length of time. Thus, the LPO/LCPO will get dispositions on a larger quantity of records, which will reduce call reluctance and increase the recruiter's overall prospecting time. The LPO/LCPO shall continuously check the working tickler to prevent his/her recruiters' future working ticklers from building up past the 50 records per day average. If this happens, the LPO/LCPO shall clean up the working tickler by reviewing and filing records based on disposition.

Note 1: If during the process of setting up and managing a recruiter's working tickler, the LPO/LCPO finds he/she can get the disposition on a larger quantity of records than the 50 loaded each day, the amount of records can be adjusted to meet that recruiter's individual prospecting requirements.

Note 2: The systems chapter is broken down into two individual systems to accommodate both active and FTS automated system requirements. An integrated system will combine both systems in the future, but until then, it is recommended that the two remain separate. It is also highly encouraged that all recruiters learn both systems.

**SECTION 2 COMNAVCRUITCOM INTEGRATED RECRUITING INFORMATION MANAGEMENT SYSTEM
(CIRIMS) WEB**

020201. PURPOSE

a. Recruiters shall use CIRIMS Web (CW) to work their leads, process and print their kits, obtain accession approval from higher level approval authority, report accession and attrite information and complete a daily production review (DPR).

b. LPO/LCPO's will use CW to assign/reassign LEADS, and view the leads for their other recruiters.

c. Division leading chief petty officers will use CW to review station leads and kit tracking records, and send attrite requests to their NAVCRUITDIST.

d. NAVCRUITDIST QA will use CW to process accession applications and run reports regarding attainment, drill verifications reservations and other statistical reports.

e. NAVCRUITDIST enlisted OPS will use CW to approve reports of accessions and run reports regarding attainment, drill verifications reservations and other statistical reports.

f. All other operations personnel at the NAVCRUITDIST, region and HQ will use CW for reporting and management.

Note 1: CIRIMS Web (CW) has an online and downloadable version of the SOP. The SOP gives step by step instructions with actual screen shots to guide the user through the use of the application.

Note 2: CIRIMS Web (CW) is a role based system which means access and functions will be granted based on the user's role, such as recruiter, LPO/LCPO, etc.

020202. ACCESSING CIRIMS WEB

a. Open Internet Explorer. The web site address is:
<https://cirims.cnrc.navy.mil/CIRIMS>.

b. Enter the above address in the URL; use a "favorites" or shortcut list.

c. An Internet connection is required to access CIRIMS Web.

d. Login using your username and password.

020203. MAIN CIRIMS MENU. The CIRIMS main menu has four main groups: home, modules, utilities and search; clicking a group will display a list of items for that group.

020204. HOME GROUP

a. The home group has two items:

(1) Logout - logs the user off and returns to the CIRIMS Web login screen.

(2) Messages - enables users to send and receive messages. Messages are also sent from the system to provide information about specific applicant milestones and general system information such as updates.

020205. MODULE GROUP. Displays the application modules the user is allowed to access. For example, most users will see the contact management, DPR kit tracking and reporter modules. OOM will see physical review, the national CR will see reservations, CARIT personnel will see CARIT classes and CARIT registration and fleet counselors will see add FTN contact.

020206. UTILITIES GROUP. There are three items: "downloads, FootPrints and tools." "Downloads" provides an area where training and help files can be placed for users to download. FootPrints provides a link to the FootPrints program to assist the user in submitting a FootPrints request for assistance. "Tools" provides a list of actions that can be performed by the user based on their role.

020207. SEARCH GROUP

a. There are five searches available:

(1) Contact - search locally or nationally for a contact.

(2) Recruiter - find anyone in recruiting who has a CW account. Users can edit their own record to add or edit birth dates and phone contact information.

(3) Station - find any recruiting station by district and division or by RSID.

(4) Police - find police agencies, add or edit them.

(5) UIC - find UICs, add and edit - used for the assignment orders.

(6) ZIP Code - find a recruiting station responsible for a ZIP code.

020208. APPLICATION. Use the data in this system for prospecting, processing, requesting accession approval, reporting accessions, attrites and the completion of the applicant's first drill, and to retain information on each prospect for future application.

020209. APPLICANT RECORDS FILES. Applicant records shall be assigned by the LPO/LCPO to the recruiters. All records shall be assigned and worked throughout the year. Each applicant record shall be assigned a status which also serves as a market segment.

020210. STATUS AND MARKET SEGMENTS

a. AF - Affiliation File. All applicant records that have been accessed into the Navy Reserve.

b. AP - DPEP Market Segment. All records for potential applicants for the Direct Procurement Enlistment Program (DPEP).

c. DF - Dead File. All records that have been determined to be permanently disqualified, cannot be located, or who have requested no further contact from Navy Reserve recruiters.

d. DL - Duplicate Lead. Records that have been marked as a duplicate lead by the recruiter.

e. IP - In Processing. Records for applicants who are currently processing for accession into the Navy Reserve.

f. NA - Not Assigned. Records that have not yet been assigned to a recruiter.

g. NW - Newly Assigned. Records that have been recently assigned to recruiters.

h. OV - OSVET Market Segment. This market segment contains all records for potential applicants with prior military service other than Navy.

i. PS - Package Submitted. All records for applicants in which the accession request has been routed to higher level approval authority.

j. RF - Rating File Market Segment. All records for potential applicants with prior military service in the Navy.

k. UN - Unknown. This is optional and is used when the recruiter does not know for which program the applicant will be processing.

020211. OPERATION OF THE SYSTEM. The CIRIMS Web system allows records to be scheduled on a specific day from the present to a future date. This allows the recruiter to operate on a rolling day/month basis, keeping the next 31 days current. As the prospect is "worked" and information is collected, the recruiter shall update the applicant record appropriately.

Note: The LPO/LCPO shall ensure their recruiters have sufficient prospecting activity scheduled for each day.

020212. SCHEDULING PROSPECTING ACTIVITY

a. When scheduling prospecting activity the recruiter shall:

(1) Open the applicant record and click the schedule NA icon, then select the next prospecting action and date. The recruiter can schedule multiple prospecting actions. For example, a recruiter may schedule a mailout for Thursday and then schedule a prospecting phone call on the following Tuesday. The "next action" and "next action" dates fields on the applicant record will always display the earliest next action.

(2) When the recruiter is unsuccessful in scheduling an appointment they will schedule the applicant record for some form of prospecting within the next 30-90 days or as determined by the LPO/LCPO.

(3) LPO/LCPO's shall ensure their recruiters are scheduling the appropriate level of activity in the target market segments.

Note: The LPO/LCPO's primary job is to ensure their team of recruiters is actively and aggressively working the appropriate markets.

020213. UPDATING THE SYSTEM. Regular updating of the system is critical. A copy of any list obtained shall be forwarded to LEADS in accordance with COMNAVCRUITCOMINST 1140.3. These lists can then be sent to the local LEADS department to be electronically downloaded into the recruiter's CIRIMS Web system along with the daily LEADS download. This will prevent manually entering all of the records.

020214. SOURCE CODES. CIRIMS Web uses an original source code to indicate the source of downloaded records. The following list contains Original Source abbreviations/codes:

Code Description

AF Air Force
AP Army
BP BUPERS
CC Call Center
CE CARIT LANT
CS Cyberspace
CW CARIT PAC
DM DMDC
EW Campbell-Ewald
FN Fleet to NOSC (FTN) Program
HQ HEADQUARTERS
IB I-BOARD
JP JRAP
N3 NAVCRUITCOM N3
NC NASCAR
NL NALTS
NR NRPC
NV Navy
OR Officer resignations
RB Reserve Blueprinting
SC Supply Corps
SW SPAWAR
TR TRMS
WC TMP
WN Web Site (In House)

020215. APPLICANT RECORD RETENTION. Applicant records shall be retained in the appropriate market segment file at least four years.

020216. BLUEPRINTING

a. The purpose of blueprinting is to reduce or eliminate call reluctance. Documentation of blueprinting is critical to the long-term success of the CIRIMS Web system. The more information a record contains on a prospect, the better the system will work for the recruiter.

b. During the initial interview all pertinent information shall be obtained from the applicant and placed in the applicant record. Refer to the CIRIMS Web SOP for additional instructions.

c. It is imperative the "actions" section is tabbed so each time the recruiter performs any prospecting or processing activity it is recorded. A history of contacts will aid in the time management of activities within the station.

020217. BASIC APPLICANT INFORMATION ON THE CONTACT (LEAD)

a. Applicant records contains, at a minimum, the following information about the applicant:

- (1) SSN - applicant's SSN
- (2) Name - self-explanatory
- (3) address - Street, Rural or P. O. Box
- (4) City - self-explanatory
- (5) State - two letter postal abbreviation
- (6) county - county of the applicant
- (7) zip Code - self-explanatory
- (8) home phone - applicant's home phone number
- (9) sex - M or F
- (10) M Status (marital status) - pick from list
- (11) number of dependents

020218. EDUCATION. Information for high school and college.

020219. EMPLOYMENT. Current or most recent employer information for the applicant.

020220. TEST. Test information is entered after the applicant record has been imported into kit tracking. This information is entered on the DD 1966/1.

020221. BLUEPRINT. Blueprinting information is entered on the Military/Misc and BEERS tabs. Recruiters will enter sufficient information to determine whether the applicant appears to be qualified for accession.

020222. ACTIONS. This function shall be used every time a recruiter performs a prospecting or processing action for a prospect or applicant. The actions entered here are used in the DPR module. If recruiters do not enter their actions in this module then they will not appear in DPR.

020223. OTHER TABS. Information on other tabs can be found in the CIRIMS Web SOP.

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CHAPTER 3 MARKET ANALYSIS - ACTIVE COMPONENT

SECTION 1 STANDARDIZED TERRITORY EVALUATION AND ANALYSIS FOR MARKETING
(STEAM) TECHNIQUE

030101. INTRODUCTION. Market analysis is critical to mission success by assisting recruiters in identifying and analyzing their market areas. This chapter will discuss the active component (AC) and reserve component (RC) as separate systems.

030102. STANDARDIZED TERRITORY EVALUATION AND ANALYSIS FOR MANAGEMENT (STEAM)

a. STEAM is the primary source of market research data to identify the recruiting market and determine market potential. The STEAM database contains demographic, Navy, All Service Accession Data (ASAD), LEADS, and ASVAB test taker data. STEAM subdivides these groups by race and ethnic categories and provides ASVAB test score category (TSC) estimates for both TSC I-III A and IIIB mental groups. All population data in STEAM is tailored to reflect the number of people available for military recruitment. STEAM has algorithms that NAVCRUITREGs and NAVCRUITDISTs use to assign recruiting goals (The Goal Matrix). The advantage of STEAM is that it provides an analytical process by which NAVCRUITREGs and NAVCRUITDISTs can perform market research activities. The STEAM model shall be used as the starting point for assigning recruiters, goals, and market analysis. The model is flexible, and can be adjusted to account for unusual market factors. The term STEAM is used in several ways:

b. STEAM is NAVCRUITCOM's market research model for making decisions on recruiting personnel placement by zip codes, setting goals at the NAVCRUITDIST, division, and station level, and market analysis. It allows users to quickly assess market research data to make resource decisions. It provides a visual/graphical map-based interface of the resulting market data, as well as an extensive reporting feature. Districts are required to use STEAM at least annually to review and analyze the market for each station and division.

c. WebSTEAM. The current version of the STEAM is referred to as WebSTEAM. WebSTEAM may be accessed from the Recruiting Quarterdeck or by using Internet Explorer to navigate to: <https://WebSTEAM.cnrc.navy.mil/STEAM/>. To access the link, the user must have a COMNAVCRUITCOM user ID, password, and a PKI certificate. WebSTEAM uses the same USER ID and password to access the NAVCRUITCOM INTRANET. A user's guide is located on the WebSTEAM homepage.

d. Training on STEAM. NAVCRUITCOM (N7) provides training and technical guidance on the use of the STEAM model via e-learning sessions and onsite visits. To request specific training, submit enclosure (8), Field Training Request of COMNAVCRUITCOMINST 1500.4N (Training Program Policy and Procedures for Navy Recruiting Command Field Activities) to NRC via your region.

e. STEAM Operation and Maintenance. NAVCRUITCOM (N52) maintains the STEAM database and the software necessary to execute WebSTEAM. Additionally, they provide online help via the feedback function of WebSTEAM.

f. Permanent changes to WebSTEAM are made via program codes. All NAVCRUITDIST alignment changes shall be updated as directed by the

NAVCRUITDIST. All market research data shall be updated and maintained to include:

- (1) All service contracts (Gross) (ASCD) and all service accession data (ASAD) obtained from the Defense Manpower Data Center (DMDC).
- (2) Navy new contract data (NET) obtained from PRIDE.
- (3) Zip code demographic census data purchased commercially.
- (4) Recruiting facility data from recruiting facilities management information system (RFMIS).
- (5) Recruiting personnel data from the NAVCRUITCOM personnel status report (PSR).
- (6) High school and college/university data obtained both commercially and from USMEPCOM.
- (7) ASVAB student testing program data obtained from USMEPCOM.
- (8) Advertising LEADS data for local and national advertising obtained via national advertising leads tracking system (NALTS).

030103. STEAM REPORTS

a. The reports in STEAM provide the user with many levels of output on demographic and production related data. The standard reports are:

- (1) Goal matrix - goals and sub goals by station.
- (2) Leads zip code report - zip code alignment of NAVCRUITSTA given to NALTS to verify current zip codes of NAVCRUITSTA.
- (3) Market share - zip code level demographic and production data for NAVCRUITSTA, division or the entire NAVCRUITDIST.
- (4) District summary - summary of NAVCRUITDIST demographic and production totals or NAVCRUITSTA, division or demographic and production totals for entire NAVCRUITDIST.
- (5) Station/division summary - summary of NAVCRUITSTA and division demographic and production totals.

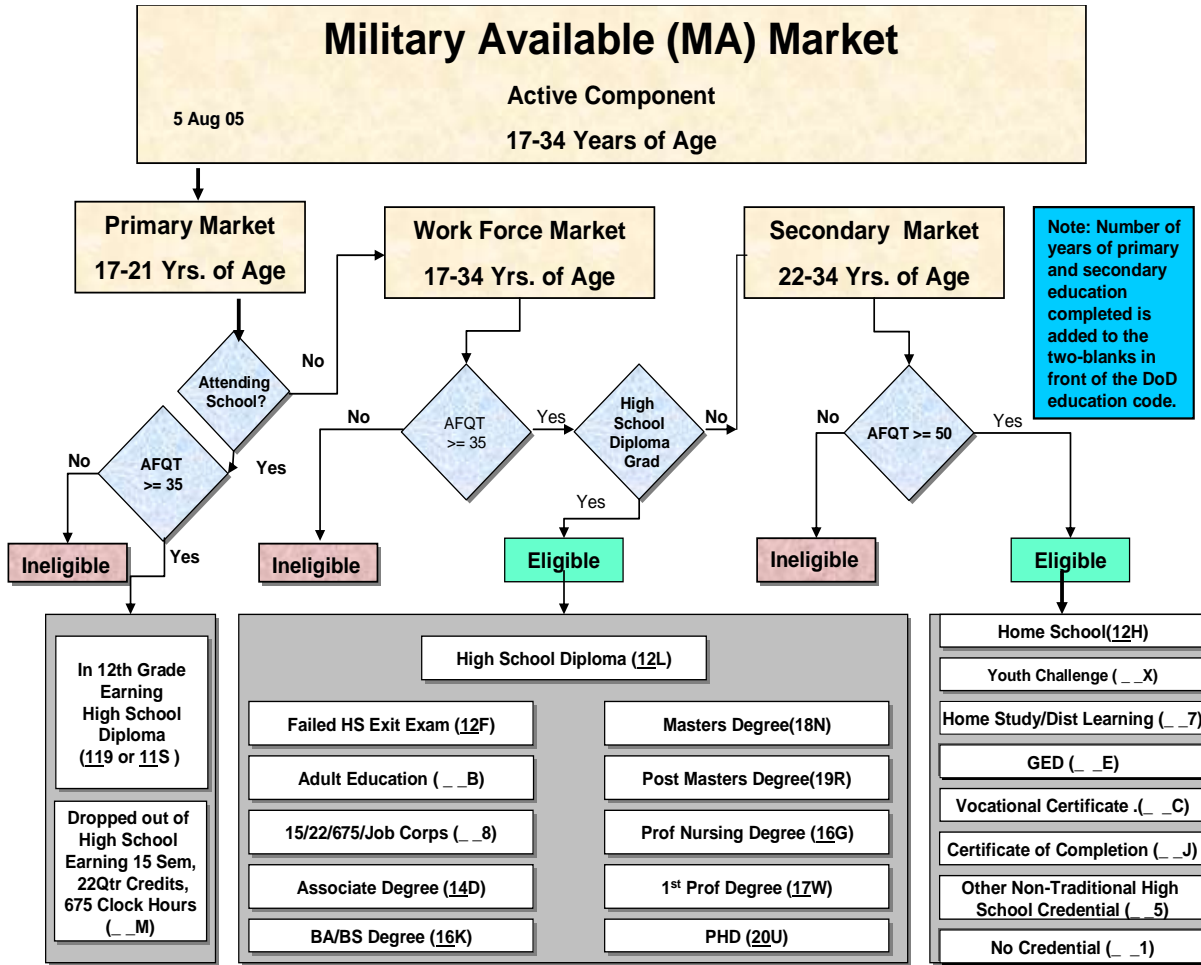
030104. NAVCRUITDIST STEAM RESPONSIBILITIES

a. The NAVCRUITDIST's STEAM responsibilities include:

- (1) Maintaining the NAVCRUITDIST's recruiting station identification (RSID) code to ensure station and division alignment in the model database.
- (2) Ensuring changes made in these alignments are provided to the national leads tracking system (NALTS) and are managed by NAVCRUITCOM (N9) and the recruiting facilities management information system (RFMIS). The facility database is managed by COMNAVCRUITCOM (N1) and documented by email.
- (3) Updating the recruiter access high school (RAHS) database.

(4) Entering monthly goals into the COMNAVCRUITCOM goal matrix during the first week of each month.

030105. MARKETING ENVIRONMENT. Market analysis pinpoints sources of potential quality and quantity accessions within the population and is a prerequisite for success. The STEAM model is the recruiters' tool to accomplish this task.



030106. THE MARKET

a. The One Navy market population consists of individuals of recruitment ages 17-34 years for active component (AC). The populations include those attending school (will-grad) and those out of school (workforce). The above diagram describes the military available (MA) market from a Navy recruiting perspective for the AC recruiter.

(1) Demographic data is organized by zip codes. Zip codes are combined to establish the NAVCRUITSTAs. NAVCRUITSTAs are combined to establish divisions and divisions are combined to establish the NAVCRUITDIST. A NAVCRUITSTA market share is the basis to calculate the recruiter assignment factor (RAF). MA is divided into three categories:

(a) Primary Market. 17-21 year old population. The applicant is in high school or has dropped out of high school and is attending an accredited post-secondary school.

(b) Work force market. 17-34 population not attending school.

(c) Secondary market. 22-34 year old population that is not in high school.

(2) By following the flow diagram, the recruiter can determine which prospects have the potential to be recruited. The workforce and secondary markets have additional criteria that must be met (e.g. age, education, credential, and ASVAB score). It is important to identify all of these market segments because NAVCRUITSTA's can be goaled for special programs and/or quality.

030107. MARKET SHARE

a. Market share is determined for each NAVCRUITSTA and division using the measures that best identify potential recruiter productivity. STEAM allows the NAVCRUITDIST considerable flexibility in identifying these factors. However, current experience indicates market share calculations are most impacted by a combination of population and production factors that provide a good indicator of market potential and is recommended. Indicators of population and production are given in more detail below. The market share for each NAVCRUITSTA is a fraction that indicates the share of the NAVCRUITDIST market of selected data elements (or potential market) contained in the zip codes assigned to that station. Market shares may be calculated with various weights and other combinations of data elements for comparison and to target other markets.

b. Population. Several population elements are contained in STEAM. Current recommendation is 50% weight on the total 17-21 male markets.

Note: In STEAM reports, the 17-21 male populations and the high school senior market are separated for evaluation purposes. However, the "17-21" field in the data base is used to determine market share and includes the total 17-21 male market plus the seniors for calculation purposes. Other population elements that may be considered include 22-34 male population, A-cell (high school graduate, AFQT greater than 49), 17-21 male population estimates, and college enrollment figures.

c. Production. All Service Accession Data (ASAD) is represented by accessions and gross new contracts. Current recommendation is to average the last three years of all military accessions when determining the market share and use a 50% weight in determining market share. ASAD data includes a five-year history in the STEAM database. Gross new contracts are counted by the last fiscal year and fiscal year to date for total military and Navy. Various combinations and weights can be used in production including using five years of accession data, putting more weight on the most recent year of accession data or using only Navy production data.

030108. RECRUITER PRODUCTIVITY. A key factor that should be taken into account when determining recruiter assignment is recruiter productivity. The proper market strategy is to assign recruiters to markets that have high production potential. Similarly, the best strategy for establishing and

closing recruiting stations is to determine those locations that have the most market potential and conversely those with the least.

030109. STATION SIZE

a. The number of recruiters, which the RAF indicates should be assigned to a station, should be consistent with the station size. While it is possible to resize stations to be consistent with RAF, this process is usually too involved to be a viable option. The standard way to establish agreement between station size and RAF is to adjust the territory (adding or subtracting zip codes) or adjust the number of recruiters assigned to the NAVCRUITSTA. The strategy of assigning more zip codes to the NAVCRUITSTA will create larger market share/RAF. Territory assigned and station manning may not exactly match RAF; however, they should be reasonably close. The below diagram provides RAF to manning guidelines. In general, station sizes are small (1-2 recruiters), medium (3-4 recruiters) and large (more than 5 recruiters). To establish/disestablish officer (NORS), Navy recruiting stations (NAVCRUITSTAs), and leading chief petty officer offices (LCPO), refer to COMNAVCRUITCOMINST 5160.1 (NAVCRUITCOM policy regarding station manning limits and the creation of recruiting stations).

b. **STEAM MANNING RULES**

STEAM MANNING BUSINESS RULES	
RAF (VALUES)	NAVCRUITSTA MANNING
0-1.8	1 - Recruiter (Note: NAVCRUITCOM guidance is that NAVCRUITSTA Territory supporting only 1 Recruiter is a candidate for a Part-time Office (PTO) or possible realignment and consolidation with another NAVCRUITSTA)
1.81-2.80	2 - Recruiters
2.81-3.80	3 - Recruiters
3.81-4.80	4 - Recruiters
> 4.81	5 or more Recruiters (Note: NAVCRUITCOM guidance is that NAVCRUITSTA territory supporting more than four recruiters is a candidate for realignment and potential new NAVCRUITSTA)

c. **OTHER FACTORS AFFECTING RECRUITER ASSIGNMENT.** A variety of factors can result in discrepancies between RAF and actual manning. This can include expected PCS moves or gaps in PCS changes, plus-ups, strong station leadership, recruiter ethnicity compared to the market being worked and overall quality of the recruiter. The NAVCRUITDIST must determine if these factors are permanent in nature or transitory. In general, differences between RAF and actual manning that are the result of transitory factors can be downplayed while those differences that are the result of permanent factors should be resolved. STEAM supports adjusting station territory to align market with recruiters. A detailed explanation on how to use STEAM for this purpose can be found in the Steam Training Manual located on the WEBSTEAM homepage.

030110. RECRUITER ASSIGNMENT FACTOR (RAF)

a. The RAF translates the market share for the NAVCRUITSTA into a recruiter share. RAF is calculated for each station by multiplying the NAVCRUITSTA market share by the total number of production recruiters assigned to the NAVCRUITDIST. STEAM computes RAF for each NAVCRUITSTA and Division for the entire NAVCRUITDIST. NAVCRUITDISTs should follow the RAF when assigning recruiters unless aware of other compelling conditions that are not captured by the model. A description of how to use STEAM to calculate RAF and Market Share is provided in the STEAM training manual. The STEAM model can calculate the RAF in several ways. While market conditions and the strategic objectives of NAVCRUITDISTs vary, STEAM allows change to meet varying conditions within the STEAM model. These alternatives are

computed on the basis of past production, demographic factors (such as test score categories of prior accessions), and distance factors for NAVCRUITDIST's covering extremely large geographical areas. These data elements are contained in the STEAM database and the calculation is transparent to the user.

b. Traditional RAF. This RAF is historically referred to in STEAM as the recommended method. It should be used as a baseline or starting point from which alternative RAF's are compared. In the calculation of the traditional RAF, 50 percent of the calculation is based on the number 17-21 year olds in the market area (includes seniors) and 50 percent of the calculation is based on the three-year average of ASAD for that market area.

c. Distance (25 Mile) RAF. Like the method above, this new method uses DoD accessions for the past three years weighting each year at approximately 33 percent; however it only considers accessions in zip code areas that are within 25 miles from the station. This method adjusts the recruiter assignments for those stations covering extremely large areas. NAVCRUITCOM market research shows that few contracts come from beyond 25 miles of any NAVCRUITSTA. The aim of this method is to place the right number of recruiters closest to the largest number of potential accessions based on distance from the NAVCRUITSTA.

d. Test Score Category I-III A RAF. This method is similar to the method above using only the last three years of all service accession each weighted at 33 percent. However, it only uses territory from zip codes producing 5 or more test score category I-III A accessions. The aim of this method is to place recruiters in market areas that have historically produced high quality recruits.

030111. STEAM UPDATES. Data updates in STEAM are daily, monthly, quarterly, and annually, and managed by the STEAM market research at NAVCRUITCOM. Authorized STEAM users need only update NAVCRUITDIST specific data (i.e. territorial realignments, monthly goals, personnel changes, etc.) See STEAM User Manual for detailed information on updates.

030112. LOCATING VARIOUS MARKETS. STEAM will calculate and prepare reports to analyze zip codes, stations, and divisions by computing various RAFs and weighing different markets such as quality (test score category I-III A, tier 1 markets), quantity (seniors, 17-21 year olds and 22-34 year-olds), and diversity (White, Black, Hispanics, and Asian Pacific Islanders) which may assist in evaluating the strengths and weaknesses of particular markets in the area of operations.

030113. ZIP CODE ANALYSIS. Zip codes are the building blocks for the command territory structure. Zip codes are assigned to NAVCRUITSTAs Recruiting Station Identification numbers (RSID). This assignment determines the NAVCRUITSTA boundaries and the size of the market. NAVCRUITSTA boundaries determine the size of divisions, Navy recruiting districts, regions, and finally navy recruiting command. Zip codes also determine where leads, new contracts and accessions are allocated. A misplaced zip code could cause LEADS, new contracts, or accessions to be assigned to the wrong NAVCRUITSTA. Zip codes also determine high school-NAVCRUITSTA assignments. Zip code placement is crucial when assigning recruiter territory, evaluating the effectiveness of recruiting campaign, and evaluating the overall performance of the recruiting station.

SECTION 2 STATION MARKET ANALYSIS AND REVIEW TECHNIQUE (SMART)**030201. INTRODUCTION**

a. The SMART system was designed to target quality market centers. It shows where recruiting resources should be focused to achieve the best possible results. Recruiters can compare and analyze strengths and weaknesses in their area of responsibility so new strategies and training methods may be applied. The data produced by STEAM provides the majority of the information needed for the SMART system. A view of a station's SMART territory map can be viewed in WebSTEAM. To view a SMART territory map of the NAVCRUITSTA, go to the quarterdeck (<https://rq.COMNAVCRUITCOM.navy.mil/>) click on WebSTEAM, enter user name and password. On the homepage select the NAVCRUITDIST and then scroll down to divisions. Select the scissors on the division, use the scissors and cut the division, then scroll down to the recruiting station. On the WebSTEAM tool bar, click the icon that looks like a magic wand (this is the SMART board icon). Information about the symbols for the SMART territory map may be viewed by clicking on the question icon on the WEBSTEAM tool bar. Click on the icon "build a thematic map" to view accessions by zip code. The SMART system consists of:

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

(a) Red star-NAVCRUITSTA. If a NAVCRUITSTA has a part-time office (PTO) prints a "P" on top of or next to the red star that locates the PTO. A part time office is a subordinate office that may be manned on specific days or may operate with a permanently assigned recruiter who reports to a LPO/LCPO of a main NAVCRUITSTA. A PTO must be in the boundary of the NAVCRUITSTA. Use a Red Star to also indicate the location of a military Reserve Center by placing an "R" on top or next to the red star.

(b) Blue Star - high school. To indicate a NJROTC high school, print an "N" on top of or next to the blue star.

(c) Green Star - Two-year college.

(d) Gold Star - Four-year college.

(e) Silver Star - Trade school/VOTECH (post high school).

(f) Use a 3 x 5 inch card affixed to the NAVCRUITSTA territorial map to explain coding.

(2) DoD All Service Accession Data. The current DoD All Service Accession Data (ASAD) report with statistics from the previous quarter shall be retained as part of the SMART system. End of the fiscal year ASAD reports shall be retained for two years. ASAD is useful in analyzing trends of market potential and areas where the Navy and other recruiting services have been successful in generating quality contracts and accessions.

(3) Goal Recap Sheets. The goal recap sheet is to be used at the NAVCRUITSTA and Division level. A current copy of the NAVCRUITSTA goal recap sheet shall be posted on the SMART board and the two previous years shall be retained on file. The leading chief petty officer shall maintain a current copy of the division goal recap sheet and retain the previous two years on file. The NAVCRUITDIST goal recap sheet is to be maintained at the NAVCRUITDIST level and may be used at the region level if desired. The NAVCRUITDIST shall retain all NAVCRUITDIST goal recap sheets for historical data. The goal recap sheet can be used as either a spreadsheet or a paper record of goals and attainments and should be updated regularly to provide a valuable "at-a-glance" evaluation of a station, Division or district. The division and station spreadsheets are excellent tools for tracking performance. As data is entered, the spreadsheet will calculate a fiscal year to date summary at the bottom of the sheet. This data will provide the division leading chief petty officer and LPO/LCPO a quick reference for where emphasis must be placed for a division or station to get on track to meet fiscal year goals. In addition, the spreadsheets will generate messages for months in which data is entered based on attainment of goals. When all goals are attained, the message: "Made Goal" will be displayed. The enlisted programs department will maintain the spreadsheets and use them in conjunction with the monthly goaling letter/notice. The goal recap spreadsheet will be generated by the NAVCRUITDIST and used at the NAVCRUITSTA and division level.

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

(1) SYTD WG TARGET: total number of will grads assigned as a target within the NAVCRUITSTA for the present school year. This number will be a percentage of your total will grad market and will be assigned by the chief recruiter.

(2) SYTD WG ATTN: total number of will grads attained for the present school year.

(3) DEP ACCESSIONS: number of new contracts to date for current month.

(4) TOTAL DEP: total number of individuals in the DEP pool. This number should match your total DEP in R-Tools.

(5) Future Sailor Type: indicate the type of future Sailor by using the following dry erase/grease pencil colors:

- (a) BLACK: Non-NSW/NSO Workforce Males
- (b) BLUE: Non NSW/NSO Will-Grad (11S) Males
- (c) RED: All Non NSW/NSO Females
- (d) GREEN: All NSW/NSO future Sailors

c. School of Area Responsibility The combination of zip codes and high schools comprise a School of Area Responsibility (SOAR). A NAVCRUITSTA will be broken down into areas equal to the number of recruiters assigned to the NAVCRUITSTA and documented on a "recruiter territory breakdown" sheet, exhibit 030201, for each recruiter. Each recruiter's area will also be broken down into SOAR territories.

d. High School/Community College Folders The high schools and junior colleges are prime sources of market identification. Refer to COMNAVCRUITCOMNOTE 5000 of 18 May 2016 regarding requirements for school folders. It is crucial that you maintain a positive and consistent working relationship with each school in your territory. Establish an electronic school folder on the NAVCRUITCOM SharePoint Portal for each high school and community college in your territory. Maintain these folders for the current plus two previous school years. Refer to [Chapter 4, Section 3](#) for a complete guide to high school/community college programs.

030202. ASVAB STUDENT TESTING PROGRAM (STP) SCORE QUERY. The ASVAB test score category (TSC) Query in WebSTEAM enables users to quickly find the ASVAB scores of individuals (by name) who have taken the student version of the ASVAB. To do this, the user selects the ASVAB score query button and types the students name and state in the dialogue box that appears. The user can also filter to select the AFQT of the desired value by selecting from the list box provided. Users can also get a list of all ASVAB scores in a zip code, station or division area. Please see the WebSTEAM manual procedures to obtain such lists.

030203. LEADS DATA AND ANALYSIS

a. Advertising analysis and penetration review can be made using WebSTEAM maps. The station map can be overlaid with LEADS by using the layer control icon in WebSTEAM. The green triangles are national LEADS, the green triangles pointing down are local LEADS, and the stars are high schools. By using STEAM ASAD and Navy NC data with MapInfo and overlaying LEADS data, a NAVCRUITDIST can graphically view LEADS penetration to the zip code level.

b. NAVCRUITDISTs can determine possible problems with LPT market identification deficiencies and also determine higher propensity areas in which to target newspaper ad or direct mail campaigns. When LEADS are displayed on a station map and LEADS are sparse around high schools from an advertising standpoint, more activity could be generated within this area to produce quality LEADS for recruiters to pursue. For example, based on conversion rates in FY 2008, it took an average of 10-14 LEADS to produce one contract. The Leads processing team should take this information and review the stations mailing lists to ensure adequate name coverage within a zip code is obtained. If sufficient names are not available, they should collaborate with the recruiting station responsible and with the ESS to determine a proper course of action to obtain more names. The clustering of LEADS in an area is a good indicator of propensity to respond to the military.

030204. ANALYSIS OF SERVICE ACCESSION DATA USING PIVOT TABLES

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a. Pivot table reports are interactive excel used to quickly summarize large amounts of data. Columns and rows can be rotated to see different summaries of source data. There are drop down buttons to select division, NAVCRUITSTA, zip code, race, sex, AFQT, and service. Pivot table reports allow users to compare related totals, sort, and display source data in different formats for analysis. STEAM allows users to view the ASAD pivot table for the current year. When the ASAD pivot table icon is selected, STEAM opens a new window allowing the user to select files containing the NAVCRUITDISTs FYTD accessions (ACC) and gross new contracts (GNC). The previous year's ASAD accessions and gross new contract pivot tables are not available via this interactive feature in WebSTEAM; however, they are available on COMNAVCRUITCOM FTP site (accessible through the Recruiting Quarterdeck). Pivot table information will indicate where the new contracts and accessions are being written all the way down to the zip code and by which service. Some areas of consideration:

- (1) Navy market shares
- (2) Propensity for other military services
- (3) Penetration of minority markets
- (4) Comparison of test score categories-AFQT categories I, II and IIIA and IIIB

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COMNAVCRUITCOM FTP SITE

SUM OF TOTAL						SERVICE					
Division	Station	Zip code	RACE	SEX	AFQT	A	C	F	M	N	Grand Total
01	837095	97009	W	M	II		1	2			3
					IIIA			1			1
					IIIB	1					1
					M Total	1		1	3		5
					W Total	1		1	3		5
97009 Total						1		1	3		5

030205. NAVCRUITSTA LOCATION. NAVCRUITSTA locations are identified through demographic and past production data organized by zip code. All zip codes within the NAVCRUITDIST must be assigned to a NAVCRUITSTA regardless of population density. NAVCRUITSTA locations are a complex issue. STEAM serves as a crucial source for determining possible NAVCRUITSTA markets by the demographics and accessions of the zip code. Ideally, a NAVCRUITSTA should be placed in the geographic population center of a high production area. COMNAVCRUITCOM market research and analysis shows that production decreases dramatically as the distance from a NAVCRUITSTA exceeds 25 miles.

030206. NAVCRUITSTA NEW CONTRACT OBJECTIVE (NCO)

a. By assigning recruiters to the NAVCRUITSTA based on uniform market potential, each recruiter should have a territory with approximately the same market potential as the other recruiters.

b. Quality vs. Quantity. Given the advanced levels of technology incorporated into Navy systems, COMNAVCRUITCOM requires recruits with high mental aptitude and education. The Navy is in competition for these highly skilled applicants with the other military services, private sector, and colleges. In addition, research shows that applicants in category A (HSDG and TSC I-III A) have greater performance potential and reduced risk of attrition. Analyzing ASVAB test scores, TSC I-III A population estimates, ASAD data, and past Navy enlistments can identify the location of these quality markets.

c. Nuclear and Priority Rating Recruiting. NAVCRUITDISTs are goaled with certain sub-goals, including priority ratings. Recruiters cannot readily determine the location of the qualification factors eligible for these ratings. Therefore, in general, it is not recommended that STEAM be used to assign priority-rating goals to individual stations. An important priority rating is Nuclear Field. Recruiters are encouraged to recommend the Nuclear Field to all applicants they perceive as likely to qualify. If a NAVCRUITDIST goals a NAVCRUITSTA for Nuclear Field, it should use the TSC I-III A to calculate market shares. (See WebSTEAM goal matrix.)

d. Gender Market (Female). The Quality female market is increasingly important for NAVCRUITDISTs, particularly with strict controls by gender. Frequently, the fraction of females taking the ASVAB is low and the STEAM data on the quality market is limited to males. Nevertheless, this data is valid for identifying the quality markets for females since there is ample evidence that there are no differences in gender quality for a particular location.

e. Diversity Markets. A Navy priority is to recruit a diverse workforce. Often, a NAVCRUITSTA is assigned special programs target. (See WebSTEAM goal matrix.). In particular, considerable emphasis is placed on locating the diverse quality markets. STEAM provides demographic data for African-American, Hispanic, and Asian, Pacific Islander/Native American populations by zip codes.

030207. BALANCING NCO. STEAM can assist in determining NCO distribution across NAVCRUITSTA boundaries consistent with diversity markets. STEAM will factor the market share in the goal matrix; however, it cannot identify whether all will be of equal difficulty to recruit across the NAVCRUITDIST.

030208. GOAL LETTER FUNCTIONS

a. STEAM automates the process of issuing goals. All changes entered in WebSTEAM are automatically reflected in the Goal Matrix Report. The STEAM Training Manual provides more detail on this option. Categories/codes included in the goal matrix report are:

- (1) Total - total contracts
- (2) NUC - Nuclear Power Program contracts
- (3) TSC - - TSC I-III A contracts
- (4) Work Force - work force contracts
- (5) Female - female contracts
- (6) NAVET - Navy veterans
- (7) Minimum Male - minimum male contracts

030209. PRIVATE SECTOR COMPETITION

a. The best indicator of the level of competition for private industry is the unemployment rate that is not usually available at the zip code or NAVCRUITSTA level. However, NAVCRUITDISTs often have information about job expansion and layoffs in different stations that may help in assessing this competition.

b. Other Military Service Competition. The primary method used to determine how the Navy is doing compared to the other services is to compare the actual DoD contracts produced by a NAVCRUITSTA with the Navy's fair share percentage of DoD new contracts. This benchmark changes annually based upon the Navy's needs versus DoD requirements. Since the number of recruiters that other services assign to a territory is usually unavailable, it is impossible to know if ASAD success for a particular service is due to their identification of a productive market or the assignment of a large number of recruiters to a less productive market.

c. Propensity. Propensity is the inclination to join the military. A NAVCRUITDIST should take advantage of a high propensity territory by assigning additional recruiters to NAVCRUITSTAs in those areas. Many factors can contribute to higher propensity in a community, i.e. a large and active veteran community, a pro-navy school system, proximity to a Navy or other service facility, etc. Three ways to identify communities with strong propensity is to look at participation in high school ASVAB, zip codes that produce greater numbers of new contracts/accessions, and LEADS clusters in an area. Each of these methods can be examined in WEBSTEAM.

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EXHIBIT 030201. RECRUITER TERRITORY BREAKDOWN

RECRUITER TERRITORY BREAKDOWN (WEBSTEAM DATA)

RECRUITER: _____

DATE: _____

ZIP CODE	TOTAL SENIOR'S	% OF NRD MKT	"A" CELL MKT SHARE	THIRD YEAR ASAD (GNC) FY-		SECOND YEAR ASAD (GNC) FY-		FIRST YEAR ASAD (GNC) FY-		3YR AVE ALL	3YR AVE NAVY
				ALL	NAVY	ALL	NAVY	ALL	NAVY		
TOTALS											

HIGH SCHOOLS ASSIGNED:

- 1) . _____
- 2) . _____
- 3) . _____
- 4) . _____
- 5) . _____
- 6) . _____
- 7) . _____

POST SECONDARY INSTITUTIONS ASSIGNED:

- 1) . _____
- 2) . _____
- 3) . _____
- 4) . _____
- 5) . _____

SECTION 3 MARKET ANALYSIS - RESERVE COMPONENT (TARGETING THE MARKET)

030301. INTRODUCTION. The reserve mission is to make goal with the highest caliber accessions obtainable. Time is invaluable, so recruiters must conduct an analysis of their assigned territory to identify where to recruit people with the least amount of effort. As the size and composition of the primary market changes, it becomes increasingly important that the recruiter employs an analytical approach to recruiting.

030302. MARKETING ENVIRONMENT. Recruiting is competitive. A recruiter must know how to effectively analyze the market and territory in order to focus their prospecting activity quickly as Navy Reserve programs change. Market and territory analysis provides the recruiter with an effective tool to attain assigned goals.

030303. MARKETING DEFINITIONS

a. Market analysis is a systematic way of determining the location, number and quality of work force potentially available in a geographic area.

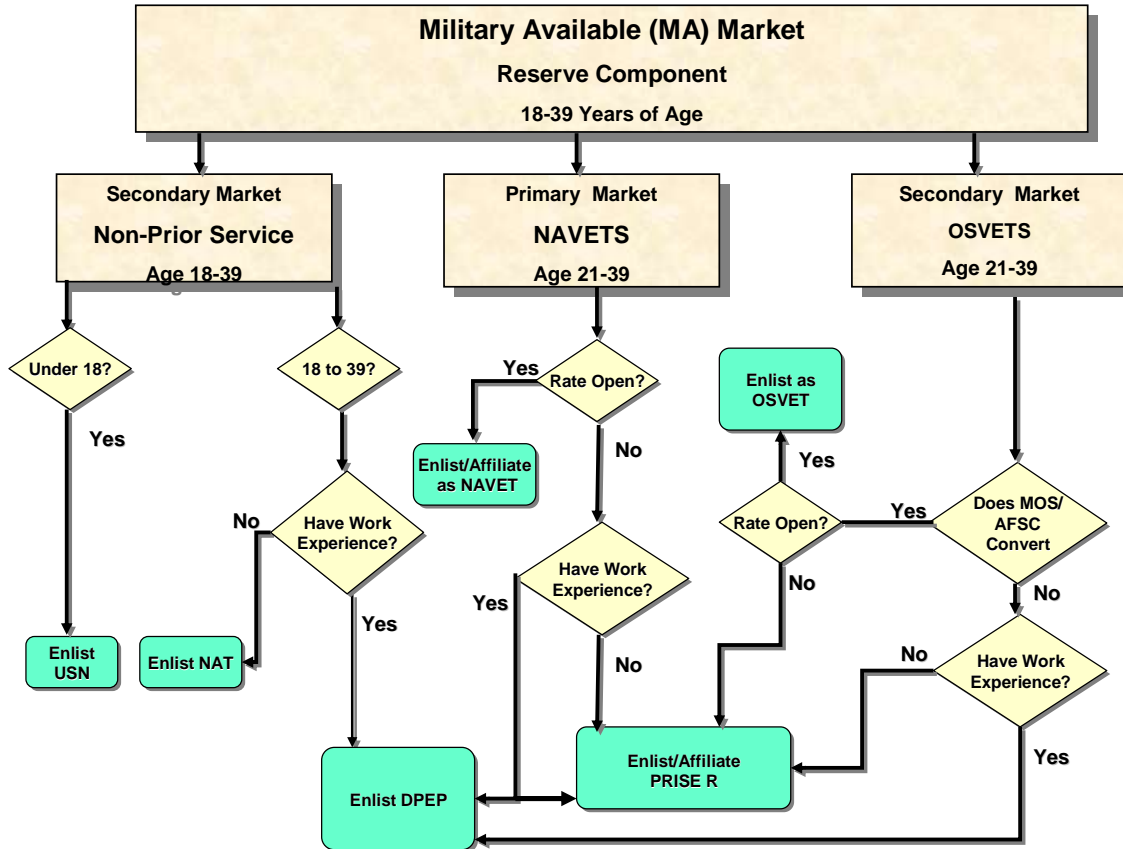
b. Territory analysis is the demographic area to ascertain what actual help or information can be obtained from the territory to prospect smartly.

c. Analysis of Military Available (MA) will pinpoint sources of potential quality and quantity affiliates and is a prerequisite for success.

d. The STEAM model for the reserve component will assist recruiters in accomplishing this task.

030304. MARKET AVAILABLE. Refer to the below diagram.

a. Reserve Component Military Available Market (MA)



8/23/2010

b. Potential Sources. Any person, organization or territory that gives referrals or a place where an affiliate might be located within NAVCRUITSTA boundaries.

c. Production Analysis. A continuous recording and study of the number of accessions, including quality and their source.

030305. TARGETING THE MARKET FOR EACH NAVY RESERVE PROGRAM. The Navy Reserve currently has five basic "target markets" to consider:

- a. Navy veteran (NAVET)
- b. Other service veteran (OSVET)
- c. PRISE R
- d. Direct Procurement Enlistment Program (DPEP)
- e. Non-prior service (NPS)

030306. IDENTIFY MARKET AND INFORMATION SOURCE

a. Determining where the market is located requires mapping demographic data. Outline the entire territory and mark the locations of major market sources on the map:

- (1) Public and private schools
- (2) Junior and senior colleges
- (3) Vocational - technical schools
- (4) Key information centers such as city/county/state government offices, chambers of commerce
- (5) Hospitals

030307. MARKET SOURCE POTENTIAL

a. The potential of a market source can be determined by considering the following areas:

- (1) Quantity (numbers only) possible out of each source
- (2) Quality (mental/physical/possible waivers, etc.) possible from source
- (3) Accessibility of each source
- (4) Past history of production from each source (production analysis)

030308. TERRITORY ANALYSIS

a. A territory analysis goes into greater detail about information available in a given area. Through territory analysis you may find for example, that developing an effective referral network is more effective than other prospecting methods in a given area. Some of the following items may be helpful to consider and should be listed or identified on the territory map.

- (1) Basic territory information
- (2) Population centers
- (3) Community events
- (4) Economic conditions
- (5) Culture, ethnic groups, or minorities
- (6) Recruiting advertising materials (RAD) item locations
- (7) Community activity centers
- (8) Centers of Influence
- (9) Major highways, interchanges and traffic patterns
- (10) Newspapers and radio/TV stations that reach the market
- (11) FLEET concentration area recruiter

(12) Navy Operational Support Center (NOSC)

030309. PROSPECTING

a. Determine the best prospecting method for each target market and ensure each recruiter is adequately trained in those skills (TRAMP):

- (1) Telephone calls
- (2) Referral network
- (3) Advertising
- (4) Mail-outs
- (5) Personally developed contracts (PDC)

030310. PRODUCTION ANALYSIS REVIEW

a. A production analysis review is simply reviewing past production for the following information:

- (1) What is recruiting production levels?
- (2) Where current accessions are coming from?
- (3) What kind of quality is coming from each location?
- (4) What kind and where are waivers coming from?
- (5) Where are the Qualified Not Enlisted (QNE) coming from?

030311. OTHER FACTORS. Other areas to consider in reviewing production and future production:

- a. Where is the competition getting accessions?
- b. New events shaping market/territory-affecting production
- c. Factors you cannot control (but should be aware of)
 - (1) Population shifts (rural/urban/metro)
 - (2) New and old industries
 - (3) Economics
 - (4) Seasonal/territorial
 - (5) Culture/ethnic
 - (6) Media events
 - (7) Frictions of War

030312. MARKET ANALYSIS

a. Statistics. One of the benefits of market analysis is confirmation by statistics. A recruiter often has a feel for the territory; however, allocation of resources can't be done based on feelings. Market/territory analysis and production reviews help show where the prospect should be located and determine the most effective way to prospect.

b. Know The Territory. As recruiters work their territory of responsibility, they will discover who the centers of influence (COIs) are and where they are located. The recruiter shall post names and date changes immediately for tracking purposes. It is essential that the recruiter review these records every few months and update as necessary. The recruiter must save time, stay informed, make everyone a vital part of hometown recruiting, and realize the potential of each COI to help make the mission.

030313. GOALS. Fair and equitable assignment of goals to each NAVCRUITDIST, Division, and NAVCRUITSTA, is the objective of the goal allocation process. The most effective method of goal allocation is carefully derived market shares. This necessitates an in-depth analysis of market and assignment of recruiters in such a way that each recruiter has the same opportunity to make goal. The NAVCRUITREG issues an annual goaling letter to each NAVCRUITDIST for establishing formal accountability by division for goal attainment. The NAVCRUITDIST breaks the goal down according to the makeup of market, and fair shares it out to each leading chief petty officer who distributes the goal to each work center supervisor. While assigning goals, many factors should be considered. For example:

- a. History of area
- b. Potential of area
- c. Experience level of recruiters
- d. Number of recruiters assigned

030314. PROJECTIONS. Accurate and timely projections are essential to making goal. The current system for reporting projections includes:

a. Attained. Enlisted or affiliated into the Navy Reserve. All paperwork is completed, the individual has an authorized reservation number, and their name is placed on an attainment report entered into COMNAVCRUITCOM Integrated Recruiting Information Management System (CIRIMS) Web.

b. Identified (ID). Completely qualified to enlist or affiliate and has verbally committed to join in the current month.

c. Projection. An individual that the recruiter believes will enlist or affiliate in the current month, but still requires some action to complete the attainment process.

CHAPTER 4 PROSPECTING

SECTION 1 MODES OF PROSPECTING

040101. PURPOSE. Prospecting is any action taken to put a recruiter face-to-face with a prospect. A prospect is an individual that appears eligible for enlistment or reenlistment processing.

040102. TELEPHONE

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

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

c. The parental phone script (Exhibit 040202) is an excellent tool to use when the recruiter encounters the applicant's parents during phone prospecting. The recruiter should only provide enough information over the telephone to create interest in the Navy, and the need to seek more information through an appointment.

d. An interview to sell the Navy occurs once the recruiter gets face-to-face with the prospect. There are three factors, preparation, planning and scheduling, and technique, that will affect the degree of effectiveness and ultimately the results achieved from telephone prospecting:

(1) Preparation

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

(b) A positive attitude is of equal importance.

(c) Consider every contact a potential contract.

(d) Have the supporting tools readily available:

1. Telephone script (Exhibit 040201)

2. Contact lists

3. Computer

4. Blueprinting form

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

(2) Planning and scheduling. Identifying the market to be contacted and the best time to call that market is extremely important in improving the

quality and success of phone prospecting. Once phone prospecting is scheduled, every effort shall be made to complete the task. When a block of time for phone prospecting is missed, it is lost forever. Every effort must be made to schedule phone prospecting during the hours when it can be accomplished and will have the most impact on your target market. To schedule prospecting without a definitive time frame for accomplishment is not effective planning and will minimize results.

(3) Technique. Anyone can dial a phone number, but arranging a quality appointment that will show for an interview is difficult without developing and applying proper techniques.

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

(b) Use Value Oriented (VALOR) selling skills when phone prospecting.

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

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

040103. REFERRALS. Referral prospecting is probably the easiest method for generating activity available to the recruiter. It entails nothing more than describing the type of individual you are looking for and then asking people if they know anyone who fits that description. Each individual the recruiter meets or comes in contact with is a potential source of referrals. There are four different types of referrals:

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

b. DEP Referrals. Effective recruiters obtain positive results from their DEP pool. It goes without saying that recruiters should make this an organized activity. Recruiters shall have future Sailors call in at regular times so they can relay messages to students the recruiters are having problems contacting. Let the future Sailors help with blueprinting. If the future Sailor knows the prospect, this is considered third party reference. This is reassuring because pertinent information is obtained on a prospect and it is no longer considered a cold call. Recruiters should ensure their

future Sailors understand they can earn advancement through referrals that access into the Navy.

c. School Counselor Referral. The success a recruiter has in obtaining referrals from school counselors depends on the rapport established between the parties concerned. The single most promotional activity the individual recruiter performs is becoming an expected, welcomed, and useful presence in the school and its activities. Every student, faculty member, or person on the administrative staff from custodian to principal or dean, should know who the Navy recruiter is and perceive him or her as a natural part of the school educational environment.

Note: The school canvassing program is covered in Chapter 3 of this manual.

d. Centers of Influence (COI) Referral. Whether they are attached to a school or not, COIs should never feel as though they are being used. Recruiters shall make it a habit to thank COIs each chance they get to make them feel part of the team. They are very interested in the applicant they referred to the Navy, if they weren't they would not have referred them to begin with. The most important thing for the recruiter to remember about COI's is the more of them that are cultivated, the more people are working for the recruiter, and the better chances the recruiter has of getting referrals that can potentially become contracts.

040104. ADVERTISING - LOCAL EFFECTIVE ACCESSION AND DELIVERY SYSTEM (LEADS).

The Navy reaches several important markets each year through a system of direct or national mail outs. This system is commonly referred to as Local Effective Accession and Delivery System (LEADS). These mail outs not only target potential prospects for enlistment, but is also designed to obtain complete coverage of the target market and maintain interest through follow-up letters and incentive items. The important thing to remember about LEADS generated through advertising is that the prospect is interested in a job and training, but not necessarily in the Navy. It is the recruiter's job to sell the prospect on the Navy. Timing is everything when dealing with LEADS.

Note: Recruiters will prospect a LEAD within 24 hours of receipt of that LEAD. The disposition of the LEAD shall be annotated in Web RTools within 30 days of receipt or it will be considered overdue. LEADS shall remain in a recruiter's working ticker for a maximum of four months or until a disposition is attained. Field recruiters are not authorized to purchase advertising on their own behalf.

040105. MAIL-OUTS. Regular mail-outs are conducted by the NAVCRUITDIST to assist in the recruiting effort. Navy recruiting stations (NAVCRUITSTAs) requesting help to target their market, are strongly encouraged to submit a valid list of contacts to the LEADS production team. The list and market will be evaluated and a determination will be made as to whether or not it is cost effective to target the market requested. NAVCRUITSTAs are prohibited from conducting mail-outs. Individual mail-outs are authorized as long as they are limited.

040106. PERSONALLY DEVELOPED CONTACT (PDC). PDCs involve meeting likely prospects face-to-face and obtaining names and sufficient information for the purpose of making an appointment. Getting just a name with no additional information is not a PDC contact. Recruiters shall familiarize themselves with their area to identify those locations that are most likely to produce contacts. The following locations are examples of places to PDC:

- a. High schools and colleges
- b. Technical training centers
- c. Shopping malls
- d. Community centers (YMCAs, etc.)
- e. Parks
- f. Fast food restaurants
- g. Businesses that hire young people
- h. Sporting events, fairs, carnivals, military shows, and other special events that attract large crowds
- i. Unemployment offices and job training centers

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

- j. Other factors to consider when planning PDC prospecting are:

- (1) Market. Where is there a propensity to enlist?

- (2) Time of Day. Scheduling prospecting at a time when prospects are available. Rush or lunch hour, after school cafes, pool halls, or malls.

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

- (4) Procedures and Techniques. The following are basic procedures for soliciting personally developed contacts:

- (a) Learn the PDC phone script.

- (b) Use Value Oriented (VALOR) selling skills.

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

- (d) Avoid going right to the issue of enlisting and forcing the prospect to make a decision.

- (e) Recruiters should participate with the people they are trying to enlist.

- (f) Express an interest in the prospect's background, current situation, and plans. Recruiters should discuss things they share in common

with the prospect. Recruiters shall ensure the prospect understands they may find some of these things in the Navy.

(g) Recruiters shall not conduct interviews on the street.

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

(i) Recruiters shall always ask for referrals.

040107. SOCIAL NETWORKING/INTERNET (SN). Social networking involves the use of popular social websites such as Facebook, Twitter and Navy sponsored websites to make contact with potential prospects. Applicants prospected on social networking websites shall be coded as "SN" on applicant logs and in Web RTools. Recruiters shall also properly document in Web RTools the specific website or application used to make initial contact and appointments on social networking and Navy sponsored websites.

040108. TIME MANAGEMENT

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

b. Wasting Time. There are many ways to waste time, such as idle conversation and waiting. How often does a recruiter wait for a prospect to show for an appointment? How often do they wait for prospects to finish a test? How often do they wait for a clerk to give them a form? Waiting is wasted time that accomplishes nothing. Recruiters must remain productive. While waiting for an appointment, recruiters should continue prospecting for potentially qualified applicants. When recruiters go to MEPS, they should take a list, and use their phone prospecting skills to make appointments, conduct follow-up calls, or call future Sailors and ask for referrals. When running documents, recruiters are to use their PDC skills and canvass the area. Recruiters shall always look to be productive and take every opportunity to prospect.

040109. ANALYSIS OF PROSPECTING. At the end of each prospecting evolution, analyze what was accomplished against the goal. Evaluate the quality of prospecting by looking at the appointments that were set. Look at the big picture (mission) and see what impact the prospecting had on attaining goal. Always stay focused on prospecting; everything else is lower priority. Without prospecting, there are no applicants. In the end, success in prospecting is measured by the quality of the contracts written.

SECTION 2 BLUEPRINTING

040201. PURPOSE. Blueprinting is fact-finding, before and during the interview. One of the main reasons for blueprinting is to reduce or eliminate call reluctance. Call reluctance is fear based on concern for one's self rather than the prospect. The more information known beforehand about a prospect's pressures, plans, and problems increases the recruiter's confidence and enthusiasm when making contact. Blueprinting starts with using discovery skills primarily in the engage phase and goes more in-depth throughout the entire phase of the recruiting roadmap.

040202. QUALIFICATIONS. After some basic rapport has been established, recruiters should complete the qualification questions. Recruiters should not begin with an interrogation of the prospect before they have achieved some level of rapport. The R-Tools one screen data sheet should be left alone during the initial phase of building rapport. Some prospects may get distracted and become overly concerned if they believe paperwork is being initiated. The Privacy Act statement should be completed at this time. The prospect card in Web RTools is used to document the Social Security number, date of birth, citizenship, education, dependents, and any prior service or previous ASVAB testing. Most of this information can be obtained during normal conversation. Only after rapport has been established and recruiter has reminded the prospect of the Privacy Act, should the recruiter continue with the qualification questions, e.g. physical, police, and drug usage. Questions concerning prospects' qualifications should be asked in a normal tone of voice and should not be phrased in a manner to lead the applicant into a normal response. Thorough blueprinting of qualification information is necessary to ensure the information is accurate and to avoid wasting both the recruiter's and prospect's time.

040203. AUTHORITY TO BUY. "Authority to buy" refers to the prospect's ability to make the decision to enlist without the need to consult another person. Seventeen year old prospects do not have the authority to buy, as they need parental consent. The recruiter's question may need to be rephrased, e.g., "what do your folks think about you coming down to see a recruiter today?" Age, however, is not the only criteria for authority to buy. Many prospects, 18 years of age and older, rely on advice from others before making major decisions. Generally, authority to buy can be determined by asking the question, "Is there anyone you need to consult before making a decision?" A recruiter should not halt the interview process because the prospect does not have the authority to buy. The prospect's lack of authority to buy simply informs the recruiter that the sale will probably not be made at the end of the sales presentation. The recruiter may have to conduct a POINTS plan and make additional presentations to other significant individuals and/or the prospect, or rely on the prospect to sell the Navy opportunity to their significant other. Although this is not a recommended method, the recruiter must take caution to ensure all the prospect's questions are answered in a manner that the prospect can thoroughly explain opportunities, advantages and unique value of the Navy without the recruiter being present.

040204. SUMMARY. "Prospecting" is the means by which the recruiters place themselves face to face with as many potentially qualified applicants as possible. This is the single, most important factor of success for recruiters. Prospecting must be a household word and is the cornerstone of every NAVCRUITSTA, division, and NAVCRUITDIST's success. Recruiters must prospect continuously to remain consistent. Although the structure of

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prospecting does not change, recruiters must work to develop the right approach that fits their own individual personality. Recruiters must use themselves as a sales aid and proof source. The recruiter's personal experiences show how the prospect's interests can be satisfied in the Navy. Generally, prospecting is looked upon as an unwanted task. Having a good attitude and possessing the confidence in his/her abilities to prospect can make the prospecting evolution a success for the recruiter.

Remember: You have collected personal information and it must be appropriately safeguarded at all times.

EXHIBIT 040201. PHONE SCRIPT

<u>STEP</u>	<u>ACTION</u>	<u>STEP</u>	<u>ACTION</u>
1.	"Hello, may I speak with (Prospect's Name)"	5.	TIME: "(PROSPECT'S NAME) would _____ or be better?"
2.	"(Prospect's Name) this is (Recruiters Name). Do you have a minute?"	6.	LOCATION: "(PROSPECT'S NAME), do you know where my office is located?"
3.	"The reason I'm calling is I am the United States Navy representative here in (YOUR CITY) and (SELECT ONE OF THE FOLLOWING)"	7.	"(PROSPECT'S NAME) do you have a pen and a piece of paper? Let me give you my phone number in case something changes and we can meet sooner than (TIME & DATE OF APPT)."
4.	REFERRAL: "I was talking with a mutual friend of ours (NAME OR REFERRAL) and he/she had some nice things to say about you. What I would like to do is set up a time for you and I to get together and discuss some of the things that he/she thought would be of some benefit to you. How does _____ or _____ sound?"	8.	TRANSPORTATION: "Do you have your own car or will you need a ride down to my office?"
	ASVAB: "Recently I received your Armed Services Vocational Aptitude Battery scores that you took at (SCHOOL NAME) and I would like to set up a time for us to get together to discuss those scores, and explore some of the options available to you. Would _____ or _____ be O.K.?"	9.	"(PROSPECT'S NAME) with your permission, I would like to ask you a few questions to save us both some time when we do get together. Would that be alright with you?" PRIVACY ACT: "(PROSPECT'S NAME) I would like to advise you of the Privacy Act, which states that anything you tell me is between you, me and the United States Navy. First let me ask what hobbies or interests do you have?"

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<p>COLD CALL: "I've been working with other (GROUPS, STUDENTS, ORGANIZATIONS) here in the area and we have discussed some ideas that might be of some value to you both now and in the future and I would like to get together and share them with you. Does _____ or _____ sound beneficial?"</p> <p>LEADS: "My district personnel office notified me that you were interested in (FIELD). What I am interested in doing is getting together at a mutually acceptable time to share more information about (FIELD). Would _____ or _____ be better for you?"</p> <p>DIRECT MAIL: "I recently received your reply card requesting more information about (FIELD or PROGRAM) although that information should have been mailed I have some additional information available for you. I would like to get together on _____ or _____ to go over that information with you. How does that sound?"</p>	<p>How old are you? What is your height? How much do you weigh? Did you graduate from high school with an academic diploma? Do you have any medical problems that you are aware of, or are you under the care of a physician presently? Have you ever used any illegal drugs? Were you born in the United States? Have you ever been in trouble with the police for any reason?</p>
<p>10. Ask for referrals</p>	<p>11. "(PROSPECT'S NAME) By the way, what phone number did I give you?"</p>
<p>12. CLOSING</p> <p>"(PROSPECT'S NAME), I am looking forward to meeting you on (DATE & TIME OF APPOINTMENT) to discuss (BRIDGE TO EARLIER REASONING) I am going to gather some information for our meeting. What I would like you to do is think of any information or questions that you may find particularly useful during our meeting. Do you have any other questions or programs you would like to discuss? Great then I will see you then."</p>	

EXHIBIT. 040201. PHONE SCRIPT (CONT'D)

APATHY	DOUBT	CONFUSION	OBSTACLE
<p>Apathy occurs when a prospect is happy with a current situation or is resistant to accept the recruiter's advancement of the conversation.</p> <p><u>Examples of Apathy</u></p> <p>"Sorry, but I currently have a job." "When I graduate, I plan on finding a job in the civilian sector." "I am satisfied being a nurse at the local hospital where I work." "Thanks, but I'm not interested."</p> <p><u>(Framework of Objection Handling: How to)</u></p> <p><u>Recognize:</u> Actively listen to determine the type of objection.</p> <p><u>Relate:</u> Empathize and restate what you heard for clarification. Ex: " I appreciate..." " I understand..."</p> <p><u>Realize:</u> Ask open and closed discovery question. Ex:"Do you mind if I ask you a few questions?" "How is _____ working for you?" "Would having_____ be important to you?"</p> <p><u>Respond:</u> Align relevant Navy opportunities with the issue. Ex: "The Navy is a professional organization, which means to you..."</p>	<p>Doubt occurs when a Prospect does not believe or doubts what the recruiter is saying or what the Navy can offer.</p> <p><u>Examples of Doubt</u></p> <p>"I can't believe that the Navy is going to pay for me to finish college." "I don't feel the Navy can guarantee me a job. " "I find it hard to believe the Navy will pay me a monthly stipend to attend medical school." "Free medical coverage sounds too good to be true. How can I be sure?"</p> <p><u>(Framework of Objection Handling: How to)</u></p> <p><u>Recognize:</u> Actively listen to determine the type of objection.</p> <p><u>Relate:</u> Empathize and restate what you heard for clarification. Ex: " I understand how this would be difficult to believe..."</p> <p><u>Realize:</u> Ask open and closed discovery question , Ex:"Do you</p>	<p>Confusion occurs when a Prospect doesn't believe the Navy can deliver or provide something that the Navy actually does.</p> <p><u>Examples of Confusion</u></p> <p>"You're just going to put me in whatever job you want to." "I'm not interested in going to Afghanistan." "Being at sea for 4 years on a ship is not my idea of fun." "I can't justify terminating my college education while I am serving."</p> <p><u>(Framework of Objection Handling: How to)</u></p> <p><u>Recognize:</u> Actively listen to determine the type of objection.</p> <p><u>Relate:</u> Empathize and restate what you heard for clarification. Ex: " I understand what you're saying..."</p> <p><u>Realize:</u> Ask open and closed discovery Question. Ex:"Do you mind if I ask you a few questions?" "How valuable would it</p>	<p>Obstacles occur when a Prospect doesn't like something they will have to do or circumstances they will be faced with if they join the Navy.</p> <p><u>Examples of Confusion</u></p> <p>"I don't like the idea of having to cut my hair." "I don't want to defer my college education." "I don't like the idea of being away from home for such a long time." "I am not interested in that long of a commitment."</p> <p><u>(Framework of Objection Handling: How to)</u></p> <p><u>Recognize:</u> Actively listen to determine the type of objection.</p> <p><u>Relate:</u> Empathize and restate what you heard for clarification. Ex: " I can see how___ would be difficult for you".</p> <p><u>Realize:</u> Ask open and closed discovery question . Ex:"Do you mind if I ask you a few questions?"</p>

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<p><u>Reinforce:</u> Position the value for the prospect. Ex: "This is important because you value ____..."</p> <p><u>Successful Tip:</u> Apathetic prospects have wants and needs they are not aware of. Help them see them by having a conversation utilizing thought provoking and value focused discovery questions around their pressures, plans and problems. A desired outcome is to gain a commitment to move forward.</p>	<p>mind if I ask you a few questions?" "How valuable would it be to have this?" "Would seeing this writing be of value to you?"</p> <p><u>Respond:</u> Align relevant Navy opportunities with the issue. Ex: "The Navy is a world-wide organization, which means to you..."</p> <p><u>Reinforce:</u> Position the value for the prospect. Ex: "This is important because you value ____..."</p> <p><u>Successful Tip:</u> Understand many people have preconceived thoughts they shouldn't believe recruiters. Remember, seeing is believing! Show them in writing what you're discussing.</p>	<p>be for you if I clarify this information?"</p> <p><u>Respond:</u> Align relevant Navy opportunities with the issue. Ex: "The Navy leads the way in technology, which means to you..."</p> <p><u>Reinforce:</u> Show value of Navy advantage Ex: "This is important because you value ____..."</p> <p><u>Successful Tip:</u> Realize prospects usually have more wants and needs than what you have uncovered. They may feel you don't have something they're looking for and may feel since you didn't discuss it with them, you must not offer what they're looking for</p>	<p>"What concerns you most about this? Although this is a concern for you, How valuable would it be for you if I can clarify in detail the unique value the Navy will provide you?"</p> <p><u>Respond;</u> Align relevant Navy opportunities with the issue.. Ex: "The Navy is a professional organization, which means to you..."</p> <p><u>Reinforce:</u> Show value of Navy advantage. Ex: "This is important because you value ____..."</p> <p><u>Successful Tip:</u> Give them credit for their opinion so they will give you credit for yours when you ask them to reevaluate the Navy's Unique Value and join the Navy even though there is something about it they don't like.</p>
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EXHIBIT 040202. PARENTAL PHONE SCRIPT

1. Hello sir or ma'am, is (Name) there?
2. Is this (Mr., Mrs.)?
3. How are you doing today sir or ma'am?
4. Do you have a minute?
5. The reason I'm calling is that I'm the Navy representative in the area.
6. My name is _____ and I've been working with other (HSSR's, past grads, etc.) in the _____ (area). Some of the ideas we've discussed, I feel will be of some value to your (son/daughter) and besides that, I would like the opportunity to meet you and your (son/daughter) personally and talk about some of the opportunities the Navy can provide. I was wondering sir/ma'am, is there a time when we can all get together or perhaps a better time to call (Applicant's Name).

Note: Stop selling Navy if the parents are negative or state that their son/daughter isn't interested. Ask what their child is doing at this time. These questions will either open a flow of conversation or the parents will be non-responsive. If the parents are non-responsive and don't wish to give blueprinting information, ask for referrals, thank them for their time and wish them a good day.

The key to this conversation is to open the door with the parents and ask enough questions to determine if and when the recruiter can call the applicant back.

Always Ask for Referrals

(Mr., Mrs.) Maybe you can help me another way. Do you know of anyone between the ages of 17-21, who may be looking for vocational training or financial help for college?

SECTION 3 HIGH SCHOOL/COMMUNITY COLLEGE PROGRAM

040301. PURPOSE. The primary purpose of the High School/Community College Program, like all recruiting programs, is to produce quality contracts.

a. The high schools and community colleges in the NAVCRUITSTA area are the major source of quality prospects. To identify and meet the greatest number of students, the recruiter must establish a good rapport with the schools, gain exposure and maintain an effective program. The recruiter must maximize contact with students by obtaining lists or canvassing in the schools. In addition, recruiters can also increase Navy awareness by means of talks, distributing literature, and meeting with school officials and students. This is known as "educating the market."

b. The goals of the program go beyond a single school year or even an individual recruiter's three-year tour. Maintaining good relationships with school officials, faculty members, coaches, and students in each school ensure the recruiter can reach the primary age groups in a timely and effective manner. The goals of the High School/Community College Program are:

(1) Unlimited school access to area canvas, provide school talks, interview prospects, use school facilities and distribute Navy literature.

(2) Obtain lists of seniors and community college students for immediate prospecting.

(3) Meet with future Sailors in school to monitor, organize and direct their referral efforts.

(4) Obtain timely education verification for applicants and other background information necessary for enlistment.

(5) Gain exposure for the recruiter and the Navy to:

(a) Enhance the recruiter's ability to contact students.

(b) Keep school officials, faculty members, coaches, and students informed and up-to-date about Navy programs and enlistment opportunities.

(c) Establish a lasting and positive impression of the Navy throughout the entire school.

(d) The success of the High School/Community College Program depends on an aggressive and thorough annual plan that is consistently executed year after year. Even though much of the plan is based on the school year (Sep - June), the High School Program is continuous. A new program starts on 1 June each year immediately after completion of the current school year. In June, the LPO/LCPO and recruiters must develop a new annual plan that focuses on the following objectives:

1. Prior to Initial Visit. Develop and maintain, in the electronic school folder, a POINTS plan for the school.

2. Initial Visits. The initial visit is the first formal visit of the program year. During the visit, recruiters inform high school officials about the various programs and opportunities the Navy has to offer. The initial visit is the time to gather information about the school, confirm

scheduled talks and ASVAB testing, and complete the electronic high school folders.

3. Final Visits. The "final visit" is conducted in working schools to close out the current senior program year and begin to develop a plan for the upcoming senior program year. This visit is conducted during April or May of the current senior year. During this visit, recruiters should discuss with school officials the attitudes of the faculty about supporting Navy recruiting. The final visit is also the time to gather statistical information about the upcoming senior class and ask school officials for a list of the current junior (soon to be senior) class members. The recruiter should also propose possible dates for career, NROTC and band talks for the upcoming fall semester. Additionally, ASVAB testing and on campus area canvassing should be discussed with all information recorded in the electronic high school/community college folders.

4. First Future Sailor. The first future Sailor is the first senior enlisted from any school. They should be recognized as the "1st Future Sailor" within the DEP pool. The 1st future Sailor is the initial source for referrals, lists, list verification, and other information about the school. Enlist a 1st future Sailor in each school as early as possible, preferably during the summer, using the 365 day Delayed Entry Program. The sooner a 1st future Sailor is in the DEP and working, the greater the production potential within the school. The first enlistment from a community college is also considered a 1st senior.

5. Lists. These are lists of male students for each high school/community college. A list is termed "bona fide" when you have names with an address or a phone number for 90% of the male seniors or males of a particular college class.

6. Armed Service Vocational Aptitude Battery (ASVAB) Testing Program. The ASVAB Testing Program utilizes DoD's ASVAB test in those schools assigned by MEPS to the NAVCRUITSTA. Besides being another source for senior lists, ASVAB testing of all or a majority of students saves recruiters an enormous amount of time in mental screening and testing at MET sites. The ASVAB Testing Program should be presented to all high schools regardless of service responsibility.

7. NROTC Presentations. These are classroom presentations that not only provide information about the Naval Reserve Officer Training Corps (NROTC) scholarships programs, but are also an opportunity to gain exposure and stimulate interest in other programs. Scheduling and publicizing talks in advance usually maximizes attendance; however, there is no minimum number of students that must "show" for the presentation to be counted.

8. Career Talks. These are presentations, usually during career days, where the opportunities and benefits of enlistment in the Navy are discussed to large groups of students. Team talks with athletes and Vo-Tech presentations are included in this category. Scheduling and publicizing talks in advance usually maximizes attendance; however, there is no minimum number of students that must "show" for the talk to be counted.

9. Band Presentations. These are presentations with student musicians to present the musicians enlistment options. Scheduling and publicizing presentations in advance with the band director usually maximize

attendance and contacts. There is, however, no minimum number of musicians that must "show" for the presentation to be counted.

Note: The effectiveness of school talks and presentations can be enhanced by developing a formal presentation by using the PSVP to the respective audience. This should be rehearsed for quality and content before presentation. Once at the school, the recruiter should present PSVP in a relaxed but enthusiastic manner.

Note: All school presentations will be in the appropriate dress uniform. Absolutely no civilian or PT gear will be worn to school presentations under any circumstances.

c. Recruiters should take advantage of the media support available when making a school presentation. Play the NROTC tape as part of the NROTC talk. This is high quality support material that will "warm up" the audience.

040302. COLLECTING AND ORGANIZING SCHOOL INFORMATION. To develop a sound plan for the upcoming high school program, the LPO/LCPO and recruiter must gather current information about their schools, organize it and then evaluate it to determine the best course of action. To do this the following steps must be initiated:

a. Identify all high schools in the area.

b. Review known schools for changes in population, closings, consolidations, relocations, or new openings.

c. Organize the information obtained from each school in a new electronic high school/community college folder by 1 June of each year. Electronic school folders are available on the NAVCRUITCOM SharePoint Portal.

d. After gathering and organizing the information on all schools, the recruiter and LPO/LCPO must evaluate the information to determine which schools will have the elements of the High School Program worked. Factors to consider are access, past productivity, and size of the senior or college class population.

e. The recruiter should also consider the assets available to support the program in each working school by asking the following questions:

(1) What talents do the recruiter possess that may be of value to the school and of interest to the students?

(2) What help is available from other sources? Are these sources school board members, teachers, or coaches? For example:

(a) Sailors in local Reserve unit

(b) Sailors in mobilization training units (MTUs)

(c) Former Navy and retirees (Navy League, etc.)

(d) Command group members

(3) Who returns from boot camp during the year that recently graduated from the high school?

(4) Who in the community can help gain access and influence policy in the schools?

(5) What promotional materials does the NAVCRUITSTA or NAVCRUITDIST have to offer the school?

(6) What service can the local Reserve unit(s) provide to assist in talks, presentations, career days, displays, etc.?

040303. WORKING YOUR SCHOOLS. Once the HS/CC plan is finalized, recruiters are responsible for executing it and working their schools. The prospects loaded in the working tickler assists recruiters in systematically working assigned schools and carrying out the plan. Each year, the recruiter must prepare a new electronic HS/CC folder for every working high school and community college assigned. The electronic HS/CC folder outlines the minimum program and the required action dates for accomplishing it in each working school. All scheduled visits and other relevant information are recorded in this card. The final plan must meet and be consistent with the established NAVCRUITDIST milestones. Both LPO/LCPO and DLCPO must approve the plan in the electronic school folder. When approved by the LPO/LCPO, the plan is understood and acknowledged as a legitimate working plan, which will be carried out by the recruiter.

040304. PREPARING FOR YOUR INITIAL VISIT. The initial visit is crucial and its importance cannot be overemphasized. It sets the pace of the program and tenor of the recruiter's relationship with the school. An appointment must be made with a school official (principal, dean, or head guidance counselor) for the initial visit and place the action date on the electronic HS/CC folder. All working schools will have initial visits completed in accordance with the division leading chief petty officer's milestones.

a. Before the recruiter visits the school, some basic information should be considered and preparations made. For instance, is it primarily a vocational or technical school or academic? Are promotional materials, proof sources, and business cards ready? Has the recruiter practiced anticipated PSVP? Remember, schools are as different as people and will have different pressures, plans, and problems. Recruiters must uncover pressures, plans, and problems by using the prospect engagement skills. Also, recruiters shall review the Division Leading Chief Petty Officer's milestones for the upcoming school year and the previous years' school folders.

b. The LPO/LCPO shall be available to rehearse the initial visit through role playing and POINTS Plan development.

c. The recruiter should ensure the new electronic HS/CC folder is updated on the initial visit so any additional information can be immediately included or future visits/events scheduled. This can be done via MRI, if possible, or immediately upon return from the school visit.

d. Specific goals or objectives for the initial visit must be considered. Depending on the existing circumstances in the school some of the goals might be:

(1) Gain full access to the school, including use of school facilities for DEP meetings/functions.

(2) Review dates for career, NROTC, and band talks.

(3) Obtain lists. Generally, lists will be obtained during the final visit of the previous program year. This will allow the recruiter to prospect during the summer months. The recruiter should obtain a new list during the initial visit or as near to the beginning of the new school year as possible to ensure list information is accurate and current.

(4) Reconfirm ASVAB testing dates.

(5) Meet with all department heads (e.g., guidance, athletic, band, etc.).

(6) Obtain an area or space to display brochures, literature, and instructional videos.

(7) Obtain a schedule or calendar of school events.

040305. CONDUCTING THE INITIAL VISIT. When making the initial visit, it is important for the recruiter to emphasize and clearly explain the following aspects of the programs:

a. NROTC Scholarship Program. Encourage guidance counselors to publicize the availability of the scholarship and application deadlines in the school's media, especially in material sent to the Parent Teachers Association (PTA) or students' parents.

b. ASVAB Testing Program

(1) Explain that the ASVAB is a DoD sponsored, nationwide test that measures aptitude. Emphasize that the test relates to a variety of job skills and occupations, which can help counselors in their guidance of students.

(2) Stress that the ASVAB is absolutely free and the administration and proctoring of the test is handled completely by DoD personnel.

(3) Request the school make testing mandatory or at least publicize it sufficiently in advance to maximize participation.

(4) Ensure test dates are coordinated with the LPO/LCPO.

040306. REQUESTING LISTS

a. The recruiter must ask for a senior list or post-grad list, even if a list was obtained during the final visit of the previous school year. Schools that are reluctant to provide lists are sometimes willing to provide a listing of seniors who graduated the previous year. Obtaining a new list will ensure the recruiter has an exact representation of students that returned to school. Obtaining or not obtaining a list must be reported to the NAVCRUITDIST education services specialist (ESS) for updating of the recruiter access to high schools (RAHS) database.

b. It is important to stress that a list allows flexibility in contacting students and parents about Navy opportunities, especially when school is closed or if students are not available during school hours.

c. If lists cannot be obtained because of school policy or other reasons, there are other ways of compiling and obtaining names of seniors or college students.

(1) If the school will not provide a complete senior list, (i.e., name, address, and phone number), request a partial list.

(2) Pursue other avenues to obtain names or lists through the following:

(a) High School Directory. Some schools publish a directory that lists all of the students in the school, grouped by school year. The directory is normally published in the fall and is usually available in the school library.

(b) High School Yearbook. Most schools publish a yearbook. Some may include names, addresses, and phone numbers of seniors as well as juniors. Yearbooks are usually available in school libraries or can be temporarily loaned from future Sailors. Even though yearbooks are published near the end of the year, they are still useful in verifying list contact sheets.

(c) Newspapers. Local newspapers often publish the names of high school graduates. In some cases addresses are included. Check local daily and weekly newspapers for their policy on this matter.

(d) School Photographers and Jewelers. Another source of lists are photographers and jewelers. Sometime during the junior year or early in the senior year, students are photographed and fitted for class rings. Often these businesses have a complete list of student addresses and phone numbers.

(e) School Library. School libraries normally have a list of mailing addresses in order to notify students about overdue books. A list of student mailing addresses may be obtained through a library contact.

(f) School Website. Many schools have a web site and directory information can be obtained by review of these sites. In addition to lists, most of the time you will find faculty, courses, graduation dates, holidays, honor roll lists etc. Take full advantage of the school's website. Email the staff and develop relationships to help the recruiting effort. If you have Navy training which will allow you to be an asset to the school's website, offer your time to help teach students running the website.

d. Lists can be pieced together by the following methods:

- (1) Bureau of Labor Statistics
- (2) Attendance rosters from talks
- (3) Names from area canvassing and referrals
- (4) ASVAB lists

040307. CONCLUDING THE INITIAL VISIT. The following measures are to be completed by the recruiter when concluding the initial visit:

a. Place any additional information obtained during the Initial Visit in the electronic HS/CC folder.

b. Place any agreed on dates for the program in the electronic HS/CC folder in the column next to the appropriate area.

c. Record the results of the initial visit and put general comments in the folder.

d. Put future action dates in the folder to follow up on any outstanding matters or unscheduled events.

e. Ensure the initial visit is reported to the LPO/LCPO who is required to update and record comments in the folder

040308. MAINTAINING CONTACT WITH SCHOOLS. Regardless of the degree of cooperation and success achieved with any school as a result of the initial visit, it is still necessary for the recruiter to build on that relationship. A progressive program of visits to the school must be planned throughout the year. The following are recommended actions to maintain contact with the schools:

a. Each athletic season (football, basketball, etc.), the recruiter should meet with coaches to discuss sports opportunities within the Navy such as intramural programs, inter-service sports, and even Olympic competition. Combined with proof-sources, this approach can interest coaches and lead to student referrals.

b. Periodically update counselors on changes or developments in the NROTC, ASVAB, enlistment, or in-service educational programs and benefits.

c. Schedule and conduct talks, (career, NROTC, band), periodically during the school year.

d. Check literature racks and spaces regularly, ensuring the stock is sufficient, material is current, and business cards are available and attached. Specifically, ensure the All Hands Magazine is being delivered and displayed in the libraries of your schools.

e. Advertise as often as possible in school newspapers, especially prior to talks or canvassing. If the recruiter has the opportunity to place his/her business card as an advertisement, it keeps his/her name in front of the students.

f. Meet with parents and faculty through PTA/PTO presentations of Navy opportunities. This is a great opportunity to take the communities temperature regarding the military and to eliminate misconceptions.

g. The Navy Dress Uniform. The Navy dress uniform looks sharp and satisfies America's perception of how a Sailor should look. The prescribed uniform shall be prescribed by the NRD CO for recruiting personnel appearing at any presentation, career fairs, conferences, etc., television program, or at any public gathering, patriotic celebration or other such event.

h. Arrange frequent meetings with future Sailors at school to continually enhance exposure to the rest of the student body.

i. The recruiter should take every Sailor back to their school after recruit training. These "walking and talking" references are the best way to show what the Navy can deliver.

j. Use returning Sailors in technical NECs for vocational presentations or career talks at vocational schools.

k. Attend graduations and award ceremonies to present Navy awards.

l. Arrange to have the NROTC scholarships presented by the CO, XO, OPO, R-OPS, or other commissioned officers. Community commissioned officers who are retired or USNR and NROTC representatives from universities can also be used.

m. Avoid superficial or routine visits. Always plan something that has a purpose that is productive and beneficial both to the recruiter and school.

n. Fruit Stands. A "fruit stand" is a full display of Navy print and video advertising in a high traffic area of the school to attract prospects. When using "fruit stands," keep the following in mind:

(1) Display Navy literature, the blue Navy recruiting service blanket, TV, and a variety of DVD's or films

(2) Hold expensive promotional items such as t-shirts and hats in reserve for applicants who request appointments and share information

(3) Lay out limited materials; have prospects fill out cards to send them information

(4) Involve future Sailors and HARP personnel

(5) Aggressively follow up all contacts

o. Send "thank you" notes to principals, counselors, secretaries, and staff who assisted in the recruiting effort at appropriate times during the year. Schedule these dates on electronic HS/CC folder. These courtesies should enhance cooperation and reap long-term benefits.

p. Contact a representative at the school newspaper. Ask them to prepare a story on the recruiter or HARP recruiter from the school. This will give both the recruiter and Navy greater exposure to the student body.

040309. YEARLY PLANNING. Once all information is gathered, and checked for accuracy and evaluated, the planning process begins.

a. The division leading chief petty officer and LPO/LCPO, with input from the recruiter, begin the detailed planning for the annual program. A detailed HS/CC Program must be developed. The electronic HS/CC school folder is the source document for the yearly program. The more interest and effort taken in planning the program, the greater the contracting potential will be realized, and, more specifically, the better the recruiter can manage recruiting efforts. In order to plan, organize and conduct an effective HS/CC program, the recruiter must be able to analyze and evaluate the HS/CC program.

b. The program cycle. The HS/CC program does not run concurrent with the traditional fiscal year, nor should it. Traditional high school institutions in the United States generally begin their school year in late August or early September and continue until late May or mid-June of the following year. For this reason, the HS/CC Program begins for any particular school as soon as the high school junior year for that particular school ends. Keep in mind that in order to contract individuals from these institutions, individuals must qualify for a traditional senior class program and there must be less than 365 days remaining before they will graduate from that traditional program. The program cycle officially begins when the recruiter conducts the "final visit" with each institution. During the final visit the following objectives will be evaluated.

(1) How well "Navy Recruiting Representatives" are received by this institution and by the faculty in general

(2) Fill out section one of a new electronic HS/CC folder

(3) Determine the relationship the recruiter has with each particular high school. This relationship will be used to determine the following categories for the upcoming HS/CC Program year:

(a) Access

(b) Status

(c) Priority

040310. ACCESS, STATUS, AND PRIORITY. It is essential that the LPO/LCPO understand the proper definitions of Access, Status and Priority. In order to properly document the NAVCRUITSTA's efforts with each school, all three terms must be defined sequentially and, subsequently, definitions must be considered individually.

a. Access. The first step in developing a yearly plan is to review the HS/CC Profile Sheets and the previous year's High School Program Master Planning Sheets. This will help determine the previous access, status, and priority for each school. Most recruiting areas have many schools of various sizes and types. In some cases, recruiters will have more schools in their area than they have time to work effectively on a full-time basis.

(1) One of the primary objectives of the LPO/LCPO is to persuade all schools to allow full access to recruiting activities; therefore, the first step in this process is to determine the level of access for each school. The relationship with each school can change from school year to school year because of changes in administration or school policy. Even recruiter changes can have negative or positive influence on the relationship that exists with schools. Because the possibility exists that the relationship will change, the relationship must be defined before a plan can be developed for the upcoming school year. If a station has no access, contact the education specialists to work on the access problem. Education specialists are professional educators familiar with the workings and chain of command of school systems. Most of the time, education specialists have long standing relationships with faculty.

(2) For the purpose of Navy Recruiting, "Access" does not mean access to the school itself, but refers to access to the student body in general.

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It is a reflection of the relationship that the Navy, or the military in general, has with a particular school. To a large degree, it represents the attitude or policies the school has concerning recruiting activities with their student population. This relationship is captured on the cover tab of the electronic HS/CC folder and will be defined with one of the below listed categories:

(a) Full Access (F). Student directory information can be obtained and recruiters can visit the school during school hours with no unreasonable access limitations to the student population. In order for a school to be defined as "full access", all of the following conditions must be met. The example cited below will be utilized to assist in determining the access of the school.

1. On campus canvassing is allowed.
2. Student directory information for 90% of the senior class can be obtained through any source.
3. Support programs can be run (e.g. awards, etc.).
4. Talks can be conducted (career/NROTC/band talks, etc.).
5. All of the items listed in the division leading chief petty officers milestones can be conducted (with the exception of ASVAB testing).

Full Access Example

Activity	Allowed	
	Yes	No
Initial Visit	X	
Career Talks	X	
NROTC Talks	X	
Band Talks	X	
ASVAB		X
Certificate Prg	X	
Final Visit	X	
PDC Campus	X	
Official List	X	

(b) Limited Access (L). If we cannot perform 100% of the elements of the HS/CC Program, then access is limited. Access is either "full" access to the student population, (e.g. recruiters can conduct all the elements of the HS/CC program, canvassing on campus is allowed and student directory information can be obtained), or access to the student population is limited in some manner by the relationship or policies of the schools administration. The example cited below will be utilized to assist in determining the access of the school. The following scenarios are provided to help explain:

1. Example A - A school allows recruiters to perform all the elements of the HS/CC Program, on campus canvassing is allowed; but, for whatever reason, recruiters are unable to obtain student directory information. Because recruiters cannot do 100% of the things they would like to do, "access" to this particular school is considered "limited". In this example, without a list, the most effective way to contact students is to prospect them while they are on the campus. It is important to understand that the status of a school can be considered "working" even though the access is limited. The status of a school is explained later.

2. Example B - A school does not allow recruiters to perform the elements of the HS/CC program, but for whatever reason, recruiters can obtain directory information. In this example, the "access" to the student population is also "limited". It is limited to list canvassing only.

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Limited Access Examples

Activity	Allowed		Activity	Allowed		Activity	Allowed		Activity	Allowed	
	Yes	No		Yes	No		Yes	No		Yes	No
Initial Visit	x		Initial Visit	x		Initial Visit	x		Initial Visit	x	
Career Talks		x	Career Talks	x		Career Talks		x	Career Talks		x
NROTC Talks		x	NROTC Talks	x		NROTC Talks		x	NROTC Talks		x
Band Talks		x	Band Talks	x		Band Talks		x	Band Talks		x
ASVAB		x	ASVAB	x		ASVAB		x	ASVAB		x
Certificate Prg		x	Certificate Prg	x		Certificate Prg	x		Certificate Prg		x
Final Visit	x		Final Visit	x		Final Visit	x		Final Visit	x	
PDC Campus		x	PDC Campus	x		PDC Campus	x		PDC Campus	x	
Official List	x		Official List		x	Official List	x		Official List	x	

Example (1)

Example (2)

Example (3)

Example (4)

(c) No Access (N). No access characterizes a local educational agency that denies military recruiters the same opportunity, as is provided generally to other educational institutions or to prospective employers, to contact students on campus or via the release of directory information. The example cited below will be use to assist in determining the access of the school. In this example, the recruiter shall immediately contact the NAVCRUITDIST ESS to schedule a visit to the school. On this visit, the ESS has the lead. The recruiter is only there to be introduced and, hopefully, gain permission to come on campus. The recruiter shall be squared away in uniform and maintain professional demeanor. Allow your ESS to do what they do best.

No Access - Example C

Activity	Allowed	
	Yes	No
Initial Visit		X
Career Talks		X
NROTC Talks		X
Band Talks		X
ASVAB		X
Certificate Prg		X
Final Visit		X
AC Campus		X
Official List		X

b. Status. After a school's access is determined, the next step is to determine the "Status." There are three categories that define status: Working (W), Non-Working (NW) and Non-Cooperative (NC). It is very important to understand that the "status" of a school only indicates whether the program elements of the HS/CC Program will be conducted. It does not indicate that no effort will be expended to get contracts from this institution. The LPO/LCPO should examine each school carefully, considering things such as past contracting history, class size, time and effort, percent of student population that goes on to a four year institution, and the relationship with the school before deciding whether a full program should, or can be, conducted.

(1) Working Schools (W). These are schools in which the elements of the HS/CC Program will be conducted according to the division leading chief petty officer's milestones. They usually have sufficient senior class size, students can generally pass the ASVAB, recruiters have enough access to the school, past contract productivity indicates that the time and effort necessary to perform the elements of the HS/CC program are justified and the percentage of students who go to a four-year college is not unusually high. The LPO/LCPO needs to be extremely careful when evaluating the "status" of a school. A school that has "limited" access can be considered "working." A school that allows recruiters to perform elements of the HS/CC program, but who's directory information cannot be obtained by any means, has an "access" or "limited", but can still be considered for a status of "working". In this example, working a program may be the only effective way to obtain the contracting potential of this school.

(2) Non-Working (NW) Schools. A non-working school is one where the LPO/LCPO and the division leading chief petty officer deem it ineffective to work a program. Therefore, program elements deemed worthwhile to conduct will not be tracked on division leading chief petty officer's milestones. There are many reasons why a school may be considered "non-working". Non-working does not mean that we will not have a plan to get all the contracts we can from this school. It means that a recruiter will not conduct elements of the program because it does not make good business sense in this particular school. Non-working schools can always be upgraded in future years. Status shall be carefully considered annually by the LPO/LCPO when conducting the structure analysis in April or May. The following examples of "Non-working" schools are provided to assist in understanding:

(a) Schools where the access to the student population may be "full," but the senior class size is so small, distance to the school so great, or past productivity indicate that the time and effort necessary to conduct the elements of the HS/CC program would not justify the return on investment. The LPO/LCPO should keep in mind that it is always smart to conduct some of the elements of the HS/CC program in small schools. Small schools with full access will still provide contracts and the LPO/LCPO, working with his recruiters, shall have a plan to get those contracts. In this example, the LPO/LCPO, with permission from the division leading chief petty officer, has made a calculated decision not to work the elements of the HS/CC program, therefore giving it a "status" of "non-working."

(b) Schools where access to student population may be "full," but historically the contracting results generated from this asset indicate that conducting the elements of the HS/CC program are not justified. This is usually true within schools where a large percentage of the student population goes on to a four-year institution. Again, the LPO/LCPO should keep in mind that there are contracts in this student population and shall have a plan to obtain them. This particular example is a school where NROTC candidates can be obtained, and for that reason, the school should be part of the LPO/LCPO's plan. Specifically, giving NROTC talks, at a minimum, should be part of the plan.

(c) Schools determined by the division leading chief petty officer to be non-working schools shall have the electronic school folders marked on the cover tab as status non-working. Information on page 2 of the school folder shall be completed to the best of the recruiters ability and a minimum of one visit shall be conducted during the school year to obtain schools lists, update student population and faculty contact information.

(3) Non-Cooperative Schools (NC). These are schools in which a full program may be desired, but access to the student population is "no access." The LPO/LCPO must involve the ESSs to meet with school officials. Until school policies have been successfully changed to allow some sort of access, recruiters cannot plan and execute the program in these schools. The following are some ideas the LPO/LCPO might use to turn around non-cooperative schools:

(a) Contact the commanding officer and request that a member of the command visit the school to talk with the administrators.

(b) Ask school officials if they will allow distribution of literature within the school. This provides some opportunities for contact when you deliver and restock the material at the school.

(c) Check the local reserve unit for Navy that may be employees, teachers, coaches, or influential members of the school. See if they can bring about a change in school policy regarding recruiters.

(d) Contact the local Navy affiliates, such as the Navy League, MTUs, etc., to determine if they have points of contact in the school system that can help obtain cooperation.

(e) Attempt to introduce the Naval Reserve Officer Training Corps (NROTC) scholarship program to the faculty and counselor staff. In many cases, the hesitancy to allow recruiters access to the student body or school

grounds is because of lack of understanding of the opportunities available to students.

(4) The most important decision in the high school plan is determining the school's status. When assigning a status to each school, be sure the recruiters have a good distribution/spread so they have enough working schools; a sufficient number of seniors must be available to make their recruiting mission every year. Be aware that the size of schools between NAVCRUITSTAs vary. The largest school in one area may be the smallest for another NAVCRUITSTA. The relative sizes of the schools in the area must be looked at carefully when determining their status.

c. Priority. Priorities are only assigned to working schools and are defined by the amount of effort and time planned in a school relative to the effort planned in other schools. The recruiter will spend more time and effort in schools with a priority 1 rating than those with a priority of 2. Priority determines and directs the recruiting effort into schools that will be most productive.

(1) The LPO/LCPO and the division leading chief petty officer shall assign a priority designation to each school based on a combination of the following factors:

(a) The size of the male senior or college class population

(b) The percentage of male students that generally go to a four-year college

(c) The ASVAB pass rate and the percentage of mental group (MG) I-IIIAs in the school

(d) The number of senior or community college contracts written in the past years from the school

(e) Access to the school

(2) A working school will be assigned one priority from among the following three:

(a) Priority 1 - A school, where the combination of male senior population (minus those that go to a four-year college), ASVAB pass rate, MG I-IIIAs%, past and potential results, and access to the school, indicates the recruiter's efforts should achieve excellent results (i.e., the greatest number of senior contracts).

(b) Priority 2 - A school where a combination of the same factors above indicates that the recruiter should achieve good results from the time and effort expended.

(c) Priority 3 - A school where the combination of the same factors above indicate that the recruiter should only obtain sufficient contracts to keep the school working.

(3) The assignment of priority should be a carefully considered judgment calls on the part of the LPO, LCPO and DLCPO. The guidelines above are not precise, and for good reason: every combination of factors simply cannot be stated. Just remember that priorities are assigned to the schools

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in order to organize recruiter efforts and to maximize the results of efforts in the program. Common sense will help decide the borderline cases.

(4) LPO/LCPO's will enter the priority they assign to each school on their high school or community college profile sheet. The NAVCRUITSTA records the priority of each school on the respective electronic high school folder.

(5) Clearly indicate in the electronic school folder the appropriate assigned category/status, access, and priority. Do not assign a priority to non-working schools.

(6) High school/community college canvassing plan. No later than 15 June each year, the NAVCRUITSTA provides the DLCPO with a canvassing plan displaying basic data for each school in the NAVCRUITSTA and the results attained in those schools during the previous year. In addition, the LPO/LCPO integrates the DLCPO's milestones. The DLCPO's milestones state the objectives and timetable for accomplishing them in the upcoming school year. The LPO/LCPO uses the canvassing plan and the DLCPO's milestones to develop the NAVCRUITSTA's plan for next year. The final plan must meet and be consistent with the established NAVCRUITDIST milestones. Both LPO/LCPO and DLCPO must approve the plan in the electronic school folder. When approved by the LPO/LCPO the plan is understood and acknowledged as a legitimate working plan, which will be carried out by the recruiter. The LPO/LCPO shall use the following guidelines when preparing the new high school/community college canvassing plan:

(a) Compare each school's new data with the latest high school or community college data received. Write in the correct information if there are changes.

(b) Evaluate last year's plan and record the following information in the electronic school folder:

1. INITIAL VISIT - The month planned to make the initial visit to the school, e.g., 01 = Jan, 12 = Dec, etc.

2. SENIOR LIST - The month planned to obtain the senior list.

3. JUNIOR LIST - The month planned to obtain the junior list.

4. NROTC (SR) - The month planned to make the NROTC (SR) talk.

5. NROTC (JR) - The month planned to make the NROTC (JR) talk.

6. CAREER TALK - The month planned to make the career talk.

7. BAND TALK - The month planned to make the band talk.

8. 1ST SENIOR - The month planned to contract the 1st senior in the school.

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9. ASVAB RESP - Enter "Y" for yes, if the NAVCRUITSTA is responsible for coordinating ASVAB testing in the school. Enter "N" for no, if not.

(c) Ensure all entries are complete and accurate for each working school and make sure the plan meets the DLCPO's milestones.

(d) The LPO or LCPO returns the completed planning sheets to the LCPO no later than 15 July each year. The DLCPO will review the new plan and enter it into the divisions canvassing plan. By 15 August, the DLCPO must return them to the LPO/LCPO and recruiters.

(e) The LPO or LCPO reports any errors immediately to the DLCPO.

040311. KEY PROGRAM ACTION DATES. Below is a calendar of key action dates. They may require modification based on individual school schedules, division leading chief petty officer's milestones, and the master plan. Nevertheless, the following can be a helpful guide:

a. June

- (1) Attend the high school graduation
- (2) Collect and verify diplomas of graduating future Sailors
- (3) Obtain a graduate list
- (4) Execute POINTS Plan and commence initial visits to working schools
- (5) Plan recruiting activities in summer schools
- (6) Prepare new electronic HS/CC folders for next year's program
- (7) Review with the LPO or LCPO next year's canvassing plan
- (8) Review with the LPO or LCPO next year's division leading chief petty officer's milestones
- (9) Begin contracting and processing next year's seniors
- (10) Monitor senior future Sailors for academic progress and referrals

b. July - August

- (1) Complete the new master plan by 15 July
- (2) Identify contacts in the area (reserve units, Navy League, etc.) that can support and help the program
- (3) Finalize the master plan by 15 August
- (4) Make new electronic HS/CC folders for all working schools
- (5) Continue initial visits at the end of August

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- (6) Continue contracting and processing next year's seniors
- (7) Monitor senior future Sailors for academic progress and referrals

c. September - October

- (1) Complete initial visits to working schools
- (2) Update and complete electronic school folders for all working schools
- (3) Visit athletic directors, coaches, and physical education instructors to promote the Navy's stay in shape policy and NSW/NSO programs
- (4) Meet with band directors to promote the Navy Musicians Enlistment Option, band talks, and auditioning for Navy band
- (5) Conduct NROTC talks stressing application deadline
- (6) Maximize use of Sailors on boot camp leave and HARP recruiter assistants in schools
- (7) Contract a 1st future Sailor in each working school
- (8) Obtain a student list from each working school
- (9) Replenish literature in the school
- (10) Monitor senior future Sailors for academic progress and referrals

d. November - December

- (1) Maximize use of Sailors on boot leave and HARP assistants and work senior Future Sailors for referrals
- (2) Monitor senior future Sailors for academic progress and referrals

e. January - May

- (1) Monitor senior future Sailors for academic progress and referrals
- (2) Conduct NROTC talks with juniors
- (3) Collect junior names
- (4) Participate in career days
- (5) Conduct final visits
- (6) Obtain a list for the upcoming senior class
- (7) Participate in award ceremonies
- (8) Attend graduations
- (9) Begin working the future market

(10) Monitor senior future Sailors for academic progress and referrals

Note: Routinely, when visiting high schools, recruiters are approached by interested underclassmen (juniors, sophomores). Recruiters should invite these interested individuals to selected future Sailor functions; once they show up, ask them for senior referrals. They generally will be eager to please and the recruiter will be planting the seed that will continue to grow into the underclassman's senior year. If the underclassman is interested in joining, the recruiter should start a PQS progress tracking sheet for the individual and educate them about the Navy. There is no reason to wait for them to become seniors before the recruiter begins their training.

SECTION 4 HIGH SCHOOL AWARDS PROGRAM

040401. PURPOSE. This program recognizes outstanding high school students for their achievements in academics, athletics and leadership, and educators for their exceptional support to Navy recruiting. The program should help build rapport with the school staff and can enhance the success of the high school canvassing program. The focus of the program should be on Tier 1 schools with a senior class of 100 or more students, and, if successful, should produce awards for about five percent of the senior student body.

a. Categories

(1) Students. 11th and 12th grade students enrolled and attending Tier 1 high school programs. The program is optional for other schools/programs at the discretion of the NAVCRUITDIST CO.

(2) Educators. 11th and 12th grade faculty members from Tier 1 programs. Exceptions for 9th and 10th grade faculty members may be considered by the NAVCRUITDIST CO.

040402. STUDENT AWARDS. This award is broken down into outstanding scholar, outstanding athlete, and inspirational leadership.

a. Outstanding Scholar. This award recognizes noteworthy academic achievement in one of four sub-categories: mathematics, science, foreign language, and computer technology. Nominees should be exemplary young citizens and role models within their peer group. Award recipients do not have to be "straight A" students; they may well be those students who have shown the greatest degree of academic improvement over the past semester or year.

b. Outstanding Athlete. This award recognizes high school varsity-level athletes who demonstrate honor, courage, commitment, and are positive role models within their peer group. Award recipients are not necessarily the top athletes, but instead are those who are the most inspirational or demonstrate our Navy core values both on and off the athletic field.

c. Inspirational Leadership Award. This award recognizes outstanding leadership, maturity, civic pride, and drive to excel. Nominees should be exemplary young citizens and role models for their peers; the program is not limited to students involved in student government. This award also enhances recruiter rapport with principals, guidance personnel, teachers, and serves to increase student awareness of the Navy's history of strong leadership.

040403. OUTSTANDING EDUCATOR AWARD

a. This award recognizes educators who have demonstrated a strong desire to lead students to success and also strongly support Navy recruiting in many ways, to include:

(1) Allow classroom presentations

(2) Promote ASVAB Student Testing Program (STP)

(3) Allow recruiters to assist with athletic programs, career days, extracurricular school events, and etc.

(4) Support Navy awareness and are Navy advocates with students and other faculty members.

b. If an educator's efforts lead directly to a referral contract, refer to COMNAVCROUTEINSTR 1650.1, (NAVCRUITCOM Awards Manual).

040404. REQUESTING AND PRESENTING AWARDS

a. Recruiters should canvass for potential award nominees throughout the school year and submit Exhibit 040401 through their chain of command for approval. To allow time for preparation and presentation of certificates, end of the school year awards should be submitted no later than date of 1 April.

b. The NAVCRUITDIST CO is encouraged to send or deliver a letter to the high school that outlines the program no later than 1 October.

c. The award is a certificate that can be accessed and downloaded from the Navy Recruiting Quarterdeck. The awards manager will need access to a color printer. The certificates shall be printed on ivory 24lb fine parchment paper. Student awards will be delivered inside a NAVCRUITDIST command award folder. Educator awards will be delivered inside a Navy padded folder with NAVCRUITDIST logo fixed to the left side. If a concern or problem is encountered with the downloading or editing ability of the certificates, contact COMNAVCROUTEINSTR (002SD).

d. Awards should be presented by the local recruiter and it is encouraged that other members of the chain of command be present. The primary venue for presentations is school assemblies, awards banquets, graduation ceremonies or similar type events. Presenters should indicate that the award recipients have demonstrated Navy-like qualities, and deserve recognition for setting goals and achieving high standards of academic, athletic leadership, educator performance, etc. The objective of each award shall be to recognize award winners in a professional manner and at the same time take advantage of the opportunity to impress the students and faculty with Navy professionalism and core values.

040405. RESPONSIBILITIES

a. NAVCRUITDIST CO

(1) Develop and implement a program at the district level to track and monitor the issuance of awards.

(2) Designate in writing a manager for the High School Awards Program who will be the primary point of contact for all award requests.

(3) Submit Exhibit 040402, which reports the number of awards presented for the past school year, to COMNAVCROUTEINSTR (N35) no later than 1 August.

(4) Attend at least one awards presentation in each of the NAVCRUITDIST divisions.

EXHIBIT 040401. HIGH SCHOOL EDUCATOR AND STUDENT RECOGNITION REQUEST

From: NAVCRUITSTA _____ Date: _____
 To: Commanding Officer, NAVCRUITDIST _____

Subj: HIGH SCHOOL EDUCATOR AND STUDENT RECOGNITION REQUEST

1. Submit this form when requesting command recognition for the following award types:

- Outstanding Educator
- Inspirational Leadership
- Outstanding Athlete
- Distinguished Scholar

Award Type	Name (Last, First Mi)	High School	Justification for Recognition

APPROVED DISAPPROVED (CIRCLE ONE)

 COMMANDING OFFICER

**EXHIBIT 040402. HIGH SCHOOL EDUCATOR AND STUDENT AWARD SUMMARY
RR-OPSRT**

From: NAVCRUITDIST _____ Date: _____

To: COMNAVCRUITCOM N35

Subj: HIGH SCHOOL EDUCATOR AND STUDENT RECOGNITION AWARD
SUMMARY FOR SY _____

1. Submit form NLT 1 August of each year to reports the past SY award presentation totals.

Award Type	# of awards presented	# of schools with 100 or more seniors	# of seniors within NAVCRUITDIST (STEAM DATA)
Outstanding Educator			
Inspirational Leadership			
Outstanding Athlete			
Distinguished Scholar			
	Total Awards		

COMMANDING OFFICER

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CHAPTER 5 ENLISTED RECRUITING PRODUCTION AND MANAGEMENT SYSTEM

SECTION 1 INTRODUCTION

050101. BACKGROUND. The Enlisted Recruiter Production and Management System (ERPMS) is designed for the leading petty officer/leading chief petty officer (LPO/LCPO) to manage all available resources within the Navy recruiting station (NAVCRUITSTA) to achieve goal. The division leading chief petty officer (DLCPO) shall train and direct each LPO/LCPO in system use and monitor recruiter production through the LPO/LCPO. When used in conjunction with other available systems, ERPMS can effectively increase production and improve recruiter quality of life.

050102. PURPOSE. ERPMS provides production personnel with the tools necessary to effectively plan and evaluate recruiting activities to achieve goal. The following sheets, logs, and planners shall, at the NRD commanding officer's discretion, be used by the recruiter, LPO/LCPO, DLCPO, chief recruiter (CR)/assistant chief recruiter (ACR), Navy recruiting district (NAVCRUITDIST) trainer and nuclear field (NF) coordinator to plan and evaluate production requirements:

a. Monthly Planner/Itinerary. Paper-based planners are not required; however, commanding officers may require planners to be maintained electronically per COMNAVCRUITCOMNOT 5000 of 18 May 2016.

b. Applicant Log. Will be computer generated for the recruiter, LPO/LCPO, NF coordinator and NSW/NSO coordinator. The DLCPO shall use the Excel applicant log. Retain current plus previous 12 months.

c. Production Analysis Training and Evaluation Sheet (PATE). PATE shall be used to analyze division, NAVCRUITSTA, and recruiter prospecting and sales performance. Each recruiter, LPO/LCPO and DLCPO shall maintain a monthly PATE sheet based on a three month rolling period and completed using data collected from the planner and applicant log(s). Each month the PATE sheet is required to be updated with current data no later than the second working day of the month. Retain current plus previous 24 months.

SECTION 2 PLANNERS

050201. AUTHORITY. Paper-based planners are not required; however, NRD commanding officers may require iPhone planners to be used instead. Refer to COMNAVCRUITCOMNOTE 5000 of 18 May 2016 regarding requirements for planners.

050202. DIVISION LEADING CHIEF PETTY OFFICER STATION VISIT

a. The purposes of the DLCPO visit are to provide training, improve production, and present awards. Upon completion of a NAVCRUITSTA visit, the DLCPO is required to submit a NAVCRUITSTA visit report (Exhibit 050203) to the CR.

b. Proper preparation shall be made prior to conducting a NAVCRUITSTA visit. The breakdown of PATE sheets, market for NAVCRUITSTA identification of hot zip codes ("hot zip codes" may vary from one NAVCRUITSTA to another) and any other time consuming tasks should be completed before the visit. This should make the visit more efficient and provide more time for training the LPO/LCPO. Part of the training process includes following up on previously noted deficiencies. This is also a perfect opportunity to increase morale. Above all, division business should not interfere with the NAVCRUITSTA prospecting plan.

c. One of the most productive days for the NAVCRUITSTA should be when the DLCPO visits. The LPO/LCPO and DLCPO should coordinate with the CR to avoid scheduling conflicts. For long range planning, review the command calendar or Plan of the Week for future dates for meetings, training, and other recurring events.

EXHIBIT 050201. DIVISION LEADING CHIEF PETTY OFFICER NAVCRUITSTA VISIT CHECKLIST

NAVCRUITDIV: _____ NAVCRUITSTA: _____

RECRUITERS: _____ LPO/LCPO: _____ QUALIFIED: Y/N

NAVCRUITSTA APPEARANCE

Does the office have a professional appearance? Y/N

Are government vehicles clean (interior/exterior)? Y/N

Are recruiters' appearances within military standards? Y/N

Is PRT and advancement study time implemented? Y/N

DELAYED ENTRY PROGRAM

Verify DEP status board against number of DEP records in Web RTools and record #. _____

Check new DEP records for RTools, PSVP and whiteboard completion. S/U/I

Have contacts been made on all records for the previous month? Y/N

Have all changes in DEP status been recorded in remarks section? Y/N

How many DEP training folders on new future Sailors been created? _____

Do DEP training folders contain original whiteboards? Y/N

How many 72-hour indoctrinations completed this month? _____

Are 5305's submitted and tracked? Y/N

Record # of in-month shippers. _____
Verify 30-day recertification for each.
DLCPO exec a minimum of three during visit.

Record # of next month shippers. _____
Verify monthly recertification for each.
DLCPO exec a minimum of three during visit.

Record # of shippers two months out. _____

Previous month's DEP attendance percentage. _____
DLCPO exec a minimum of three no-shows.

Does every future Sailor have proper DEP contacts? Y/N

ERPMS

Have all qualified interviews been executive screened
 by LPO/LCPO and documented in RTools? Y/N

Total # of interviews on applicant log. _____

Total # of qualified interviews on applicant log. _____
 Exec a minimum of three applicants during visit.
 Ask for referrals.

Is prospecting targeted in "hot" zip codes? Y/N
 Exec a minimum of three prospects from "hot" zip codes.
 Ask for referrals.

Are School of Area of Responsibility (SOAR) evolutions properly performed? Y/N

Is the NAVCRUITSTA planner complete and up to date? Y/N

Has the LPO/LCPO effectively developed the station planner
 using the recruiters input to accomplish daily activity? Y/N

Review and document training using last and current month PATE sheets. Y/N

COMMENTS ON DPR:

Are record status and disposition codes properly recorded on the activities
 tab? Y/N

Has drill verification been completed on all prior attainments in past 60
 days? Y/N

Is Working Tickler (WT) loaded IAW goaling letter. Y/N

Count number of duplicate records in system. _____

SMART

Is the SMART up to date? Y/N
 (NC, QNE, GOAL RECAPS, ETC)

Review and initial electronic School folders. S/U/I

Verify and review recruiter fair share break down using the All Service
 Accession

Data (ASAD) from WEBSTEAM? S/U/I

Percent of WG Market ID? _____

Percent of WF Market ID? _____

LEADS

(Web RTools and CIRIMS Web)

Are LEADS contacted within 24 hours? Y/N
Exec a minimum of three LEADS.
Ask for referrals.

Are LEADS consistently attempted until a final disposition is made?
Y/N

Are Leads assigned and maintained in a W/T for a minimum of
4 months? Y/N

Are NALTS/Local LEADS returned within 30 days? Y/N

Review LEADS ratio with LPO/LCPO using the data from NALTS. _____

Total # of overdue hot LEADS. _____

TRAINING

Is Formal/GMT training planned and conducted? Y/N

Is OJT and follow-up training documented? Y/N

Is recruiter PQS/Indoc up to date? Y/N

Has the LPO/LCPO conducted training based upon the weaknesses
documented in the recruiters go forward plan? Y/N

**DLCPO REMARKS AND FOLLOW-UP TASKINGS FOR LPO/LCPO SHALL BE DOCUMENTED ON A
TRAINING SYLLABUS:**

LPO/LCPO SIGNATURE: _____

DLCPO SIGNATURE: _____

DATE: _____

SECTION 3 PRODUCTION ANALYSIS TRAINING and EVALUATION (PATE)

050301. GENERAL. Recruiting uses standard forms to collect and analyze data and set mission objectives. The collected data helps identify whether enough prospecting was accomplished to meet mission objectives. Analysis of the data will indicate how effective a recruiter was at various recruiting activities (prospecting, screening, selling, processing) and identifies specific strengths and weaknesses. Collecting data is meaningless unless it is accurate and used to make the recruiting effort more efficient.

050302. CRITERIA

a. The PATE Sheet (Exhibit 050301) shall be used to analyze division, NAVCRUITSTA, and individual prospecting and sales performance. The PATE provides information necessary to conduct proper activity analysis and a baseline for the recruiter, LPO/LCPO and DLCPO to develop an effective prospecting plan. The data for the PATE sheet comes from the past three months applicant logs and planners of the recruiter, NAVCRUITSTA, and Division for the past three months. The following criteria shall be used to build and analyze the PATE sheet:

b. Each recruiter, LPO/LCPO and DLCPO and DIVO will maintain a current month PATE sheet. PATE sheets shall accompany the applicant logs for the month in which the activity is being tracked.

Note 1: Retain current plus previous 2 years of recruiter/ NAVCRUITSTA and division sheets.

Note 2: NAVCRUITDISTs do not maintain applicant logs and shall only review the PATE sheets as needed.

050303. BUILDING A PROSPECTING PLAN

a. The division and NAVCRUITSTA level-prospecting plans are an accumulation of all recruiter plans. The plans shall be reviewed by the immediate supervisor at the beginning of each month to insure the activity plan is built to support mission accomplishment by utilizing PATE sheet data.

b. The prospecting plan shall be developed by taking the number of projected new contracts for the month (for each individual recruiter), to include attrition, the number of interviews required for one N/C based off of the recruiter's (ratios) talent level from the PATE sheet, the number of appointments required for one N/C, and the number of processing days left in the month. This information will help determine what is needed to support the mission on a daily basis and build each recruiter's pool of new prospects/contracts. New recruiters shall use the NAVCRUITSTA average to determine prospecting levels until they have developed their own pool of prospective new contracts. This process will normally take 6 to 8 weeks.

c. The following information should be taken into consideration when building a prospecting plan:

(1) Prospecting/processing constraints (refer to NAVCRUITDIST Goaling Letter, i.e. TSC I-III, NF, and diversity goals)

(2) MEPS runs, shippers, and previously scheduled activity listed in the planner

- (3) Planned recruiting evolutions
 - (4) School visits
 - (5) Planned area canvassing. Community events (e.g. fairs, concerts, rodeos, etc.).
- d. The prospecting evolution is performed for three basic reasons:
- (1) To fill the applicant log with qualified interviews;
 - (2) To create Navy awareness;
 - (3) To gather enough blueprinting information to make a determination if and when to call a person back.

EXHIBIT 050301. PRODUCTION ANALYSIS TRAINING and EVALUATION (PATE)

MONTH OCT 08 RCTR/STA/DIV CS1 Ames/Medford/Southern

SECTION I PROSPECTING GENERATED

PHONE/LEADS					REFERRALS (RA, RC, RD, RI, RS)					PERSONALLY DEVELOPED CONTACTS and SOCIAL NETWORKING/ONLINE APP.				
MONTH	APPT	INTV	PHYS	NC	MONTH	APPT	INTV	PHYS	NC	MONTH	APPT	INTV	PHYS	NC
JUL	11	7	1	1	JUL	2	1	0	0	JUL	7	4	1	1
AUG	12	8	1	0	AUG	2	0	0	0	AUG	8	4	1	1
SEP	11	7	3	2	SEP	1	1	1	1	SEP	9	5	0	0
Totals	34	22	5	3	Totals	5	2	1	1	Totals	24	13	2	2

SECTION II PROSPECTING SUMMARY (Ratios for 1 New Contract)

REQ'D FOR 1 PH NC	APP T	INT V	PHY S	NC	REQ'D FOR 1 REF NC	APPT	INT V	PHYS	NC	REQ'D FOR 1 PD/SN NC	APP T	INT V	PHY S	N C
	11.3	7.3	1.7	1		5.0	2.0	1.0	1		12.0	6.5	1.0	1

SECTION III PROSPECTING PLAN GUIDANCE

A. Monthly Goal

$\frac{3}{\text{NC Total}}$	Monthly Goal by Source Code	$\frac{1}{\text{PH}}$	$\frac{1}{\text{REF}}$	$\frac{1}{\text{PD/SN}}$

B. Total Monthly Activity Required To Achieve Goal (Used to build Prospecting Plan)

APPTS	INTVS	PHYS	NC
28.3	15.8	3.7	3

SECTION IV OTHER ACTIVITY

MAIL OUTS AND WALK-INS

MONTH	INTV	NC
JUL	6	1
AUG	6	0
SEP	6	1
Totals	18	2

RECRUITER SIGN: _____

LPO/LCPO SIGN: _____ DATE: _____

EXHIBIT 050301. PRODUCTION ANALYSIS TRAINING and EVALUATION
(PATE) (directions)

SECTION I: PROSPECTING GENERATED

This section is the three month historical prospecting data broken down into the three primary source codes: PH (phone), REF (referrals) to include RA (applicant), RC (school counselor), RD (DEP), RI (center of influence), and RS (other service) also PD (Personal Developed Contacts)/SN (social networking/Internet). The recruiter, LPO/LCPO or division leading chief petty officer will place all appointments, interviews, physicals and new contracts in the last three months prospecting activity blocks and totals at the bottom of the chart.

SECTION II: PROSPECTING SUMMARY

This section calculates each prospecting mode into an average number of appointments, interviews, and physicals required to write one new contract in each of the 3 primary modes of prospecting. These averages are obtained by dividing the total number of appointments, interviews and physicals by the total NC in each prospecting mode respectively. These numbers should be rounded to one decimal place.

SECTION III: PROSPECTING PLAN GUIDANCE

a. Monthly Goal

In this sub-section, the recruiter, LPO/LCPO or division leading chief petty officer will place their monthly goal broken down by each primary source code and place the total of the three source codes in the NC total block.

b. Monthly minimum activity required to achieve goal

This sub-section includes the total number of appointments, interviews, physicals and new contracts for the current month that the recruiter, LPO/LCPO or division leading chief petty officer is required to obtain to meet the monthly prospecting objectives. This section will add from each primary source code in section II, the total number of appointments, interviews, physicals and new contracts required based on the three month averages. This section is where the recruiter, LPO/LCPO or division leading chief petty officer will build their daily, weekly and monthly prospecting plans.

SECTION IV: OTHER ACTIVITY

This section provides the recruiter, LPO/LCPO or division leading chief petty officer the three month historical look and total number of interviews and new contracts written the two remaining source codes MO (mail-outs) and WI (walk-ins).

SECTION 4 APPLICANT LOGS

050401. PURPOSE

a. The applicant log is used by recruiting personnel to track applicants from initial appointment to final disposition and serves as a training aid. While there is no set number of applicants for a recruiter to actively prospect, the recruiter cannot consistently work prospects that do not qualify for enlistment.

b. The LPO/LCPO and recruiter, with assistance from the DLCPO, must be selective with targeting/developing the individuals that are being prospected. Quality prospecting will produce quality enlistments.

c. A prospect is defined as an individual who appears to be mentally, morally, and physically qualified. Prospects that disclose problems with basic enlistment eligibility requirements (BEERs) during the blueprinting process are not to be considered as interviews until the applicant resolves the disclosed problems. Qualified interviews are defined as prospects who are mentally, morally and physically qualified, and a complete PSVP and whiteboard was conducted.

050402. CRITERIA

a. Each recruiter, LPO/LCPO, NF coordinator, NSW/NSO coordinator and DLCPO shall maintain a current month applicant log, (Exhibit 050401). All applicant logs shall be updated daily. The following criteria shall be used for annotation of applicant logs:

(1) Recruiter Applicant Log. Enter all sales interviews conducted into Web RTools. Any interview that has been conducted in the previous 12 months and is interviewed again shall be counted as a carryover.

(2) NAVCRUITSTA Applicant Log. Enter all interviews conducted. The NAVCRUITSTA applicant/prospect log will reflect the data from the NAVCRUITSTA recruiter applicant/prospect log(s). Any interview that has been conducted in the previous 12 months and is interviewed again shall be counted as a carryover. The LPO/LCPO shall conduct a follow-up screening on all qualified interviews entered on the applicant log.

b. Division Applicant Log. Enter all applicants that appear to be qualified. The DLCPO shall enter all qualified applicants that are listed on each NAVCRUITSTA applicant log as the DPR is conducted. This shall be done daily. The DLCPO must maintain a separate applicant log for each NAVCRUITSTA and update each log during the DPR. This can be accomplished by telephone or in person.

Note: Faxing or emailing of NAVCRUITSTA applicant logs for daily production reviews is not authorized.

050403. NUCLEAR FIELD APPLICANT LOG. Each NF coordinator shall maintain a current month NF applicant log which can be found on the COMNAVCRUITCOM forms web page. When an applicant who meets initial qualifications for the NF program is identified on the recruiter's applicant log, the DLCPO should contact the NF coordinator to ensure information is recorded on the NF applicant log. This allows the NF coordinator and their supervisors to track all NF applicants being processed who are potential enlistees. The NF coordinator shall total all data at the end of the month and submit the applicant log to the CR for review. Carryover information should not be recounted.

050404. ANALYSIS OF APPLICANT LOG. The complexities of planning can sometimes overwhelm the average recruiter because of the number of variables to be considered. Put into logical sequence, the plan is easily understood once an applicant is determined to be qualified. A sense of urgency is essential in getting face-to-face with qualified applicants that can be moved to the next step. Applicant logs must be analyzed by order of priority:

a. Hot - These are applicants that have a high probability to enlist or have attempted to enlist and are awaiting some form of documentation or medical consultation. These applicants require daily follow-up by the LPO/LCPO.

b. Warm - These applicants have given a favorable response to the recruiter's proposal, but need time to think about it or consult with a significant other prior to making a decision. These applicants require daily LPO/LCPO/recruiter attention.

c. Cold - These applicants are basic follow-ups that declined or were not qualified at the time of interview. A waiting period may be required prior to continuing processing. These applicants require daily recruiter attention to determine if circumstances have changed.

Note: The key is to always have applicants on the applicant log to contact. The recruiter should try every day to move applicants from cold to hot priority. Recruiters who have no interviews on their applicant log require immediate attention to determine shortfalls in their prospecting. The DLCPO shall determine the level of attention required to get the recruiter back into a productive mode.

EXHIBIT 050401. APPLICANT LOG

APPLICANT LOG														MONTH / YEAR								
DIV / STATION / RECRUITER																						
Recruiter	# of APPT	INT DATE	Name (Last First MI) SSN	PHONE #'S	INT COD	AGE	RECODE RATE	PROG CAT	DEPN	ED LV	EST	ASVAB Score DATE	NAPT	PHYSICAL			WVR	RESRVN NUMBER	NC DATE	DISPO	Remarks	
Component Active/Reserve														PASS	TMR	FAIL						
Rate/Name	1	C/O	BITZ, JOSEPH L.	C-303-435-1441			RE1	CBV				89										
active		6/12	XXX-XX-3333	H-303-400-4444	RP	38	CM3	A1	2	12L	99	11/5	55	11/5			cm123456	6/12				
Total					1						Total Physicals			1						Total Contracts		1
INT CODES				Disposition Codes										Waiver Codes & Authority								
PH	PHONE			AFF	Affiliation	NBQ	Not BEERS Qualified	1	Re Code	N	NAVCRUITDIST											
RL	LOCAL LEAD			C/O	Carry Over	NME	Not Morally Eligible	2	Dependency	A	Area											
RN	NATIONAL LEAD			DECL	Decline to enlist	NMQ	Not Mentally Qualified	3	Accession	R	Region											
RD	DEP REFERRAL			DEP	Delayed Entry Program	PMR	Permanently Medically Rejected	4	Medical	C	COMNAVCRUITCOM											
RI	COI/COUNSLOR			DIR	Direct Ship	QNE	Qualified, Not Enlisted	5	Civil	P	Pers											
RS	REFERRAL OTHER SERVICE			ENL	Enlistment	TMR	Temporary Medically Rejected	6	Drug/Alcohol	B	BUMED											
PD	PERSONALLY DEVELOPED CONTACT			EOS	Enlisted Other Service																	
RP	RAP/HARP/SEMINAR																					
SN	SOCIAL NETWORKING																					
WI	WALK IN																					

SECTION 5 DAILY PRODUCTION REVIEWS

Recruiters prospect to fill the Applicant Log with good, quality interviews. Recruiters do interviews to write new contracts to support the Navy's manning objectives.

050501. GENERAL. The daily production review is one of the most critical operations in a Navy recruiting station. It allows the chain of command to review, plan, adjust, and train to recruiting activities. The DLCPO and LPO/LCPO must be able to explain the following questions:

- a. What is the status of any remaining shippers for the current and next out month?
- b. How many production days are available for the remainder of the month?
- c. How many new contracts are necessary to attain the NAVCRUITSTA, division and NAVCRUITDIST mission?
- d. What program goals still need to be filled to attain NAVCRUITSTA, division, and NAVCRUITDIST mission?
- e. What is each recruiter's fair share of the NAVCRUITSTA mission?
- f. Is the current prospecting plan working or are adjustments necessary?
- g. On average, how many new interviews are needed to obtain a new contract?
- h. Are there any constraints in certain programs, sub-goals, or mental categories? Are there any scheduling problems or special circumstances?

050502. DAILY PRODUCTION REVIEW FROM LPO/LCPO TO RECRUITER

As each new recruiter checks into the NAVCRUITSTA, the LPO/LCPO must train the recruiter on how to prepare for, and what to expect during the DPR. Additionally, the LPO/LCPO should make note of the questions that are repeatedly asked by the DLCPO during the LPO/LCPO to DLCPO DPR. Although questions may vary from day to day, certain standards will appear over time. As a guideline of what to expect from the DLCPO, review the DLCPO to LPO/LCPO DPR discussed in this chapter.

- a. The formal DPR shall be held a minimum of once each workday. This is the single most important daily interaction between the LPO/LCPO and recruiter and should not be changed if possible. Begin the DPR in an uncluttered environment and assign another recruiter to answer the telephone and take care of the office. The more prepared the LPO/LCPO is during the DPR, the more efficient the recruiter will perform.
- b. Applicant follow-ups shall be done in a timely manner; training deficiencies shall not become production problems.
- c. The LPO/LCPO shall continually check on the recruiter's progress throughout the day, as needed, to ensure the plan is being accomplished as approved, and that the desired results are being achieved.

d. In addition to conducting a formal DPR with the recruiter, the LPO/LCPO shall review the following items:

- (1) The recruiter's applicant log for any new appointments or interviews.
- (2) The planner to ensure the interview/appointment is logged.
- (3) Remarks section for the next scheduled processing activity.
- (4) MEPS processing schedule.
- (5) Working tickler for proper filing of records and to review blueprinting information of applicants.
- (6) Records of applicants with new contract date for completion of DEP-in procedures.
- (7) Number of interviews held to date. Are there sufficient interviews/new contracts to meet recruiter's fair share of station goal/personal goals? The LPO/LCPO needs to be aware of this before going any further.
- (8) How many interviews did the recruiter conduct today and were whiteboards completed for each interview?
- (9) All records loaded in the working tickler and ensure they comply with prospecting requirements in the NAVCRUITDIST goaling letter.
- (10) LEADS to ensure they are being actively worked. Qualified LEADS are to be maintained in the working tickler for four months or until enlisted, whichever comes first. Once the disposition is obtained on the prospect, the card shall be placed in the appropriate market segment file.
- (11) Ensure that no records are in the working tickler with a working tickler date older than five days. This is the first sign of a follow-up problem.
- (12) Ensure all known activity and new commitments are logged on the planner.
- (13) Ensure the station planner is updated and that any scheduling conflicts are resolved.
- (14) Ensure all DEP records are scheduled for the required monthly contacts. Schedule executive interview with LPO/LCPO for DEP personnel who will ship to RTC in the next 60 days.
- (15) The LPO/LCPO has the final decision on the placement of all records. Recruiters are not authorized to control working ticklers.

050503. DLCPO TO LPO/LCPO DPR. The purpose of the DLCPO daily production review is to determine whether the NAVCRUITSTA is following the prospecting plan and is on track to attain all assigned goals.

a. The depth and frequency of the DPR will depend to a great extent on the experience level of the LPO/LCPO. Normally, the production review is

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accomplished daily, however, DPRs for experienced LPO/LCPO's may only need to be held every other day or twice a week.

b. The following items shall be completed in addition to the formal DPR:

(1) Review new appointments and interviews that were held since the last DPR and ensure that all entries are correct. Review basic enlistment eligibility requirements (BEERS), discuss how the interviews went, and determine the next scheduled step in the process. Is executive follow-up required?

(2) Review previous entries to the applicant log. Ensure that the next processing step is scheduled, accomplished or has a disposition. Is executive follow-up required?

(3) Have applicants been scheduled for processing on the applicant processing log (APL) at MEPS?

(4) Does the recruiter have all the BEERS documents?

(5) If required, does the recruiter have parental consent?

(6) Is the kit completed or when will it be?

(7) Were there any problems with processing today?

(8) How many interviews did the recruiter have scheduled for today?

(9) How many interviews did the recruiter conduct today?

(10) Were "no show" and decline interviews followed-up?

(11) If rescheduled, what date, where and with whom?

(12) Were adjustments made on planner for prospecting shortfalls?

(13) How many interviews are scheduled for tomorrow? (When, where, and with whom)

(14) What modes of prospecting were used?

(15) What were the names of the referrals?

(16) How can I help? Is there any required training to be conducted?

(17) What activities (PRE) were projected/accomplished today?

(18) What does tomorrow's prospecting plan look like?

(19) What prospecting modes are scheduled?

(20) What market are we prospecting in?

(21) Has any required follow-up prospecting been accomplished?

(22) Did the recruiter receive any LEADS today? What is the status of overdue LEADS?

(23) Is the working tickler loaded in accordance with the NAVCRUITDIST goaling letter?

(24) Have all future Sailor contacts been accomplished per COMNAVCRUITCOM guidelines?

050504. CR/ACR TO DLCPO DPR. The purpose of the DPR between the CR/ACR and DLCPO is to determine if the DLCPO has an effective prospecting plan and if the division is on track to attain all assigned goals. The depth of each DPR will depend on the experience level of the DLCPO. Develop a schedule that is mutually agreeable. The CR/ACR must have a thorough understanding of the production level of each division to determine the following:

a. Status of all Eligible Applicants. Review the status of all applicants scheduled to process in the next three days (as a maximum) to include validation of all enlistment requirements and medical blueprinting that may affect conversion percentages. If necessary, or if trend analysis dictates, determine if steps were taken to identify and correct individual station weaknesses and to make adjustments for processing shortfalls.

b. Prospecting Results. Do the efforts expended reflect the result achieved? Are appointments and interviews being attained? Does the DLCPO know the disposition of all new interviews? Is follow-up needed and is it scheduled and conducted (e.g., need to talk to parents, need to schedule another face-to-face for new objections)? From which market segments are interviews being attained? Review results of the prospecting plan for each division and identify areas on which to have the DLCPO follow-up with executive screening (e.g., declined interviews, QNE's, LEADS).

c. Status of Near Term Shippers. Which shippers need to have additional executive follow-up by the DLCPO and/or CR/ACR? The health of the entire division DEP pool should be discussed weekly. Discuss problems with the DEP (e.g., refusal to obligate, medical, moral, etc.) and actions taken to correct them. Short range, the DLCPO and recruiter should focus on problems with shippers within the next 30 days and long-range look at the entire DEP pool. Ensure follow-up is being completed.

d. Action to be Taken. Inquire what adjustments were made for missed activity. Based on the above information, determine training needs for the DLCPO and/or LPO/LCPO, and provide guidance and schedule follow-on training for upcoming division/station visits.

Note: If the CR/ACR is going to conduct training with a LPO/LCPO, then the DLCPO should be present to ensure follow-up for the training held is conducted.

e. Entire Command's Performance. The CR/ACR and the DLCPO should be constantly reviewing the performance of each individual to ensure that the command's expectations are met. If not, the chain of command must analyze and determine the cause of each person's shortfalls. Avoid focusing primarily on the short term; instead consider long-range performance (e.g., three months, six months) to determine manning discrepancies and division/station trends. Inquire from each DLCPO if there is a need for additional training/support (e.g., CO/XO/R-OPS BZ's, CR/ACR visit, NAVCRUITDIST/region trainers, logistic support, CMC visit, performance, personal or personnel problems).

CHAPTER 6 SALES

SECTION 1 SELLING NAVY

060101. INTRODUCTION

a. Recruiters shall make it clear only highly qualified prospects are accepted for entrance into the United States Navy Active or Reserve Component and is conditional upon their qualifications and the needs of the Navy.

b. Selling Navy requires prospects be interviewed to determine their pressures, plans and problems so they can be supported by the Navy's opportunities, advantages, references and unique values to the prospect. Ensure objections are properly handled and the sale closed by winning the commitment and continuous mentoring throughout DEP. To bring this process to a successful conclusion, recruiters shall consider the following prior to completing the sales process:

- (1) Proven sales best practices
- (2) Collaborative approach
- (3) Leveraging genuine relationships
- (4) The Navy's unique value to the prospect

060102. VALUE ORIENTED RECRUITING "VALOR" SELLING PROCESS

a. This process helps to evolve the prospect into a Sailor in a way that focuses on the unique value of the Navy to the prospect. Conducted properly, it will yield a competitive advantage for the Navy. It includes the following:

(1) The Recruiting Roadmap. The recruiting roadmap defines Navy-specific recruiting best practices. The Recruiting roadmap defines "what" the recruiter does in each phase of recruiting.

(a) Engage the prospect. You can't sell anything until you engage.

(b) Assess the prospect's potential for the Navy.

(c) Connect. Positioning the Navy's opportunities in a way that is meaningful to the prospect.

(d) Reveal the value of the Navy.

(e) Win the commitment.

(f) Mentor the future Sailor/collegiate throughout the Delayed Entry Program.

NOTE: Within VALOR each phase is supported with success milestones to assist the recruiter with the decision to advance to the next phase of the sales process, using the prospect engagement skills.

(2) Prospect Engagement Skills. The prospect engagement skills are the "how" of the VALOR sales process. The prospect engagement skills are woven throughout all of VALOR.

(a) Discovery. Understanding the prospect's wants, needs, and decision criteria by asking value-focused questions.

(b) Alignment. Building genuine relationships by connecting the Navy's opportunities with the prospect's problems.

(c) Positioning. Creating a perception of the Navy's opportunities by helping the prospect recognize the Navy's advantages.

(d) Distinction. Developing a prospect's preference for the Navy by distinguishing the uniqueness of the Navy's value for them.

(e) Collaboration. Working together with your prospect throughout the recruiting process and mentoring them throughout DEP.

(3) Conversation Starter. Conversation starters help "break the ice" to earn the right and gain permission to have a conversation. Once you have determined he or she is viable, you continue with "Sales Starters".

(a) Family

(b) Occupation

(c) Recreation

(d) Mutual Acquaintance

(4) Sales Starters-3 W's. A conversation demonstrates your interest in the person and willingness to engage. It demonstrates your intent to dialog with the prospects on their success and well-being. To help organize your opening statement, think of the three "W's".

(a) Why are we talking?

(b) What are we going to talk about?

(c) What's in it for me (from the prospect's perspective)?

(5) Prospect-Specific Value Proposition (PSVP). PSVP is a personal, unique, and specific communication focusing on the prospect's circumstances and then ties the value of the Navy to the prospect's wants and needs. The PSVP builds a case for "why Navy". The PSVP will help build credibility and a genuine trust-based relationships with your prospects as you work together through the recruiting process. The PSVP is a seven step collaborative process.

(a) Prospects Pressures. What circumstances are causing the prospect to consider the Navy?

(b) Prospect's Plans. What is the prospect doing to try to change his/her situation and circumstances?

(c) Prospect's Problems. What types of challenges is the prospect encountering to make his/her plans a reality?

(d) Navy's Opportunities. How will the Navy enable the prospect to solve problems to achieve his/her plans?

(e) Navy's Advantages. How specific Navy opportunities exceed options the prospect is considering?

(f) Navy's References. Which other individuals with similar pressures, plans, problems has the Navy equipped and enabled success?

(g) Navy's Unique Value. The prospects emotional realization that the Navy will enable him/her to achieve plans and relieve pressures.

(6) Discovery Questions. Discovery questions are used throughout the recruiting process and effective discovery questions can make all the difference in a prospect engagement.

(a) Open-Ended. Requires more than a limited response and encourages discussion.

(b) Closed-Ended. Requires a specific or limited response and discussion.

(c) Thought Provoking. Causes the prospect to reflect and think.

(d) Value-Focus. Discovers what the prospect values.

(7) Prospect's Objections. The following are the four types of objections recruiters face:

(a) Apathy: "I don't care" or "I'm not interested in hearing more". Apathy occurs when a prospect is happy with their current situation or resisting the recruiter's effort to advance the conversation. The recruiter must try to get the prospect to express a pressure, plan, or problem. The desired outcome of handling an apathy objection is to gain commitment to move forward.

(b) Doubt: "I don't believe". It occurs when a prospect does not believe or doubts what the recruiter is saying or what the Navy can offer.

(c) Confusion: "I don't understand". Confusion occurs when a prospect does not believe the Navy can deliver or provide something that it actually does.

(d) Obstacle: "I don't like." Obstacle objections occur when a prospect does not like something he or she will have to do or circumstances he or she will be faced with if he or she joins the Navy.

(8) Handling Prospects Objections. Typically when a prospect raises an objection, we tend to jump to a response. You cannot effectively respond to an objection until you recognize what type of objection it is, relate to it, and realize the real source of the issue. Only then can you effectively respond and reinforce value.

(a) Recognize means to determine the type of issue by actively listening.

(b) Relate means to empathize with the prospect by restating what you heard for clarification.

(c) Realize means to discover the source of the issue by asking open and closed discovery questions.

(d) Respond means to address the issue by aligning relevant Navy opportunities with the issue.

(e) Reinforce means to strengthen the value by positioning the potential value of the Navy for the prospect.

060103. NAVY OPPORTUNITIES. How the Navy enables the prospect to solve his/her problems and achieve his/her plans. Purpose: to collaborate with the prospect on how best to solve his/her problems and achieve his/her plans.

a. Navy Opportunity Categories. There are six categories of how the Navy enables the prospect to solve his or her problems and achieve his/her plans.

(1) Training = How the Navy works with the prospect to acquire skills he/she needs.

(2) Resources = How the Navy provides technology and infrastructure to help the prospect meet his or her wants and needs.

(3) Experience = How the Navy helps the prospect grow and do things not otherwise possible.

(4) Benefits = How the Navy provides benefits and services during and after his or her service.

(5) Relationships = How the Navy helps the prospect be enriched by new relationships.

(6) Brand and Reputation = How the Navy provides a rich tradition and embodies the core values of "Honor, Courage, and Commitment."

b. Whiteboard. The whiteboard value conversation brings the PSVP to life. It is a powerful way to engage a prospect in a conversation and give him/her a visual image. The whiteboard is constructed on anything that starts off blank and can be written on, such as a napkin, MRI, etc. The top half of the whiteboard is all about the prospect; the bottom half of the whiteboard is all about the Navy.

(1) Draw two lines, one horizontal and one vertical, to create four quadrants on the page.

(2) Draw a circle in the middle and write value in the circle.

(3) List the prospect's pressures in the upper left quadrant.

(4) List the prospects plans in the upper left quadrant.

(5) List the prospects problems in the upper right quadrant.

(6) In the bottom right quadrant, list the opportunities that are meaningful to the prospect.

(7) The Navy opportunities listed should connect to the prospects' problems that helps achieve their plans.

(8) Still in the bottom right quadrant, list Navy advantages. Advantages should be positioned in a way that emphasizes competitive advantage and provide specific details on BBETRR category of Navy opportunities.

(9) List one or two references (successes) in the middle of the bottom.

(10) In the bottom left quadrant, list things that deliver unique value to this prospect. The Navy's unique value should connect to the prospects plans.

c. POINTS Planner. The POINTS planner is a tool to determine recruiter readiness for a meeting with an individual and/or influencers. There are five main areas of emphasis to be used when developing the POINTS Planner. These five areas are:

(1) Purpose. Why are we meeting with this individual and his or her influencers?

(2) Outcomes. What do we hope to accomplish in this meeting?

(3) Intelligence. How much do we know about this individual?

(4) Needs. What does this individual need and want from the Navy?

(5) Teams. Who is participating in this meeting from both the Navy team and the individual's team?

(6) Strategy. What is our strategy to ensure a successful meeting?

060104. COACHING IN NAVY RECRUITING. The day-to-day operations of Navy recruiting stations and divisions can be complex. It is essential recruiters consistently analyze sales tools and techniques. Additionally, these observations should be used as opportunities for coaching peer to peer as well as up and down the organization.

a. Go Forward Plan. The purpose of the go forward plan (GFP) is to develop and commit to an individual action plan for the application of the skills learned in VALOR sales training and to share the plan with leadership. The GFP is to be completed in accordance with COMNAVCRUITCOMINST 1500.4 and 1136.2.

b. The following is a brief list of what sales coaching is and is not:

(1) Sales coaching is a process for accessing salespeople and enabling them to optimize their skills and abilities, maximizing their individual performance.

(2) Sales coaching is not a "one size fits all technique" but it is based on the individual needs of the recruiter.

c. Roles of the sales coach:

- (1) Gain awareness
- (2) Take appropriate action
- (3) Maximize performance

d. Sales coaching provides guidance, support, and encouragement, ultimately boosting confidence and maximizing performance.

e. To equip and enable effective sales coaching you need to be willing and have ability.

f. The VALOR Coaching Process is a four step process:

(1) Engage and Focus. Creating a comfortable coaching environment for both the coach and the person to be coached.

(2) Clarify and Validate. The coach moves the individual from the vague to the specific by using discovery questions to clarify and validate assumptions and conclusions.

(3) Assess and Connect. The coach evaluates the situation with the individual by assessing ideas, priorities, options, and resources then connecting them into strategies.

(4) Action and Follow Up. The coach gains concurrence on specific next steps, resulting in action plans and follow-up with the individual to review and measure execution.

NOTE: VALOR sales coaching is focused on coaching to the VALOR tools - The recruiting roadmap, the PSVP, the whiteboard, and the POINTS plan. Sample coaching questions can be found on the N7 page of the Recruiting Quarterdeck.

060105. SUMMARY. The VALOR sales coaching process reinforces VALOR processes, skills, and tools. Recruiters shall keep the Navy's core values in the forefront of their activities and be aware of COMNAVCRUITCOM's mission statement and priorities as they accomplish their duties. As leaders in the Navy we must ensure a quality program is in place at all levels of our production chain.

EXHIBIT 060101. RECRUITER GENERATED PROSPECTS ISSUES DIAGRAM

Phone Prospects (PH)
<p>How well does the recruiter dedicate time to their scheduled phone prospecting?</p> <p>How well does the recruiter penetrate the market utilizing the phone?</p> <p>How well does the recruiter interact with the prospect or family members on the phone?</p>
Personally Developed Contacts
<p>How comfortable is the recruiter when approaching people and starting a conversation?</p> <p>How well does the recruiter utilize their scheduled PDC prospecting time?</p> <p>How well does the recruiter represent the Navy in appearance and military bearing while personally developing contacts?</p>
DEP Referral Prospects (RD)
<p>How well does the recruiter motivate the future Sailor's to provide quality referrals?</p> <p>How well does the recruiter motivate the future Sailor's family and other sources to assist in the recruiting effort?</p> <p>How well does the recruiter utilize the future Sailors to interact with peers during school visits and public events?</p> <p>Does the recruiter ask future Sailors for referrals?</p>
Marketing
<p>How well does the recruiter utilize all available data (WEBSTEAM, lists, Reports, etc.) to maximize penetration into productive markets?</p> <p>How well does the recruiter assist in ensuring that school lists are obtained to identify the market and placed in R-Tools for recruiter generated prospecting evolutions?</p> <p>How well does the recruiter understand the Navy's marketing campaign (slogan, advertising, brochures) and current recruiting priorities (as set forth by COMNAVCRUITCOM) to support "Delivering the right kind in the right numbers at the right time"?</p> <p>How well does the recruiter assist in the marketing effort through RAD placement during school and area canvassing evolutions?</p>

EXHIBIT 060102. PROSPECTING SKILLS AND ANALYSIS ISSUES DIAGRAM

Prospecting Skills

How well does the recruiter present the Phone/PDC and the LEADS follow-up script to include voice volume and emphasis?

How well does the recruiter execute the model for handling indifferent prospects?

How well does the recruiter obtain blueprinting information from uninterested, indifferent prospects and their family members?

Database Utilization

How well does the recruiter utilize the assigned database?

How well does the recruiter analyze the applicant log for quantity, quality and sales process issues?

How well does the recruiter understand and utilize the sales activity function of the assigned database if applicable?

PATE Utilization

How well does the recruiter understand and utilize each section of the PATE to maximize prospecting effectiveness and build a prospecting plan?

How committed is the recruiter to ensure accuracy of PATE data so that efficient and effective training can be facilitated?

Time Management and Planners

How well does the recruiter understand the mechanics of proper planning to prospect effectively?

How well does the recruiter attempt to follow a plan throughout the week and prioritize changes?

How well does the recruiter document and plan future known events to ensure Navy participation?

How well does the recruiter plan prospecting events and reschedule missed activity to ensure mission attainment?

EXHIBIT 060103. RECRUITER PROVIDED PROSPECTS AND CANVASSING

National Leads (RN)
<p>How committed is the recruiter to contact every lead within the required 24 hours?</p> <p>How well does the recruiter track leads through the working tickler for four months?</p> <p>How well does the recruiter follow-up with national leads or pass to NROTC or officer programs?</p>
Local Leads (RL)
<p>How committed is the recruiter to contact every lead within the required 24 hours?</p> <p>How well does the recruiter track the working tickler for four months?</p> <p>How knowledgeable is the recruiter on how to approach a local lead (looking for a job vice the Navy)?</p>
Other Leads
<p>How committed is the recruiter to contact and properly disposition all leads?</p> <p>How well does the recruiter track all leads through the assigned database?</p>
Other Referrals (RA, RP, RI, RS)
<p>How well does the recruiter remember to continuously ask for referrals?</p> <p>How committed is the recruiter to establishing a network of individuals to provide referrals?</p> <p>How well does the recruiter ensure that providers of referrals are recognized via the chain of command?</p> <p>How well does the recruiter employ RAP, HARP and SEMINAR personnel to expand the referral base?</p>
SOARS and School Canvassing
<p>How well does the recruiter execute a canvassing plan to include pre-prospecting and follow-up on leads?</p> <p>How well does the recruiter interact with school personnel? Does the recruiter actually do lunch room set-ups and in-class presentations on a routine basis? Is there a systematic approach?</p> <p>How well does the recruiter interact with local community spheres of influence to spread Navy awareness, especially in productive areas?</p>

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CHAPTER 1 BASIC GUIDELINES

SECTION 1 GENERAL

010101. RECRUITER GUIDELINES

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

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

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

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

(2) Any non-prior service applicant who appears to be eligible should be given an Enlistment Screening Test (EST) to determine whether formal processing should continue. The EST is not required for applicants with valid and qualifying ASVAB scores.

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

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

010102. CHARACTER.

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

010103. BASIC REQUIREMENTS

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

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

allowed to access into the AC. See chapter 2, section 1 for additional guidance.

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

(3) Possess a Social Security card. See chapter 2, section 3 for additional guidance.

(4) Be a high school diploma graduate (HSDG/Tier 1) or meet Tier 2 or Tier 3 criteria. Be proficient in reading, speaking, writing, and understanding the English language. See chapter 2, section 4 for additional guidance.

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

(6) Score at least 35 on the Armed Forces Qualification Test (AFQT). Applicants with AFQT scores less than 50 must be HSDG/TIER 1. See chapter 2, section 6 for additional guidance.

(7) Pass a physical examination. See chapter 2, section 7 for additional guidance.

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

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

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

010104. MANDATORY REJECTIONS/WAIVERS NOT AUTHORIZED

a. Automatic Rejections. Application for enlistment or affiliation shall be rejected from any individual who:

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

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

(3) Is on supervised conditional or monitored probation, deferred sentence, suspended jail time or has not completed court requirements such as counseling, driver school, etc. Suspended jail time in the case of minor offenses (100 or 200 level offense codes) is the only condition that may be eligible for an exception to policy from COMNAVCRUITCOM (N35).

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

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

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

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

(8) Is pregnant (see chapter 2, section 7 for possible RC eligibility).

(9) Exhibits transsexual or other gender identity disorders.

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

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

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

(13) Has been convicted of rape, sexual abuse, sexual assault, incest, carnal knowledge, forcible sodomy, sodomy of a minor, prostitution involving a minor, indecent assault, assault with intent to commit rape, assault with intent to commit sodomy, indecent act with a minor, indecent language with a minor, kidnapping of a minor (by a person not a parent), pornography involving a minor, attempt to commit any of the foregoing, conspiracy to commit any of the foregoing, any other sexual offense, or solicitation to commit any of the foregoing.

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

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

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

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

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

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

010105. TREATMENT OF REJECTED APPLICANTS

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

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

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

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

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

CHAPTER 2 BASIC ELIGIBILITY REQUIREMENTS

SECTION 1 AGE REQUIREMENT

020101. CRITERIA

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

AGE STANDARDS

COMPONENT	MINIMUM AGE	MAXIMUM AGE
AC (non-prior service)	18 (17 with parental consent (Note 1, 2))	34 (must report to recruit training prior to 35 th birthday (Note 3))
AC (prior service)	No minimum age	Must be able to complete 20 years of active duty service prior to age 60. (Note 5)
RC (non prior service)	18 (Notes 1, 2 and 6)	39 Must be gained and/or report to recruit training prior to 40 th birthday. (Note 4)
RC (prior service)	No minimum age	Must be able to complete 20 years of qualifying service prior to age 60. (Note 7)

Note 1: 17 year old applicants may enlist into the Delayed Entry Program but may not ship prior to their 18th birthday, unless their 18th birthday will occur no later than 60 days from date of shipping. All other notes regarding enlistment of 17 year old applicants still apply.

Note 2: Parental or guardian consent is required if the applicant is unmarried and 17 years old. Married, 17 year old applicants do not require parental or guardian consent. Applicants under 17 are not acceptable for enlistment. Use DD Form 1966, section VII, for parental or guardian consent.

Note 3: Individuals cannot have reached their 35th birthday at the time of accession onto active duty (Active Component).

Note 4: Applicants who have reached their 35th birthday may enlist in the NAT, and FTS programs.

Note 5: The maximum "computed" age for enlistment or reenlistment in the Navy is less than 40 years old. To determine computed age, subtract the applicant's prior years of active duty military service from their calendar age.

Note 6: 17-year old applicants (with parental consent) and high school seniors may enlist in the following reserve component programs: NAT and FTS. All other reserve programs require the applicant to be age 18 and not attending high school.

Note 7: The maximum "computed" age for enlistment or reenlistment in the Navy Reserve is less than 40 years old. To determine computed age, subtract the applicants' prior years of qualifying military service for retirement purposes (active duty) from their calendar age.

020102. VERIFICATION

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

Note: The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

DOCUMENTS FOR VERIFICATION OF AGE ELIGIBILITY

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

Note: To be acceptable, certificates must be verified under the method of certification practiced by the government agency concerned and must contain the name of the child, date and place of birth, and date the certificate was filed in the registrar's office (should be within one year of the date of birth). The certificate may include, but is not limited to, seals that are raised, embossed, impressed, or multi-colored. Procedures for completing the DD Form 372 are explained in volume III.

020103. PARENTAL CONSENT

a. Prior to a physical examination for enlistment, 17-year old unmarried applicants must obtain written consent from their parents or guardians. Under no circumstances shall an unmarried 17-year old applicant take a physical examination or enlist into the Navy without the proper parental or guardian consent (except emancipated minors). The term "consent of parent(s) or guardian(s)," as used herein, means written consent executed before a notary public, recruiting officer, or recruiter, in the applicable section of the DD Form 1966. The consent shall be given by:

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(1) Both parents, if living.

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

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

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

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

(6) Ward of the State. Applicants under custody of a state (i.e. surrogate, family courts) need consent from a court official of that court or the director of the assigned agency. Social workers do not meet this prerequisite.

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

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

(9) If one parent has deserted or disappeared, the custodial parent must complete NAVCRUIT 1133/97. Consent of the deserting parent is not required once NAVCRUIT 1133/97 is properly executed. Note that this form must be used only in genuine cases of desertion or disappearance. The custodial parent and the applicant must exhaust all reasonable efforts to locate the other parent before executing NAVCRUIT 1133/97. Single parent consent due to abandonment or desertion of a parent does not require COMNAVCRUITCOM (00J) approval, though due diligence shall be made to ensure the parent's whereabouts is unknown rather than simply unwilling to grant parental consent.

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

(11) COMNAVCRUITCOM (00J) approval is required for parental consent cases when a death certificate is not available.

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

(1) Abandonment of Parent

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

(2) Child Born Out of Wedlock - Sole Custodial Parent (00J approval not required when custodial parent is the only parent listed on birth certificate and no other court documents exist to reflect the name of the other parent):

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

(3) Parent Unavailable for Signature Due to Extenuating Circumstances

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

(4) Divorce of Parents

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

(5) 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).

(6) 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).

(7) Death of Parent (00J approval required when death certificate is unavailable.

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). Doctor: (full name and title).

c. Verification of Mother's Name. Use this entry (and modify as necessary) when a mother is giving consent when she has remarried, thus giving her a different last name than the applicant. (00J approval not required).

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

(Signature of Parent)

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

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

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

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

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

020105. BUREAU OF VITAL STATISTICS CONTACT INFORMATION

a. Mailing addresses and telephone numbers for Bureaus of Vital Statistics are located at <http://www.cdc.gov/nchs/w2w.htm>.

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

Mail to: U.S. Department of State
Passport Services
Vital Records Section
1111 19th Street, NW, Suite 510
Washington, DC 20522-1705
Phone: COMM: 202-955-030

SECTION 2 CITIZENSHIP REQUIREMENT

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

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

Note: BEERS documents must be copied for service records and residual files. The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant.

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

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

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

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

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

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

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 county, province or State of birth.

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

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

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

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

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

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

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

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

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

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

b. Naturalized Citizen

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

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

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

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

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

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

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

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

(2) Unexpired USCIS Form I-551

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

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

(1) USCIS I-551 (Permanent Residence Card). An unexpired USCIS I-551 issued on or after the person's 14th birthday.

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

(a) A person with valid USCIS I-551 issued prior to their 14th birthday may process for DEP enlistment provided a valid Systematic Alien Verification for Entitlements (SAVE) printout is obtained from NAVCRUITCOM (N35). A new USCIS I-551 must be obtained prior to shipping.

(b) Conditional resident aliens are identified by possessing USCIS I-551 cards that expire two years from the date of issuance. Persons in a "conditional" permanent resident alien status based upon their marriage

to a United States citizen are eligible to DEP and ship provided their marital status does not change prior to accession. Conditional resident aliens that become legally separated, divorced, or unable to locate their spouse are not enlistment eligible because they are subject to the potential loss of legal residency status that could lead to deportation. In such cases, they may become enlistment eligible upon USCIS issuance of a standard USCIS I-551 card with an expiration date ten years from the date of issuance.

(2) Systematic Alien Verification for Entitlement (SAVE) Program.

The SAVE program is used by NAVCRUITCOM (N35) to verify an alien's immigration status based upon USCIS documents and information provided by applicants/recruiters. The SAVE program is used only for applicants who have lost their Permanent Resident Card (USCIS I-551) and require a replacement card. A SAVE program printout obtained from NAVCRUITCOM (N35) can be used to process the applicant for DEP enlistment only. A new USCIS I-551 must be obtained prior to shipping any future Sailor DEPped with a SAVE printout.

(a) A SAVE printout may be requested by scanning and uploading a Document Verification Request (G-845S) with supporting verification documents to the NRC SharePoint Portal/PII library/N35 Policy and Programs page using the following procedures:

- (1) Complete section A of G-845S
- (2) Photocopy all available immigration documents (front and back)
- (3) Photocopy USCIS Form I-797 or I-90 to verify application for new I-551
- (4) Scan all documents and upload to the NRC SharePoint Portal

(b) N35 will post the SAVE printout to the NRC SharePoint Portal.

(3) USCIS I-797. The USCIS I-797 (Notice of Action) is no longer authorized for citizenship verification status purposes due to the availability of the SAVE program.

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

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

f. Non-Immigrant Alien. Citizens from the Marshall Islands, Federated States of Micronesia, and Republic of Palau. The United States government established a Compact of Free Association with the government of the Marshall Islands, Federated States of Micronesia, and Republic of Palau, which in part, gives their citizens the right to freely enter into the United States

for work and to establish residency. All other aliens admitted temporarily into the United States for specific purposes or periods of time as non-immigrant aliens are ineligible for enlistment.

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

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

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

020203. PLACE OF BIRTH VERIFICATION

a. The applicant's place of birth (POB) must be verified by the use of any of the following documents:

(1) Birth Certificate

(2) Passport (cannot be used for applicants born abroad of U.S. parents because the passport does not prove if the applicant is a Naturalized citizen or a U.S. citizen at birth)

(3) DD Form 372 (Request for Verification of Birth)

(4) FS 240 (Report of Birth Abroad of a US Citizen)

(5) DS 1350 (Certification of Report of Birth Abroad)

(6) FS 545 (Certification of Birth Abroad)

b. Contact COMNAVCRUITCOM (N35) for questions.

020204. USMEPCOM CITIZENSHIP AND PLACE OF BIRTH VALIDATION

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

(1) Name mismatch with USCIS

(2) POB-Country mismatch with USCIS

(3) DOB mismatch with USCIS

- (4) Name and POB-Country mismatch with USCIS
- (5) POB-Country and DOB mismatch with USCIS
- (6) Name, POB-Country and DOB mismatch with USCIS
- (7) U.S. citizenship mismatch with USCIS

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

- (1) 'P' - Pending Result
- (2) 'R' - Result Received
- (3) 'M' - Mismatch Received

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

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

020205. ENGLISH LANGUAGE SKILLS

a. Requirement. Applicants must have the ability to read, speak, and understand the English language. Achieving a passing ASVAB score is not sufficient to validate the applicant's ability to read, speak and understand the English language. Because fluency in English correlates highly with successful Navy job performance, applicants who have difficulty expressing themselves or otherwise understanding English should not be accepted for enlistment. Although MEPCOM regulations include provisions to terminate processing of applicants are identified as non-English speaking, the LPO/LCPO and Navy enlisted classifier must confirm the English capability of each applicant being processed for enlistment. During the course of the recruiting interview and application process, the LPO/LCPO must assess the applicant's ability to read, write, and speak the English language sufficiently to complete recruit training. During the course of the classification interview, the enlisted classifier must also assess the applicant's capacity to communicate and comprehend the routine and crisis language situations encountered in the U.S. Navy. No standard language interview format is prescribed.

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

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

Signature (LPO/LCPO) _____

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

Signature (Classifier) _____

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

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

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

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

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

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

020207. DUAL CITIZENSHIP.

Applicants determined to be dual citizens (U.S. citizenship and citizenship in any other country) are eligible for enlistment, but shall not be classified into any rating/program requiring a security clearance. It is not necessary for an applicant to claim dual citizenship. Information provided by the applicant on enlistment forms and required documents may be used by recruiting personnel to make this determination. This information can then be used to determine if an applicant meets the definition of a dual citizen based on citizenship laws of the world. Applicants determined to be dual citizens may be approved for entry into ratings/programs requiring a security clearance upon official renouncement of their non-US citizenship. Classifiers shall contact the appropriate rating/program manager prior to classifying any applicant who has officially renounced his/her non-US citizenship into a rating/program requiring a security clearance.

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

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

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

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

- Birth certificate
- DD 372 (only for cases where primary birth verification documents do not exist)
- FS 240
- DS 1350
- FS 545
- Tribal letter or card
- All other documents must be originals.

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

Note 3: Puerto Rico birth certificates issued prior to 1 July 2010 are invalid for use in accordance with Puerto Rico Birth Certificate Law 191 of 2009 and are not acceptable for enlistment affiliation purposes. To be

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valid, birth certificates issued by the Puerto Rico Vital Statistics Record Office must have been issued on or after 1 July 2010.

SECTION 3 SOCIAL SECURITY NUMBER REQUIREMENT

020301. CRITERIA.

A valid Social Security number (SSN) issued by the Social Security Administration (SSA) is mandatory to process for enlistment or affiliation.

020302. VERIFICATION

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

DOCUMENTS FOR VERIFICATION OF SOCIAL SECURITY NUMBER ELIGIBILITY

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

Note: The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

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

c. SSN verification printouts issued by the SSA may be used for AC DEP enlistment processing and applicants processing for FTS and NAT programs. SSA printouts are not authorized for RC affiliation. In all cases where a printout was used for DEP enlistment, a valid SSN card is required to be shown to recruiting personnel, copied, and filed in the member's enlistment kit and residual file prior to accession.

d. If the applicant does not have an original SSN card, he or she must go to the SSA and request a replacement Social Security card. He or she will then be issued a printout to use for verification while awaiting receipt of replacement card. Recruiters should accompany applicants to the SSA whenever possible.

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

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

f. Refer to [Section 10](#) for additional guidance pertaining to SSN cards and enlistment name requirement.

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

SECTION 4 EDUCATION REQUIREMENT

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

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

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

c. Tier-level education enlistment determinations are supported by the first secondary credential awarded. Tier II/III applicants may upgrade their status to Tier I by earning an Associate's/Bachelor degree or completing 15-semester/22-quarter credits or 675-clock-hours from an accredited U.S. college.

020402. TIER 1 HIGH SCHOOL DIPLOMA GRADUATE (HSDG) DEFINITIONS

The following education codes are used to identify Tier 1/HSDG applicants: 7, 8, B, D, G, H, K, L, M, N, R, S, U, and W. Education codes "B," "7," and "H" apply to individuals who receive a diploma from a secondary school that is legally operating, or otherwise completes a program of secondary education in compliance with the education laws of the state in which the applicant resides. Applicants with education codes "5" or "F" shall be projected in PRIDE MOD as such for statistical reporting purposes only. Education code "5" will automatically convert to code "B" and education code "F" will automatically convert to code "L" at time of DEP-in for all accession reports and on DD Form 1966/1.

a. High School Diploma Graduate, Education Code "L". A diploma issued to a graduate of a public, private, or DoDEA 12-year, "traditional," credit-based day program of classroom instruction; this includes individuals who met all requirements for graduation, but failed to pass mandated exit exams (formerly code "F").

(1) Minimum Requirements:

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

(b) Credit Based. Applicants must meet the minimum required credit requirements in all subjects for high school graduation as determined by the local school system

(c) Graduation Credential. The graduation credentials must have been issued by the high school in which the applicants were enrolled and attending at the time they completed graduation requirements.

(d) Diplomas or final official high school transcripts may be used to verify above requirements for schools listed in the National School Directory.

(e) Charter school graduates. Fulfillment of both course and credit requirements of a traditional graded day program of classroom instruction.

Note 1: Education code "F" will be used for individuals who completed all the necessary credits for graduation but did not pass the state mandated exit exam(s). Individual must be at least six months beyond his or her high school completion date and must have a letter from an authorized school official verifying that he or she met all the high school graduation requirements but failed the exit exam(s) and did not receive a high school diploma.

Note 2: Minimum Requirements. Applicants must meet minimum classroom instruction and credit based requirements for high school diploma graduate, education code "L" status.

Note 3: DoD policy prohibits applicants coded as "F" to be shipped prior to six months after the date their senior class graduated. No exceptions authorized.

b. High School Senior, Education Code "S". An individual attending high school as a senior.

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

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

(b) High school juniors that will be mid-year graduates can enlist into the DEP as "11S" provided they are 17-years of age, have completed at least 70 percent of the required credits for graduation, and have a properly executed and verified the high school senior/graduate status verification document.

(c) Future Sailors contracted as "11S" that cannot ship by their scheduled ship date as a result of a change in their education status must be DEP discharged and complete their secondary education before reprocessing for enlistment.

(2) Administrative Requirements

(a) Diplomas or an official, signed, and dated transcript must be obtained within 14 days after graduation for any applicant who enters DEP as

a high school senior. Copies shall be made and placed in the member's service record and residual file.

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

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

c. Adult/Alternative Diploma Graduate, Education Code "B". A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e., all alternative, accelerated, or high school completion programs to include the GED Test Option).

(1) Minimum Requirements

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

(b) Diplomas or final official high school transcripts may be used to verify for schools listed in the National School Directory.

(c) Charter school graduates who complete course and credit requirements of a non-traditional high school program, to include alternative, project/research based education, and learning through the use of technology are considered Tier 1. These applicants will be projected in PRIDE Mod using education code "5" for statistical purposes only.

1. Although "B" now encompasses all adult and alternative programs, recruiting personnel will still use Education code "5" for all alternative programs and code "B" for all adult education programs. (See paragraph 020402 above).

d. Completed One Semester of College, Education Code "8". A non-high school diploma graduate who completed 15 semester hours/22 quarter hours of college level credit or 675 clock hours from an accredited traditional or on-line post-secondary institution.

(1) Requirements. Credits earned must be from an accredited institution listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov>. Any credits earned from schools that are candidates for accreditation shall not be used towards this requirement. Signed and dated official transcripts from the issuing institution are required. If the transcript does not include credits from all other schools attended, then official transcripts from the other schools are required.

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

(3) Combining semester credits with quarter credits, or combining clock-hour credits with either semester or quarter credits, are allowed. Use 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 postsecondary vocational or technical schools may be combined for a total of 675 clock-hour credits.

(5) Credits and/or clock hours used to gain Tier 1 status cannot be used for advanced paygrade eligibility. Applicants eligible for Tier 1 status based on credits and/or clock hours cannot choose to enlist as Tier 2 and use credits/clock hours for advanced paygrade eligibility.

e. Job Corps Programs, Education Code "8". A Job Corps graduate with a GED or an alternative high school credential and a Job Corps certificate of completion from a vocational or technical program consisting of at least 675 clock-hour credits of vocational or technical education. The official document used by the Job Corps to report skill/trade training clock-hour credits is the Training Achievement Record (TAR).

(1) Requirements. Only On/Off-site Work Based Learning (WBL) clock-hour training credits documented on the TAR are acceptable towards the 675 clock-hour credit requirements. Employability, career, social skills training, orientation, GED preparation, or non-skill/trade training clock-hours do not count towards the required 675 clock hours of skill/trade training. The Job Corps Certification Form (NAVCRUIT 1130/121) must be included when verifying the educational standing of Job Corps applicants.

(2) Applicants who completed 675 or more clock-hour credits but dropped out of the vocational or technical program before earning a certificate of completion, or fail to earn a GED, are ineligible for Tier 1 status.

f. Currently Enrolled other than High School Diploma, Education Code "M". An individual currently attending class in a Tier 1 program other than a traditional high school.

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

(2) The code of "M" shall be changed to either an "8," "B," "7" or "H" as indicated below:

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

(1) Earned at least 15 semester/22 quarter college level credits at a college or university.

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(2) Completed 675 clock-hour credits of postsecondary education.

(3) Earned a Tier 2 credential and received a Job Corps certificate of completion from a vocational/technical program consisting of at least 675 clock-hour credits of vocational/technical education.

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

(c) Students who successfully complete a parent or guardian led home school program per state requirements shall be coded as "H" on the DD Form 1966.

(d) Students who complete an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program shall be coded as "7" on the DD Form 1966.

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

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

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

(1) Requirements. Degrees earned must be from an accredited degree granting institution listed in the <http://nces.ed.gov> directory. Degrees earned through on-line internet courses from an accredited institution are acceptable. Degrees from schools that are candidates for accreditation shall not be used towards this requirement.

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

accepting the officer program and classifiers must enter the cancel code of "OFF" in PRIDE.

h. Home School Diploma, Education Code "H". A diploma issued to a graduate of a home school program in accordance with State requirements, administered by a parent, teacher/school district, or umbrella association. For applicable laws governing home schools, refer to the Home School Legal Defense Association at <http://www.hslda.org/laws/default.asp>.

(1) Requirements

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

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

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

(c) Home school seniors (will-grads) shall be coded as 11M on enlistment documents. Home school seniors may be placed in DEP for up to the 365-day DEP limit.

i. Virtual/Distance School Diploma, Education Code "7". A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.

(1) Requirements. Secondary school diploma or certificate issued by an accredited program to qualify for Tier 1 status.

(a) The Distance Education and Accrediting Commission (<http://www.deac.org>) is the authoritative source for accreditation of distance education.

(b) Charter school graduates who complete course and credit requirements of a state approved online virtual program of instruction shall be coded as a Tier 1 using education code "7."

(c) Diplomas will be accepted from home study, distance learning, independent study, self-study, correspondence schools, cyber schools, or virtual learning programs that are either state approved, accredited by the Distance Education Accrediting Commission (DEAC), one of the six listed regional accrediting associations (listed below).

(d) Regional Accreditation Associations for on-line schools:

1. Middle States Association of Colleges and Schools (MSA), Middle States Commission on Higher Education. Created in 1919, the Middle States Commission on Higher Education accredits degree-granting colleges and universities in Delaware, Maryland, New Jersey, New York, Pennsylvania, the District of Columbia, Puerto Rico and the U.S. Virgin Islands. There are approximately 525 schools accredited by this commission.

2. New England Association of Schools and Colleges (NEASC), Commission on Institutions of Higher Education (CIHE). The CIHE covers the six-New England states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. The commission is made up of 24 people elected by the member colleges. There are currently about 240 colleges and institutions accredited by the CIHE.

3. North Central Association of Colleges and Schools (NCA), Higher Learning Commission. This commission accredits higher education institutions in the 19-north central states of Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia and Wyoming. Over 1000 institutions are currently accredited by this commission.

4. Northwest Association of Schools and Colleges, Northwest Commission on Colleges and Universities (NWCCU). This commission accredits institutions of higher education in the seven states of Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington. It currently has 162 institutions with accredited status.

5. Southern Association of Colleges and Schools (SACS), Commission on Colleges. Colleges and universities in the 11-southern states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia are accredited by this commission which was founded in 1912. There are currently about 800 institutions accredited by this commission.

6. Western Association of Schools and Colleges (WASC). This association was formed in 1962 and has two accrediting agencies that accredit schools of higher education: The Accrediting Commission for Community and Junior Colleges which has about 150 accredited schools and the Accrediting Commission for Senior Colleges and Universities which has accredited about

160 schools. These commissions accredit institutions in California and Hawaii as well as some U.S. territories.

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

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

020403. TIER 2. HIGH SCHOOL GRADUATE (HSG). The following education codes are used to identify Tier 2/HSG applicants: E, X, J, or C.

Note: All Tier 2 applicants must have ASVAB AFQT scores of 50 or higher, spend a minimum of 90 calendar days in DEP and complete DEP PQS prior to shipping to RTC.

a. Tier 2 Will-Grads. Applicants enrolled and attending Tier 2 programs are not eligible for DEP enlistment. Tier 2 applicants must have earned required educational credentials prior to processing for enlistment.

b. Test-Based Equivalency Diploma, Education Code "E". A certificate of General Educational Development (GED) or other test-based credential obtained solely by testing.

c. National Guard Youth Challenge Program (NGYCP), Education Code "X". A General Educational Development (GED) Certificate or other test-based credential obtained by completing a 22-week National Guard Youth Challenge Program (NGYCP).

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

(1) Requirements. Credential with high school transcripts.

e. Occupational Program, Education Code "C". Certificate received for completing a 6-month vocational-technical program and a minimum of 11 years of secondary education

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

020404. TIER 3. Less than High School Diploma or Credential (NHSG), Education Code "1". An individual who is not currently in a secondary education program and has no diploma or credential. Tier 3 applicants are not enlistment eligible due to historically high first-term attrition rates.

020405. STAY IN SCHOOL POLICY

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

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

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

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

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

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

020407. NATIONAL SCHOOL DIRECTORY

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

b. The National School Directory shall identify the DoD education code specific to that institution.

Note: Schools offering multiple tracks of learning will be classified and coded as "case-by-case" schools.

c. If a school or program is not listed in the National School Directory, the NAVCRUITDIST CO responsible for the area where the school is located must ensure an on-site evaluation is conducted to facilitate a DoD educational code classification and to update the database.

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

e. Alternative procedures to determine education code classification when an on-site visit is not practical include, but is not limited to the following:

(1) Contacting the program's principal, director or counselor to verify the school's current name, type of education program(s) offered

(traditional or non-traditional), the teaching methods utilized and classroom site-locations.

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

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

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

020408. TIER-LEVEL EVALUATION

a. The purpose of the Tier-level evaluation is to determine whether the applicant's education documentation presented for review meets the enlistment eligibility requirements. Per the FY2012 NDAA, all schools that are state approved and legally operating shall be given equal consideration regarding enlistment eligibility. To effectively determine diploma source codes, evaluations shall be required and verified for programs not listed in the National School Directory and Case-by-Case schools.

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

020409. ON-SITE VISITS OF SCHOOLS AND PROGRAMS

a. The Secondary School/Program Evaluation Request, NAVCRUIT 1133/80, shall be used to evaluate the learning methods utilized by each school (curriculum, multiple learning tracks, etc.) and the education credentials awarded to students.

b. On-site visits of schools shall be conducted every six years, or as necessary, to determine if there has been a change to a school's curriculum or learning tracks that affect the type of education credentials their students might earn. This information must be updated in the National School Directory.

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

(1) Determine the type of program offered: standard, traditional, GED, GED preparation, home study, individualized study, correspondence, adult education, alternative, Adult Basic Education (ABE), etc.

(2) Determine the teaching methodologies used to educate students and match such method(s) of instruction to the proper DoD Education Code classification based on definitions provided in Articles 020402, 020403 and 020404. Schools and/or programs shall be classified as: L, B, 5, 7, E, X, C, J, case-by-case (CC), or H.

(3) Case-by-case (CC) Schools are schools that offer multiple learning programs or education credentials.

Note: The NAVCRUITDIST CO is responsible for determining whether the credentials issued by these schools or programs meet DoD criteria.

d. On-Site Visit Protocol. Mission success requires discretion in avoiding conflict with school officials. When contacted by school officials or faced with informing an applicant that his or her credentials will not be considered as Tier 1, the following protocol is established:

(1) Conduct an on-site visit for the purpose of completing a school evaluation.

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

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

(4) Recommend that Tier classification disagreements be formally challenged via the official chain of command. In such cases, the NAVCRUITDIST CO has final determination authority. NAVCRUITCOM (N35) may be contacted for education policy clarification or assistance in troublesome cases.

(5) If the school has any special designation (i.e., correctional, therapeutic programs or special needs), an on-site school evaluation must be conducted to determine the types of credentials that are awarded to their graduates.

020410. VERIFICATION AND VALIDATION OF EDUCATION REQUIREMENTS

Applicants must demonstrate education eligibility for enlistment by providing recruiters official education documents. The Evaluation of Education Credentials form, NAVCRUIT 1133/51, shall be used to document the proper Tier-level classification, appropriate education code for use on enlistment documents and in PRIDE, and advanced paygrade eligibility based upon the transcripts and education credentials obtained. Applicants requiring verification of education credentials shall not be scheduled to process until a NAVCRUIT 1133/51 has been completed (applies to foreign education credentials, home school credentials, and case-by-case scenarios).

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

b. BEERS documents must be photocopied and placed in service records and residual files. The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

c. Fraudulent education credentials, transcripts or documents must always be considered to be a distinct possibility. NAVCRUITDIST COs shall

contact the education office that issued the credentials, transcripts or documents if any question of authenticity exists. Responsibility for verifying the authenticity of the applicant's education documentation, either by requesting a COMNAVCRUITCOM determination or by noting the noticeable details of the various forms, remains vested in the NAVCRUITDIST CO.

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

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

020411. OFFICIAL TRANSCRIPT

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

(1) List date of entry into the school and date of graduation or exit.

(2) Be signed and dated by an authorized school official.

(3) List courses taken, grades received, and credits earned.

b. Official transcripts are useful in:

(1) Detecting invalid or manufactured diplomas.

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

(3) Evaluating classroom attendance.

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

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

(6) Determining grade level.

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

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

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

a. Future Sailors who fail to graduate and who do not qualify for enlistment must be DEP discharged. These individuals should be:

(1) Encouraged to return to school.

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

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

(4) Informed that should they obtain their education credentials and re-apply for enlistment, they must be otherwise qualified based on COMNAVCRUITCOM enlistment policies in effect at the time of re-application.

Note: Future Sailors enlisted as high school seniors (11S), who fail to graduate, but can complete graduation requirements by attending a school district accredited summer school may remain in DEP as long as they will not exceed the 365-day DEP limit. If unable to complete graduation requirements within the 365-day DEP limit, the individual must be DEP discharged.

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

Note: The applicant's time spent in DEP shall count toward the minimum DEP time required for Tier 2 and Tier 3 applicants.

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

020413. FOREIGN EDUCATION. Applicants who possess a diploma or transcript from a foreign high school that is equivalent to a Tier 1 credential as listed in Article 020402 may be eligible for enlistment. Every effort shall be made to ensure official transcripts are issued directly from the educational institution to recruiting personnel. NAVCRUITDIST commanding officers, however, may deviate from this policy on a case-by-case basis as a result of extenuating circumstances. For example, the NAVCRUITDIST CO may authorize an exception when it is impractical for school officials at a foreign institution to forward transcripts via mail. Course-by-course equivalency accreditation will be verified by one of the following, prior to processing (the application and fees involved are the applicant's responsibility):

a. State board of education, state university, or recognized university or college listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov>. Accreditation of American high school graduation equivalency must be documented in a letter, with official letterhead, issued

by the institution. This letter must be submitted with NAVCRUIT 1133/51 to persons designated by the NAVCRUITDIST CO as certifiers of education credentials.

b. Foreign credential evaluation services offered by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The AACRAO site is: www.aacrao.org.

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

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

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

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

(2) After certifying the education documentation, the NAVCRUITDIST ESS will send the NAVCRUIT form 1133/51 to the CO for approval. Comprehensive records of the certification and resultant education coding will be retained by the ESS for a period of three years.

020414. CREDENTIAL LAUNDERING. Credential laundering is defined as "recruiter advice or assistance provided to an applicant or prospect for the purpose of meeting education enlistment eligibility requirements."

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

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

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

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

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

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SECTION 5 DEPENDENCY REQUIREMENT

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

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

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

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

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

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

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

Note 5: For applicants who have filed for divorce proceedings, the potential exists that they will be granted custody of dependents or be required to provide support for the previous spouse and/or dependents. The uncertainty surrounding future custody and financial support requirements, waivers will not be considered until all proceedings are final. Applicants should be

informed that without a written, formal settlement, e.g., final divorce decree or its equivalent, etc., a waiver will not be considered.

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

- (1) Failure to comply with OPNAVINST 1740.4 (family care plan).
- (2) Parenthood or dependency issues.
- (3) Pregnancy.

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

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

Note 8: Spouses who are active duty military or SELRES in a reserve component of any service shall be documented on enlistment forms as a dependent, but do not count as a dependent for waiver purposes. For example, an applicant with a spouse currently serving on active duty and two minor children will have three dependents documented on enlistment documents, but only require a waiver for two dependents. If this applicant's spouse leaves active duty status prior to his or her accession, then the applicant's dependency waiver status changes to three dependents.

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

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

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

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

- (1) The child is unmarried.

(2) Is considered a dependent under the laws of the state having jurisdiction.

(3) The applicant claims the child as his or hers.

(4). The applicant's name is listed on the birth certificate as a parent.

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

(6) Children over the age of 18 that are claimed on applicant's income tax return (example: children under the age of 23 that are supported while enrolled in college).

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

d. Stepchildren of the applicant or the applicant's spouse.

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

f. A child support order is required by all AC single applicants who have out of wedlock children prior to processing. The order must be from the state where the child resides.

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

h. For enlistment and affiliation purposes, a divorce decree or adoption decree verifies a change of custody, not dependency. Active Component single applicants, (male and female), who have dependents must have relinquished physical custody of dependents by court order. Absent a court order, a child support order awarded by the state where the child resides may be used to determine eligibility for enlistment. The court order or child support order (with appropriate official signature) is required prior to processing for enlistment. COMNAVCRUITCOM (00J) must make an eligibility determination in

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all cases other than state awarded child support orders. Reserve Component applicants with custody of dependents may be eligible for accession with appropriate level waiver (refer to the tables in [article 020501](#) for eligibility and waiver authorities). COMNAVCRUITCOM (00J) does not make custody determinations for the Reserve Component.

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

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

020503. VERIFICATION. The table below lists the documents that are acceptable for verification of dependency. Original dependency verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant's service record and residual file. The NAVCRUITDIST CO shall establish a copy certification policy in writing. The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant.

DOCUMENTS REQUIRED FOR APPLICANTS WITH DEPENDENTS

If the applicants status is (Note 1):	The authorized document is (Note 4):
Married	SSN card, original or certified copy of the marriage certificate, and copy of photo identification per the command's certification policy (Notes 2, 3, and 5).
Child under 18-years of age	SSN card and child's birth certificate
Legally adopted child	SSN card and copy of a court order of adoption and copy of child's birth certificate
Child, but no custody	SSN card and birth certificate with a divorce decree or court support order
Stepchild	SSN card and child's birth certificate and copy of spouse's divorce decree
Other dependents (i.e., parents or other relatives)	SSN card and documents establishing dependency

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

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

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

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

b. It is the responsibility of the LPO or LCPO to ensure applicants with dependents are interviewed prior to enlistment/affiliation processing. The LPO or LCPO shall:

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

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

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

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

Note 4: Applicants with dependents are required to bring proof of their dependent's Social Security numbers to Recruit Training Command to get their dependents enrolled into DEERS. This can be accomplished by certified copies of their dependent's Social Security card or any Social Security Administration issued document that includes the dependent's Social Security number on it. This is a shipping requirement. Shipping without verification

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of dependent's Social Security numbers is not authorized, with the exception of dependents who are not U.S. citizens and do not reside in the United States. Applicants with foreign alien dependents residing in the United States illegally are not enlistment eligible until their dependents become properly admitted into the United States and obtain a Social Security card, or no longer reside unlawfully in the United States.

Note 5: Acceptable forms of identification are: Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address; ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address; school ID with photograph, or Voter's Registration card with photograph.

SECTION 6 MENTAL APTITUDE REQUIREMENT

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

020602. AFQT SCORE. Acceptable AFQT score for enlistment of non-prior service (NPS) applicants is 35. NPS applicants with AFQT scores less than 50 must be Tier 1. Prior Service (PS) applicants may enlist with ASVAB scores obtained from their previous enlistment, regardless of their AFQT score, provided they enlist in the same rating last held. PS applicants not line score eligible shall be re-administered the ASVAB and must be processed with the new line scores, provided they attain an AFQT score of 10 or higher. NAVETs enlisting under the PRISE-III program must be classified with current (less than two year old) line scores. OSVETS with military training/skills directly convertible to a Navy rating may enlist in the directly convertible rating, regardless of their previous AFQT or line scores, all others must retest. PS SELRES applicants are not required to retest provided they are eligible for rating entry with ASVAB scores obtained from their previous enlistment. Further guidance for PS SELRES applicants is contained in volume IV of this manual (chapter 5, section 3, Selected Reserve affiliation)

020603. USE OF ASVAB AFQT TEST SCORES

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

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

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

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

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

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

a. Student and production ASVAB retest policy

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

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

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

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

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

b. Retest Procedures

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

(2) The MEPS commander may authorize an immediate retest for applicants tested under adverse conditions or considered to have attained inflated scores through improper means. If a retest is authorized, these individuals must be retested with an alternate test form. A USMEPCOM Form 680-3A-E must also be submitted in these cases.

020605. RETESTING OF DEP PERSONNEL. Personnel in the Delayed Entry Program are not authorized to retake the ASVAB.

020606. DOCUMENTATION OF TEST SCORES

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

and record ASVAB scores in either PRIDE or CIRIMS for non-prior service applicants.

b. ASVAB Scores

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

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

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

020607. ASVAB FAMILIARIZATION/COACHING

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

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

(2) The Enlistment Screening Test (EST).

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

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

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

020608. LOSS OR COMPROMISE OF ASVAB MATERIALS

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

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

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

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

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

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

g. The NAVCRUITDIST CO designated representative must report all ASVAB test compromise incidents, whether identified at MEPS or by the NAVCRUITDIST, telephonically to HQ, USMEPCOM (DSN: 792-3435 or commercial: (847)688-3435). A written memorandum of record of all telephonic reports made in this regard, and a copy of all subsequent investigative reports, must be provided to Chief of Naval Personnel (N13T1) as follows:

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

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

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

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

(5) If a member of the USMEPCOM/MEPS team or non-DoD civilian is involved, do not direct an investigation. Such cases fall under the

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jurisdiction of USMEPCOM and they who would conduct an investigation subsequent to receipt of the report discussed in this article.

SECTION 7 PHYSICAL REQUIREMENT

020701. PHYSICAL ELIGIBILITY FOR ENLISTMENT

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

b. Determining Fitness

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

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

020702. GENERAL INFORMATION

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

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

(1) Active Component

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

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

(c) PS applicants found not physically qualified by MEPS are ineligible for further processing without an N3M review. Requests for N3M reviews may be submitted regardless of MEPS CMO waiver recommendation.

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During the review, N3M will apply retention physical standards when determining eligibility for NAVET applicants on contract, or within six months of discharge for those who have completed their MSO. NAVET applicants no longer on contract, and have been discharged greater than six months, will be evaluated based on accession physical standards. All OSVETS will be evaluated based on accession standards.

(d) N3M will inform the NAVCRUITDIST of the applicant's eligibility determination by official letter. When N3M determines an applicant to be ineligible, he/she shall not be enlisted or determined to be medically qualified, regardless of any changes in medical status or qualifications, until an additional N3M review is conducted.

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

(2) Reserve Component

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

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

1. They were physically qualified for separation.
2. They are not changing rate or designator.
3. They have no factors that limit world-wide assignment or deployability.
4. They have no VA disability compensation pending.
5. They were separated with an RE-R1, RE-1, RE-1E, or RE-6 code.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Note: NAVCRUITCOM (N3M) will inform the NAVCRUITDIST of the applicant's eligibility determination by official letter. When N3M determines an applicant to be ineligible, he or she shall not be enlisted or determined to be medically qualified, regardless of any changes in medical status or qualifications, until an additional N3M review is conducted.

c. Correction of Minor Disqualifying Defects

(1) Recruiting and medical personnel must assume no responsibility, either for themselves or for the Navy, in assisting applicants in having minor physical defects corrected in order to qualify for enlistment. Do not recommend any doctor, dentist, or facility to the applicant. Correcting such defects is the sole responsibility of the applicant. Navy personnel must give no assurance, implied or otherwise, that the applicant will be accepted if disqualifying defects are corrected. Additionally, future Sailors/applicants should be encouraged to continue taking prescribed medication including oral contraceptives (OCP's), other forms of birth control (e.g. intrauterine device [IUD]), thyroid replacement medication, and/or any other prescribed medication.

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

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

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

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

d. Requirements for Re-Examination

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

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

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

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

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

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

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

(1) Physical examinations performed by United States Military Entrance Processing Command (USMEPCOM) are valid for a period of 24-months from the date of examination. However, in cases where the MEPS physical is the last physical examination of record for a prior service applicant processing for RC affiliation, then the MEPS physical may be used if the member has been separated from active duty less than six months or less than six months has elapsed since their last satisfactory drill participation as a reservist (verified by their Summary Points Capture document).

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

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

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

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

020703. MEDICAL TESTS

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

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

Near Vision	Uncorrected 20/100
	Corrected 20/50

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

c. Hearing. Pure tone hearing loss at 500, 1000, or 2000 Hz of not more than 30 dB on average with no individual level greater than 35 dB at these frequencies in either ear. Pure tone hearing loss at 3000 Hz of not more than 45 dB and 4000 Hz not more than 55 dB in either ear. Waivers will be considered for prior service Navy applicants only with documentation that hearing loss occurred while on active duty - no exceptions.

d. HIV Antibody Screen

(1) Processing Location

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

(2) Military Entrance Processing Station (MEPS)

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

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

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

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

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

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

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

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

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

(8) After blood is drawn during the initial physical, all original DD Form 2808 and DD Form 2807-1 (for applicants pending HIV results) as well as all other medical documentation, are retained in the MEPS Medical Section for filing in a separate, secure HIV file.

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

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

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

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

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

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

(d) The NAVCRUITDIST CO will also notify the chief recruiter, who will direct the division leading chief petty officer and recruiter to stand-by for a telephone call from the applicant. When the applicant calls, the recruiter must ask when the applicant is available for a meeting (not a consult) with the MEPS doctor. The recruiter will coordinate with the MLPO in order to arrange a meeting between the applicant, MEPS commander, and CMO within 30 days.

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

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

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

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

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

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

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

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

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

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

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

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

020704. ELIGIBILITY DETERMINATIONS

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

(1) Weight. See the height and weight table (exhibits 020701 and 020702). For applicants with a body mass index (BMI) below 19 the MEPS CMO will determine if there are any underlying medical/psychiatric conditions through a more detailed history/medical record review. Underweight applicants down to 17.5 BMI may be qualified if there is no evidence of a medical or psychiatric disorder and if they are physically active with a good appetite. Applicants below 17.5 BMI will be temporarily disqualified and a Reevaluation Justified (RJ) date calculated. RJ date should reflect a waiting period of 4 days for every 1-pound increment. A BMI calculator is located at

http://www.nhlbi.nih.gov/health/educational/lose_wt/BMI/bmicalc.htm.

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

(3) Orthodontia. Applicants wearing orthodontic retainer appliances, either fixed or removable, are acceptable for enlistment or affiliation with a 'P1' profile. Applicants wearing orthodontic appliances (braces) are not qualified for Active Component or Reserve Component enlistment, except for prior service applicants who are eligible for Reserve Component affiliation. Individuals wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified, may enlist into DEP. These applicants must present a letter from their orthodontist, on the date of initial physical examination, stating that orthodontic therapy will be concluded and the appliances removed, at the individual's expense, prior to final processing onto active duty. Individuals returning from DEP who have not completed

orthodontic therapy, or who have fixed orthodontic appliances in place, at the time of physical examination are medically disqualified from entering onto active duty and will be DEP discharged until the therapy is completed and the orthodontic appliance removed. Each applicant must clearly understand that the Navy will not incur any obligation or cost connected with orthodontic appliances either during or after enlistment. Retainer appliances require no further treatment and are not to be confused with orthodontic appliances (braces), which require continued treatment and are disqualifying.

(4) Tattoos/body art/brands. Four criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel: content, location, size and cosmetic.

(a) Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit upon the Navy are prohibited. This includes tattoos that are obscene (e.g. profanity), sexually explicit (e.g. displays nudity), and/or advocate discrimination based on sex, race, religion, ethnic, or national origin. Additionally, tattoos/body art/brands symbolizing affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Waivers will not be given for tattoos with prohibited content.

(b) Location. No tattoos/body art/brands on the head, face (to include ear) and scalp. One tattoo is authorized on the neck and shall not exceed one inch in any dimension (height/width). Tattoos meeting these requirements are acceptable behind the ear. The area of the neck is defined as between the collar line of a crew neck T-shirt and the base of the jaw bone. Tattoos on the inner lip not visible with an open mouth are acceptable provided they meet content criteria. Additionally, otherwise permissible tattoos/body art/brands shall not be visible through white uniform clothing. Waivers will not be given for tattoos not meeting these requirements.

(c) Size. The size restriction for visible tattoos is limited to tattoos on the neck and behind the ear only. Per NAVADMIN 082/16, leg and arm tattoos may be of any size. Tattoos on the neck or behind the ear will not exceed one inch in any dimension (height/width). Waivers will not be given for tattoos on the neck or behind the ear exceeding the maximum size of one inch.

(d) Cosmetic Tattoos. Cosmetic tattoos are authorized to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

(e) Cosmetic Permanent Makeup (Women). Cosmetic permanent makeup is authorized for eyebrows, eyeliner, lipstick, and lip liner only. Permanent makeup shall be in good taste and blend naturally with the skin tone to enhance a natural appearance. Exaggerated or fading cosmetic styles are not authorized and shall not be obtained. Approved permanent makeup colors are as follows: eyebrows shall be shades of black, brown, blonde, or red and shall match the applicant's natural hair color. Eyeliner shall be shades of black, brown, blue or green and must match the applicant's natural eye color and shall not extend past the natural corner of the eye. Lip liner and lipstick shall be the color of the natural lip or shades of pink and moderate reds only. Permanent makeup is considered an elective medical

procedure that is accomplished by qualified medical professionals to enhance natural features and requires careful planning and consideration of associated risks and liabilities to the individual.

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

(6) Dental Ornamentation. The use of gold, platinum or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped or veneered, will not be ornamented with designs, jewels, initials or other similar ornamentation.

(7) Action

(a) Navy recruiting personnel shall conduct a screening for all tattoos, body art and branding. This requires that all tattoos, body art and branding must be seen, either directly or via photographic documentation, per the procedures stated below, unless located in a private area on the applicant. In those cases, it will be necessary to rely on the applicant and medical personnel to describe the tattoo. Screenings will be accomplished with the use of the Tattoo Screening Certificate (NAVCRUIT 1130/104), Report of Medical Examination (DD Form 2808), and applicant's handwritten statement(s) describing the content, meaning and/or symbolism and rationale for obtaining each tattoo, body art, or brand - this is mandatory. These documents, in conjunction with photographic documentation and/or having seen the tattoos, body art, or brands, are required for proper screening. The completed certificate shall be included as part of the applicant's enlisted service record and a copy also placed in the applicant's residual file. The handwritten statement(s) and DD Form 2808 shall be filed in the applicant's residual file only.

Note: The Tattoo Screening Certificate (NAVCRUIT 1130/104) is only required for enlisted candidates who have tattoos.

1. Procedures to View or Photograph tattoos/body art/branding. The following procedures apply to Navy Recruiters, Navy Liaison Office (NLO) personnel, and NAVCRUITDIST headquarters staff when viewing applicant's tattoos, body art, and branding, or taking a photograph:

a. Females shall be dressed in running shorts and either a tank top (spaghetti straps okay) or T-shirt (shirt sleeves may be rolled up to the shoulder seam). Clothing shall not be manipulated (other than as described in this paragraph) in order to view the tattoo or provide a better picture of the tattoo.

b. Males shall be dressed in running shorts. Clothing shall not be manipulated in order to view the tattoo or provide a better picture of the tattoo.

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c. In every case, two recruiting personnel (one must be of the same gender as the applicant) will be present to view the tattoo and/or take a photograph. This will be accomplished in a location that provides the applicant with privacy. Photographs must not include the applicant's face. Photographs must be treated as PII and may only be taken by NRD personnel (military or civilian) using Navy issued equipment. Personal equipment may not be used (i.e., cell phone, camera, tablet, etc.). In the event there are no recruiting personnel of the same gender as the applicant in the Navy recruiting station, NLO, or NAVCRUITDIST headquarters, use of other service personnel is authorized.

d. Recruiters must brief applicants with tattoos, body art, or brands they will be screened by Navy Recruiting personnel. Applicants must be informed that photographs may be taken and by whom, and also ensure they have proper clothing (listed above) to wear in order for the screening process to be conducted properly. They shall also read and sign the NAVCRUIT 1130/104 acknowledging the screening process.

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

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

(b) NAVCRUITDIST COs shall conduct an interview (face-to-face or telephonic) with any applicant who possesses tattoos, body art, or brands and deny enlistment to those whose tattoos, body art, or brands are considered inappropriate for members of the Navy. NAVCRUITDIST XOs, R-OPS, CMC, CR and EPDS may be delegated responsibility only when authorized "by direction" authority, in writing, by the NAVCRUITDIST CO. The following statement will be made on DD Form 1966, section VI, remarks:

(Date): "I have interviewed (name of applicant) and viewed his or her tattoo(s), body art, or branding (in person or photographs) and required documentation.

One of the statements below must follow (choose the most applicable):

"I have determined they are in compliance with the acceptability criteria as stated in COMNAVCRUITCOMINST 1130.8."

NAVCRUITDIST CO/XO/R-OPS/CMC/CR/EPDS Signature/Date

"I have determined they are not in compliance with the acceptability criteria stated in COMNAVCRUITCOMINST 1130.8.

NAVCRUITDIST CO/XO/R-OPS/CMC/CR/EPDS Signature/Date

Note: Applicants not meeting acceptability criteria are not enlistment eligible. No waivers, no exceptions.

(8) Screening Standards.

(a) At any point during the screening process, applicants determined to have tattoos, body art, or brands that do not meet the criteria stated in this policy will be disqualified and not allowed to process for Navy enlistment. When evaluating applicants tattoos, body art, or brands, follow the criteria stated in paragraph 020704a(4).

(b) NAVCRUITDIST COs are encouraged to use local law enforcement agencies as a resource to determine if tattoos are gang related. At any point during the screening process for tattoos/body art/brands, the NAVCRUITDIST CO may elect to send difficult or questionable cases to COMNAVCRUITCOM (N32) for review and eligibility determination.

(c) Removal/Alteration of Tattoos/Body Art/Brands. Disqualified applicants who later have any tattoos, body art, or brands professionally concealed or altered may request reconsideration for enlistment eligibility determination. Navy recruiting personnel shall not specifically advise an applicant to have a tattoo removed or altered but may inform them of the policy for reconsideration.

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

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

020705. MEDICAL WAIVERS

a. Requests for medical waivers shall be sent to and processed by NAVCRUITCOM (N3M). Waivers will be processed without HIV and DAT results; however, under no circumstances shall a person be shipped to RTC without HIV AND DAT results being obtained and documented on DD Form 2808.

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

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

d. Medical Conditions which cannot be waived:

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

(2) Single kidney - regardless of cause.

(3) Loss of an arm or leg.

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

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

(6) Diabetes Mellitus Type I or Type II.

(7) Loss of one eye.

(8) History of cataract surgery.

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

(10) History of Glaucoma.

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

(12) Severe allergic reaction (Anaphylaxis) to insects or food.

(13) Cirrhosis.

(14) Corneal transplant history.

(15) Crohn's Disease and Ulcerative Colitis (Intestinal ulcers).

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

(17) Severe Scoliosis (spine curvature) or Kyphosis ("hunchback").

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

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

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

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

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

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

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

(25) Pneumonectomy, removal of entire lung.

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

(27) Prosthetic replacement of joints.

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

(29) History of retinal disease or detachment.

(30) Chronic skin disorders, atopic dermatitis, eczema, psoriasis.

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

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

(33) History of neurofibromatosis.

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

(35) History of intestinal bypass or stomach stapling.

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

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

020706. DELAYED ENTRY MEDICAL PROGRAM. To minimize waiver delays due to processing constraints, the Delayed Entry Medical (DEM) program allows enlistment into the DEP based on a NAVCRUITCOM (N32) Provisional DEP authorization. A final NAVCRUITCOM waiver must be received prior to the applicant shipping to RTC or going on active duty. Fulfillment of DEM criteria does not guarantee a waiver will be recommended or granted.

a. Physical conditions eligible for a provisional DEM waiver include:

(1) Asymptomatic pes planus (flat feet).

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

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

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

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

1.

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

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

(a) Current eye examination by a licensed healthcare practitioner contradicting the depth perception or visual acuity results obtained at MEPS.

(b) USMEPCOM Form 680-3A-E

(c) Completed DD Form 2808

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

Note 2: COMNAVCRUITCOM (N35) will issue an approval or disapproval control number after the documents received are reviewed by a Navy optometrist. MEPS color perception results are not challengeable and therefore will not be processed under DEM.

020707. TEMPORARY DISABILITY RETIRED LIST (TDRL)

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

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

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

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

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

(4) If MEPS determines that a physical is not warranted, submit medical read to NAVCRUITCOM (N3M) for review and disposition. When a member

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is determined to be disqualified for enlistment, notify NAVPERSCOM (PERS-912) for guidance.

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

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

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

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

(c) number of dependents, or

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

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

TO: PERS-9_DISC_CERT

SUBJ: ICO (RATE/NAME/SSN LAST 4)

A. YOUR LTR _____

1. Per SECNAVINST 1850.4, (RATE/NAME/SSN LAST 4)
REENLISTED FOR _____ YEARS ON (EFFECTIVE DATE).

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

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

d. Waiver of Disability Compensation. Disability compensation is a monetary benefit awarded by the Department of Veterans Affairs (DVA) based on a service-connected disability. Members who were found "Unfit" via a final PEB determination with a rating of 30% or higher are transferred to the Permanent Disability Retired List (PDRL), while those rated at 20% or less receive disability severance pay. In many cases, these individuals choose to waive their Navy disability retirement compensation in favor of DVA

disability compensation, which is usually at an increased percentage. Applicants in this category who are subsequently found physically qualified by MEPS and are authorized to enlist must waive their disability compensation, regardless of source, and, if enlisted, the disability compensation waiver must be effective on the date of the member's enlistment.

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

f. Severance Pay

(1) Personnel previously discharged with disability severance pay are not precluded from reenlisting provided they meet physical standards and are qualified in all other respects. To ensure proper monitoring of these personnel, all such cases must be submitted to NAVCRUITCOM (N3M). In such cases, the MEPS determination that the requirements of DoDI 6130.4 are fulfilled (passed) is no longer final and may be reversed by NAVCRUITCOM (N3M). Consideration for waiver will be given automatically.

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

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

020709. NAVY HEALTH AND PHYSICAL READINESS PROGRAM

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

b. Height/Weight Tables. Refer to [Exhibit 020701](#) for personnel who are required to attend RTC, normally non-prior service applicants. Refer to [Exhibit 020702](#) for personnel who are not required to attend RTC, normally Navy veterans (NAVETS) or other service veterans (OSVETs).

c. Body Fat Content

(1) When the applicant exceeds maximum weight for height and abdominal circumference exceeds 39 inches (for males) or 35.5 inches (for females), determine body fat content.

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

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

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

020710. CHANGES TO MEDICAL OR PHYSICAL CONDITION WHILE IN DEP

a. Injuries, ailments or changes to medical or physical condition requiring medical consultation or treatment while in DEP must be immediately reported to the MEPS CMO for an updated physical eligibility determination.

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

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

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

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

Notes:

1. Do not disqualify applicants who exceed maximum weight for height. Determine body fat content when abdominal circumference exceeds 39 inches (for males) or 35.5 inches (for females).
2. Applicants who exceed maximum weight may be DEPPed or accessed provided their body fat does not exceed 26% (males) or 36% (females).
3. Height waivers for applicants above 80 inches or below 57 inches are not authorized.
4. Height eligibility will be based on the height documented on the MEPS physical. Rounding up to the next whole inch is not authorized.
5. Weight eligibility will be based on the weight and height documented on the MEPS physical. Round height to the next whole inch for weight eligibility determination.

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

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

Notes:

1. Do not disqualify applicants who exceed maximum weight for height. Determine body fat content when abdominal circumference exceeds 39 inches (for males) or 35.5 inches (for females).
2. Applicants who exceed maximum weight may transfer to TPU Great Lakes provided their body fat content does not exceed 26% (males) or 36% (females).
3. Height waivers for applicants above 80 inches or below 57 inches are not authorized. Exceptions to this policy may be requested for NAVETs only.
4. Height eligibility will be based on the height documented on MEPS physical documents. Rounding up to the next whole inch is not authorized.
5. Weight eligibility will be based on the weight and height documented on the MEPS physical. For weight eligibility, round height to the next whole inch.

SECTION 8 CONDUCT REQUIREMENT

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

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

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

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

020802. CRITERIA. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment; however, any voluntarily disclosed, self-admitted, or recruiter discovered form of police or criminal involvement by an applicant warrants further investigation and may be grounds for disqualification. In such cases, conduct waivers may be considered per chapter 3.

020803. DEFINITIONS. The following court-related terms are defined to assist in determining an applicant's qualifications.

a. Adverse Juvenile Adjudication

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

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

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

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

(3) For purposes of a waiver, processing will be based on the severity of the specific offense(s) for which an applicant was adjudged or convicted. The severity of the offense(s) will be determined by the Uniform Guide List for Typical Offenses, exhibit 020802, or by the notes contained therein if the offense is not specifically listed by name. Once the request for a conduct waiver is at the proper decision level, factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered.

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

c. Conviction

(1) Determination of "guilty" by judge or jury, based either on the merits of a case or on defendant's plea of "guilty" or "nolo contendere":

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

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

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

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

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

(1) A "felony" is defined as a conviction or adverse adjudication by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is confinement under state or local law exceeding one year. Refer to offenses listed in [Exhibit 020802](#) for general felony offenses.

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

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

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

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

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

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

(2) Domestic Violence Rejections:

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

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

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

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

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

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

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

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

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

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

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

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

- a. Questions asked in the initial screening process and MEPS interviews.
- b. Explanation of penalties for withholding information.
- c. Using the SF-86 (Questionnaire for National Security Positions) and DD Form 1966 for each applicant.
- d. Use of DD Form 369 (Police Record Check) and DD Form 370 (Request for Reference), as required.
- e. Use of exhibit 020801 and exhibit 020802.
- f. Post-enlistment interviews.

020805. DOCUMENTATION OF CONDUCT QUALIFICATION. The applicant is the primary source by which the recruiter gathers information on conduct qualification for enlistment. The use of standardized forms may validate and clarify an applicant's statement, or reveal further involvement. Documentation revealing lesser involvement; however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below. Additional procedures on use and processing of the forms are contained in volume III of this instruction.

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

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

- (1) When required by this manual.
- (2) When considered appropriate in questionable cases.
- (3) When directed.

c. Special Agency Check (SAC) and Tier 3 (T3) Investigations. Per United States Office of Personnel Management (OPM) Federal Investigations Notice 16-02 of October 6, 2015, Tier 3 (T3) investigations are required for positions designated as non-critical sensitive and/or requiring eligibility for "L" access or access to Confidential or Secret information. The SAC and T3 are important background checks by which applicants' pre-accession arrest history is verified. Currently the SAC and the T3 investigation requests are submitted to the Office of Personnel Management (OPM) via transmission of applicant's fingerprints and the Personnel Security Investigation (PSI).

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

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

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

020806. CIVIL RESTRAINT

a. Eligibility

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

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

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

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

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

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

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

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

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

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

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

(b) After a three month waiting period for early release from parole or probation for major misconduct convictions, or

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

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

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

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

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

Note: The above mandatory waiting periods cannot be waived.

020807. PENDING LAWSUITS AND COURT CASES

a. Eligibility

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

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

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

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

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

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

020808. SELF ADMITTED CRIMES - NO POLICE RECORD. Self-admitted crimes and offenses shall be processed in the same manner as adverse adjudications when the crimes or offenses are not revealed in police record checks or on file

with civil authorities. Self-admitted crimes and offenses shall be classified (charted) and waived at the appropriate level per this manual.

020809. CIVIL INVOLVEMENT WHILE IN DEP. Enlistment and program eligibility determinations are based on the cumulative civil involvement of the individual before and during DEP enlistment. To determine eligibility, add the number of pre-enlistment offenses to the number of offenses committed while in DEP. Refer to [Exhibit 020801](#) to determine waiver and waiver authority requirements. Discharge the individual if no longer eligible or if the cumulative number of offenses exceeds NAVCRUITDIST CO waiver limits. Police involvement while in DEP resulting in supervised or conditional probation, parole, or confinement exceeding three days requires a DEP discharge. Any deferred adjudication and/or suspended jail time exceeding 3 days also require a DEP discharge. Violations while in DEP resulting in a court appearance and/or fines requires a DEP discharge if final disposition and payment of fines is not possible within the 365 day DEP limit. Previously undisclosed violations discovered while the member is in DEP are to be handled in accordance with this article. Refer to [volume IV](#) to verify program eligibility.

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

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

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

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

c. Applicants convicted or received adverse adjudication for a crime involving physical violence requires a physical violence interview and waiver. The waiver interview must be conducted by either the NAVCRUITDIST CO or XO. Refer to [Exhibit 020801](#) to determine if an additional waiver is required. Document the physical violence interview in accordance with volume iii, chapter 1, section 2, DD Form 1966 section VI entry instructions and samples.

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

020811. MANDATORY DETERMINATIONS

. Conduct offenses and civil situations requiring mandatory CNRC (00J) determinations are listed on Exhibit 020803.

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

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

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

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

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

Note 3: Parking violations, warning tickets, and faulty equipment tickets are no longer considered minor traffic offenses for any applicant (except nuclear field) regardless of program rating. They do not have to be waived for enlistment purposes, no matter how long ago they occurred; however, these violations must be listed on the applicant's Questionnaire for National Security Positions (SF-86). When a waiver is required, list these offenses on the waiver brief sheet.

Note 4: A drug waiver is required if two or more violations are drug related. An alcohol waiver is required if two or more violations are alcohol related. Refer to chapter 2, section 9, [Exhibit 020902](#) for waiver limits and authority.

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

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

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

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

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

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

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

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

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

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

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

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Note: Offenses of comparable seriousness should be treated as non-traffic offenses. In doubtful cases, the following rule should be applied. If the maximum confinement under local law is four months or less, the offense should be treated as a non-traffic offense.

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Misconduct Offenses
300	Aggravated assault, fighting or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm)
302	Concealment of or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family. (non-payment of court ordered child support and/or alimony)
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery and/or violence, not considered covered by section 922 of title 18, United States Code (reference (h)), hereinafter referred to as the "Lautenberg Amendment").
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence (DUI)..
310	Illegal or fraudulent use of a credit card, bank card (value less than \$500).
311	Larceny or conversion (value less than \$500).
312	Leaving scene of accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing, to include e-mail, of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia. (See definitions in Article 020902)
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a serious misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly receiving (value less than \$500).
323	Throwing rocks on a highway, throwing missiles at sporting events, throwing objects at vehicles.
324	Unauthorized use or taking of a vehicle or conveyance from family member; joyriding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
330	Other misconduct offenses not specifically listed.

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

EXHIBIT 020802. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

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

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Note: Offenses of comparable seriousness should be treated as major misconduct. In doubtful cases, the following rule should be applied: If the maximum confinement under local law is one year or more, the offense should be treated as a major misconduct offense. Any applicant arrested, charged, cited, or adjudicated with a major misconduct "felony" offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM (00J) for a mandatory NAVCRUITCOM offense classification determination.

EXHIBIT 020803. MANDATORY DETERMINATIONS MATRIX

MANDATORY DETERMINATIONS:	DOCUMENTS TO REVIEW:
1. Lautenberg Amendment (Domestic Violence Law)	PRC Court documents Handwritten statement Police narrative (if needed) *elements of crime
2. Custody determination See section 5 for exceptions	Birth certificate Court documents Handwritten statement (lived with child/paying child support?)
3. Parental consent. See section 1 for exceptions.	Handwritten statement by the applicant and parent or guardian Court documents Birth certificate
4. Drug related crimes (other than possession of marijuana and drug paraphernalia)	PRC Court documents Handwritten statement
5. Sex related crimes	PRC Court documents Handwritten statement
6. Negligent homicide	PRC Court documents Handwritten statement Possible Call to the district attorney (DA) (underlying circumstances are very important)
7. Release from sentence conditioned upon entering the Navy	PRC court documents Handwritten statement May need minutes from court Possible call to DA
8. Probation violation	PRC Court documents Handwritten statement Type of violation? Punished for violation?
9. All major misconduct "felony" offenses, including major misconduct offenses reduced to a lesser charge (must be endorsed by NRD CO prior to submission)	PRC Court documents Handwritten statement Possible call to DA

* In all cases - review of the charges are based on state law.

SECTION 9 DRUG AND ALCOHOL SCREENING REQUIREMENT

020901. POLICY. Department of the Navy policy is that drug and alcohol dependent applicants, current drug and alcohol abusers, and those individuals whose pre-service abuse of drugs and/or alcohol indicates a proclivity to continue abuse in the service, are not permitted to enter the naval service. The Navy recognizes that some people have clear potential to become creditable performers despite past exposure to drug and/or alcohol abuse. Recruiting procedures must include positive measures to identify and screen out drug and/or alcohol abusers at the point of application for enlistment.

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

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

c. Pre-Service Behind-The-Wheel Related Offenses. Individuals who have been convicted of an alcohol-related offense must be considered under the guidelines for processing applicants with past civil convictions. In this regard, two or more behind-the-wheel (BTW) convictions (such as driving while intoxicated (DWI), driving under the influence (DUI), operating under influence of alcohol (OUIL), driving while alcohol impaired (DWAI), etc.) can be indicative of a serious problem with alcohol. Whenever an applicant is adversely adjudicated for driving while under the influence of illegal drugs or alcohol, the offense is considered a BTW offense regardless of how the State terms the offense. As an example, a charge of DUI, which is reduced to reckless driving, is still considered a BTW offense if there was evidence presented that the driver was under the influence of drugs or alcohol. Applicants with a BTW conviction must wait a mandatory period of one year from date of original offense before gained as an accession or affiliation. Applicants with multiple BTW convictions are ineligible for enlistment; however, an exceptionally qualified applicant who has shown evidence of having discontinued his or her abuse of alcohol or illegal drugs may request a waiver from COMNAVCRUITCOM (N32), provided the person has no more than two BTWs and is not accessed onto active duty or gained as an affiliation until 12 months has elapsed since the date of the most recent BTW offense. The mandatory waiting period cannot be waived.

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

020902. DEFINITIONS. The following definitions are for operational use within the alcohol and drug abuse programs of the Navy. They do not change definitions in statutory provisions, regulations, or directives concerning personnel administration, medical care, or with determination of misconduct and criminal or civil responsibilities for a person's acts or missions.

a. Alcohol Abuse. The use of alcohol to an extent that it has an adverse effect on the user's health or behavior, family, community, or the

Navy, or leads to unacceptable behavior as evidenced by one or more alcohol-induced incidents.

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

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

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

e. Controlled Substance. Those substances listed in Schedules I-V established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as updated and republished under that Act. Substances listed include, but are not limited to, marijuana, narcotics, hallucinogens/psychedelics, and specific depressants and stimulants. Refer to [Exhibit 020901](#).

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

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

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

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

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

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

- l. Drug-Related Incident. Any incident in which drugs are a factor. For the purposes of this instruction, voluntary self-referral, use, possession of drugs or drug paraphernalia, or drug trafficking constitute an incident. Other types of incidents must be carefully evaluated to determine if drugs are an underlying factor where medical care is required, or suspicious public or domestic disturbance has taken place.
- m. Drug-Related Offense. Any citation or charge of offense in which drugs are a factor, including drug paraphernalia, that resulted in a conviction or any other adverse adjudication. Drug related offenses that are reduced or amended to non-drug related charges and convictions or adverse adjudications shall be treated as a drug related offense for enlistment or affiliation purposes.
- n. Drug Trafficking or Supplying. The wrongful distribution of a controlled substance.
- o. Experimental/Casual Use of Marijuana. One who has illegally or improperly used marijuana for reasons of curiosity, peer pressure, or other similar reasons and who positively and clearly rejects further marijuana use. Marijuana use for reasons of a deeper and more continuing nature than those motivating drug experimenters or casual users cannot be waived.
- p. Hallucinogens/Psychedelics. A group of diverse, heterogeneous compounds, all with the ability to induce visual, auditory, or other hallucinations and to separate the individual from reality. Depending on substance and dosage, these substances can cause disturbances in cognition and perception. Most common categories are: LSD, Mescaline, Peyote, Psilocybin, and psychedelic amphetamine variants (STP, MDA). Although a unique drug, for the purposes of this instruction Phencyclidine (PCP) is included in this general drug category.
- q. Marijuana. Any intoxicating product of the hemp plant (Cannabis Sativa), any synthesized product of the hemp plant (i.e., hashish), or any other variant thereof. For the purposes of this instruction, the terms marijuana and cannabis are used interchangeably.
- r. Narcotics. Any opiates or opiate derivatives, including their synthetic equivalents. Included as opiates are morphine, codeine, heroin, methadone, talwin, percodan, darvon, etc.
- s. Physical/Physiological Dependence. An alteration to an individual's physiology or state of adaptation to a substance evidenced by a pattern of pathological use, impaired social or occupational functioning, an increased tolerance for the substance, and withdrawal symptoms when use of the substance is abruptly discontinued.
- t. Prescription Dependence. The dependence on a drug prepared for, and dispensed to, an individual under the written direction of a physician. An individual may become dependent upon prescription medications either through no fault of their own or through the manipulation of the medical system. Each incident of prescription dependence must be handled on a case-by-case basis to determine the individual's role in becoming chemically dependent.
- u. Psychological Dependence. A preoccupation with a drug (including alcohol) characterized by craving for, ruminations about, and an intense

desire to secure a regular supply of, the drug. Psychological dependence predates physical dependence by as much as five years.

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

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

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

020903. ENLISTMENT ELIGIBILITY

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

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

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

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

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

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

c. Use of Peyote by Native Americans

(1) Religious Use

(a) NAVCRUITDIST COs must personally interview Native American applicants who have used Peyote. Applicants will be required to provide a tribal letter certifying that Peyote is a traditional sacrament of the tribe's religious belief system. If the NAVCRUITDIST CO determines that the

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drug was used strictly for religious reasons, in keeping with the traditions of Native American culture and the applicant's respective tribe, no waiver is required. The CO makes the following entry in the remarks section of DD Form 1966:

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

(Signature of NAVCRUITDIST CO or signature of R-OPS;
EPDS, or MLPO (with By direction authority))"

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

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

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

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

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

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

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

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

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EXHIBIT 020901. CONTROLLED SUBSTANCES

Category	Drugs	Schedule	Trade or Other Names
Narcotic	Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin
	Morphine	II, III	Morphine Pectoral Syrup
	Codeine	II, III, V	Codeine, Empirin Compound with Codeine, Robitussin A-C
	Heroin	I	Diacetylmorphine, Horse, Smack
	Hydromorphone		Dilaudid
	Meperidine (Pethidine)	II	Demerol, Pethodol
	Methadone		Dolophine, Methadone, Methadose
	Other Narcotics	I, II, III, IV, V	
Depressants	Chloral Hydrate	IV	Nortec, Somnos
	Barbiturates	II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenobarbital, Secobarbital, Tuinal
	Glutethimide	III	Doriden
	Methaqualone	II	Optimil, Parest, Quaalude, Somnafac, Sopor
	Benzodiazepines	IV	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Verstran
	Other Depressants	III, IV	Equanil, Miltown, Noludar, Placudyl, Valmid,
Stimulants	Cocaine	II	Coke, Flake, Snow, Crack, Blow
	Amphetamines/ Methamphetamines	II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric
	Phenmetrazine		Preludin
	Methylphenidate	II	Ritalin
	Other Stimulants	III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuate, Speed, Tepanil, Voranil
Hallucinogens	LSD		Acid, Microdot
	Mescaline and Peyote	I	Mesc, Buttons, Cactus
	Amphetamine Variants		2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB
	Phencyclidine	II	PCP, Angel Dust, Hog
	Phencyclidine Analogs		PCE, PCP, TCP
	Other hallucinogens	I	Bufotenin, Ibogaine, DMT, DET, Psilocybin, Mushrooms, Ecstasy
Cannabis	Marijuana		Pot, Acapulco Gold, Grass, Reefer, Weed, Bud, Herb, Sinsemilla, Thai Sticks
	Tetrahydrocannabinol	I	THC
	Hashish		Hash
	Hashish Oil		Hash Oil

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<p>Synthetic Drugs and Miscellaneous Substances</p>	<p>The use of controlled substance analogues (synthetic/designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and/or prescribed or over-the-counter drugs or pharmaceutical compound with the intent to induce intoxication, excitement, or stupefaction of the central nervous system</p>	<p>Products that contain synthetic cannabinoid compounds, such as Spice, Genie, Blaze, Dream, Ex-Ses, Spark, Fusion, Dark Knight, Yukatan Fire, And K2. Natural substances such as salvia divinorum and mushrooms. Common items abused by inhaling or huffing, such as dust off, glue, paint thinner and gasoline. Over-the-counter products such as Robitussin and Coricidin HBP.</p>
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EXHIBIT 020902. ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH DRUG/ALCOHOL ABUSE AND RELATED OFFENSES

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

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

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

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

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

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

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

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

Program or Rating	Alcohol/Drug Abuse	Eligibility Determination Authority
<p>Block A</p> <p>Nuclear Field Program (NF)</p>	<p>Use of Marijuana.</p>	<p>1 to 10 times-COMNAVCRUITCOM (N313). 11 or more times, or if any other Nuclear Field program eligibility is required-DCNO (N133D) (Note 3) Note: No use in last 6 months.</p>
	<p>Convicted of 1 Marijuana offense. Convicted of any other drug abuse offense.</p>	<p>DCNO (N133D) Ineligible.</p>
	<p>All other drug abuse or alcohol dependency.</p>	<p>Ineligible.</p>
	<p>Marijuana use while in DEP.</p>	<p>Ineligible. No waivers authorized.</p>
<p>Block B</p> <p>AC, AIRC, AIRR, EOD, GM, HM, HMDA, ND, SB, SO and UCT</p>	<p>Marijuana use</p>	<p>NAVCRUITDIST CO (Note 2)</p>
	<p>Convicted of drug abuse offense.</p>	<p>Ineligible. For AIRR, EOD, ND, SB, and SO, the Warrior Challenge Program Manager (NRC N32) may conduct a program eligibility determination for one misdemeanor drug abuse conviction (marijuana only) OR a possession of drug paraphernalia (marijuana only). Determinations will be made strictly on a case-by case basis.</p>
	<p>Drug use other than marijuana or alcohol dependency.</p>	<p>Ineligible</p>
	<p>Marijuana use while in DEP.</p>	<p>Anyone previously granted a program eligibility determination for marijuana prior to enlistment is disqualified and must be reclassified. If a program eligibility determination was not previously required, an eligibility determination may be granted by NAVCRUITDIST CO. (Notes 2 and 4).</p>
<p>Alcohol-related offenses.</p>	<p>Ineligible for HM and HMDA NAVCRUITDIST CO for up to two offenses. Ineligible with more than two.</p>	

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

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

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

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

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

Note 2: Review authority may not be delegated.

Note 3: Telephonic approval required as per Chapter 3. For the Nuclear Field, submit eligibility determination per Volume IV. For submarine programs or ratings, submit a submarine program eligibility determination per volume IV. Place the approval sheet in the applicant's service record and maintain a copy in the residual file.

Note 4: This requires a personal interview by the NAVCRUITDIST CO or XO. An additional review by the appropriate level authority may be required if the

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individual's drug use puts them into an eligibility/waiver category. No applicant may be shipped to RTC who has used marijuana within the previous 90 days. An eligibility determination may be granted for those in DEP; however, shipping must not occur until a minimum of 90 days has elapsed since last use.

Note 5: Recruiting personnel must list all self-admitted alcohol/drug abuse and civil offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the SF 86. Applicants must provide a handwritten statement(s) regarding any alcohol or drug abuse.

Note 6: Rating or program eligibility determinations shall be recorded on DD Form 1966 in the remarks section. Do not code program/eligibility determinations as waivers on enlistment or affiliation documents or PRIDE/CIRIMS.

Note 7: Drug abuse offense includes any conviction of a drug related charge, such as possession of drug paraphernalia.

SECTION 10 ENLISTMENT NAME REQUIREMENT**021001. ENLISTMENT NAME**

a. The name shown on the applicant's Social Security card will be used as the enlistment name of record and is required to be used on all enlistment processing forms and documents. When the name on the Social Security card is different than the applicant's birth certificate or DD Form 372, the enlistment name is considered a "preferred name." Preferred names shall be documented on the DD 1966/4, block 37.

b. The use of derivative names for first and middle names on SSN cards are acceptable (e.g. Joe vice Joseph); middle names may also be represented by an initial or omitted.

(1) When the SSN card reflects an initial for the middle name, verify that the initial matches the middle name on the birth certificate. If the applicant wants his or her full middle name on the enlistment documents, he or she must obtain a new SSN card reflecting the middle name.

(2) When there is no middle name listed on the SSN card, enlistment documents shall omit the middle name. If the applicant desires his or her middle name or initial on the enlistment documents, then the applicant is required to obtain a new SSN reflecting as such.

c. When a suffix, e.g., Jr., II, III, etc. is listed on the birth certificate or DD Form 372, the SSN card must have been issued with the suffix. No exceptions authorized.

d. Do not use punctuation. An apostrophe or hyphen contained within a name is not to be shown, and spaces shall not be used as substitutes for punctuation.

EXHIBIT 021001. EXAMPLES OF ENLISTMENT NAMES (U.S. CITIZENS)

Name on SSN Card	Name on Birth Cert	Enlistment Name
Darin John Smith	Darin John Smith	Darin John Smith
Darin J Smith	Darin John Smith	Darin J Smith
Darin Smith	Darin John Smith	Darin Smith
Darin John Smith	Darin John Smith Jr	Darin John Smith Jr (see paragraph c.)
Joe Adam Jones	Joseph Adam Jones	Joe Adam Jones
Joe A Jones	Joseph Adam Jones	Joe A Jones
Joe Jones	Joseph Adam Jones	Joe Jones
John Doe Van Smith	John Doe Van Smith	Jon Doe Van Smith
Mary A Gomez-Smith	Mary Ann Gomez-Smith	Mary A GomezSmith
Mark Alan O'Brien Jr	Mark Alan O'Brien Jr	Mark Alan Obrien Jr

Note: Use these examples for all applicants who are U.S. citizens.

021002. ENLISTMENT NAME FOR APPLICANTS WITH USCIS DOCUMENTS

a. The name as it appears on the applicant's USCIS documents shall be his or her enlistment name of record unless the member has legally changed his or her name subsequent to being naturalized (e.g. marriage).

b. Applicants enlisting with USCIS documents are not authorized to process with preferred enlistment names.

c. Social Security cards with derivatives of the applicant's legal first and middle names, as shown on his or her USCIS documents, are acceptable for enlistment processing. However, the name as it appears on the USCIS documents shall be the enlistment or commissioning name of record unless the member has legally changed his or her name subsequent to being naturalized (e.g., marriage).

d. If a suffix, e.g., Jr., II, III, etc. is listed on the USCIS documents or DD Form 372, the SSN card must have been issued with the suffix. No exceptions authorized.

e. Do not use punctuation. An apostrophe or hyphen contained within a name is not to be shown, and spaces shall not be used as substitutes for punctuation.

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EXHIBIT 021002. EXAMPLES OF ENLISTMENT NAMES (USCIS DOCUMENTS)

Name on SSN Card	Name on USCIS document	Enlistment Name
Darin John Smith	Darin John Smith	Darin John Smith
Darin J Smith	Darin John Smith	Darin John Smith
Darin Smith	Darin John Smith	Darin John Smith
Darin John Smith	Darin John Smith Jr	Darin John Smith Jr (see paragraph d.)
Joe Adam Jones	Joseph Adam Jones	Joseph Adam Jones
Joe A Jones	Joseph Adam Jones	Joseph Adam Jones
Joe Jones	Joseph Adam Jones	Joseph Adam Jones
John Doe Van Smith	John Doe Van Smith	John Doe Van Smith
Mary A Gomez-Smith	Mary Ann Gomez-Smith	Mary Ann GomezSmith
Mark Alan O'Brien Jr	Mark Alan O'Brien Jr	Mark Alan Obrien Jr

NOTE: Use these examples for all applicants who are not U.S. citizens and are enlisting with USCIS documents.

CHAPTER 3 WAIVERS

SECTION 1 GENERAL

030101. GENERAL POLICY

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

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

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

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

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

(1) Screening (questioning and counseling)

(2) Investigating (gathering proper documentation)

(3) Initiating the waiver request (if warranted)

030102. ELIGIBILITY FOR WAIVERS

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

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

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

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

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

"The commanding officer (or executive officer) has personally interviewed this applicant."

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

b. The "Whole Person" Concept

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

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

(a) Is the applicant a desirable prospect?

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

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

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

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

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

030103. WAIVER AUTHORITY LEVELS.

Requests for waiver of enlistment or reenlistment criteria will be submitted to the appropriate waiver authority for decision.

a. NAVCRUITDIST Level Waiver Procedures

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

(a) NAVCRUITDIST COs may authorize their executive officer (XO), or recruiting operations officer (R-OPS), to grant "By direction" enlistment criteria waivers and program eligibility determinations that are within the CO's authority, with the exception of those criteria or standards that cannot be delegated, as stated in this manual. Additionally, COs may authorize

their XOs authority to grant CO level waivers at any time. This authority must be specifically detailed in a "By direction" letter.

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

(c) Navy Recruit Training Command (RTC) Commanding Officer. The RTC commanding officer is granted waiver authority commensurate with NAVCRUITDIST CO's. The following exceptions apply:

- (1) Two alcohol/drug-related "behind the wheel" (BTW) convictions.
- (2) Two convictions of possession/use of marijuana.
- (3) Negligent homicide.
- (4) Indecent exposure.
- (5) Indecent, insulting, or obscene language communicated directly or by telephone.
- (6) Sex-crime related charges or child molesting.
- (7) Domestic violence.

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

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

(e) NAVCRUITDIST COs may grant authority to document, on the DD Form 1966, that an enlistment waiver or program eligibility determination has been granted, by proper authority, to their XO, R-OPS, enlisted processing division supervisor (EPDS), MEPS liaison petty officer (MLPO) and E5 and above recruiting personnel.

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

030104. SPECIAL CONSIDERATIONS FOR CONDUCT AND MEDICAL WAIVERSa. Conduct Waivers

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

(2) Police Records Checks (DD Form 369)

(a) Recruiters will conduct police record checks (PRCs) as follows:

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

2. Non-Traffic, Misconduct and Major Misconduct Offenses. If the applicant's involvement with law enforcement officials consisted of other than traffic offenses, police record checks will be initiated with juvenile, county, sheriff, and state law enforcement agencies for each community where the applicant has lived for the last three years and where the offenses were alleged to have been committed. This includes juvenile or adult authorities, courts, probation departments, and parole officers. The PRC will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

3. Prior Service

a. U.S. Navy. Offenses committed and waived prior to the member's initial Navy enlistment do not require additional conduct waiver. Offenses committed during active duty, or during extended active duty (EAD)/drill status in the case of reservists, do not require a conduct waiver if the offense was adjudicated by military authority or by civilian authority. Regardless, all offenses shall be annotated on the SF 86 and applicable enlistment processing documents. Any offense (including any drug involvement) committed subsequent to the last period of honorable service or while in an IRR status does require a conduct waiver. In such cases all prior and current offenses shall be considered in determining whether the individual is best qualified for waiver consideration.

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

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

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

(b) Reimbursement of Expenses. When charged for police records checks, recruiter out-of-pocket funds will be used for this expense. If appropriate, the NAVCRUITDIST commanding officer may initiate a blanket purchase agreement (BPA) to cover fees.

(3) Character References

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

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

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

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

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

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

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

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

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

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

(d) The degree of rehabilitation.

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

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

(g) Date probation started and ended.

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

b. **Medical Waivers**

(1) COMNAVCRUITCOM Medical Waiver Procedures. Requests for waiver consideration of medical eligibility requirements must be scanned and forwarded to NAVCRUITCOM (N3M). Refer to [section 7](#) and the Medical Waiver Checklist for medical/physical requirements and waiver consideration standards. Scan and forward waiver requests, with an N3M Enlisted Applicant Coversheet/Quality Assurance (QA) Checklist and photocopies of the applicant's DD Form 2808 (Report of Medical Examination), DD Form 2807-1 (Report of Medical History), supporting medical documents (if applicable), surgical reports (if applicable), and applicant's statement concerning the condition (if applicable).

(2) Delayed Entry Medical Program. To minimize waiver delays due to processing constraints, the Delayed Entry Medical (DEM) program allows enlistment into the DEP based on a COMNAVCRUITCOM provisional medical waiver by NAVCRUITCOM (N32). A final COMNAVCRUITCOM (N3M) waiver must be received prior to the applicant shipping to RTC or going on active duty. Fulfillment of DEM criteria does not guarantee a waiver will be recommended or granted. Physical conditions eligible for a provisional DEM waiver are detailed in section 7.

(a) Upon medical disqualification at MEPS, Navy Liaison shall scan the applicant's Report of Medical Examination (DD Form 2808), Report of Medical History (DD Form 2807-1), and any supporting documents to NAVCRUITCOM (N32) for review and screening. Forward requests for waiver consideration via the COMNAVCRUITCOM Waiver Cover Letter along with applicable medical documentation and forms.

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

(c) After receiving an approved provisional DEM waiver, The NAVCRUITDIST will scan and forward waiver requests with an N3M Enlisted

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Applicant Coversheet/Quality Assurance (QA) Checklist and photocopies of the applicant's DD Form 2808 (Report of Medical Examination), DD Form 2807-1 (Report of Medical History), supporting medical documents (if applicable), surgical reports (if applicable), and applicant's statement concerning the condition (if applicable). Provisional DEM waivers relating to depth perception and 20/20 visual requirement for rating entry are detailed in section 7.

(d) Upon receipt of the Provisional DEM waiver, the Navy liaison shall:

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

2. Clear the applicant through MEPS Medical Section and classify the applicant using the DEM PRIDE buying option only. Use of the DEM option will ensure the applicant has a reservation while preventing the conversion of the reservation to the DEP buying option and shipping until receipt of a favorable written NAVCRUITCOM (N3M) waiver recommendation and COMNAVCRUITCOM waiver. The active duty date assigned must be more than 30 days from date of classification to allow adequate time for NAVCRUITCOM (N3M) to review and determine their waiver recommendation.

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

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

(3) Applicants and Enlistees Awaiting Active Duty Training

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

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

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

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

(4) Recommendation of the MEPS Physician. NAVCRUITCOM (N3M) considers physical waiver requests for Navy applicants and provides

recommendations to the commander. Should the MEPS physician not recommend a waiver, commanding officers may request review by higher authority if the applicant has the capacity to fulfill a military service obligation. When submitting such requests to higher authority, medical evidence, opinions of other physicians and comments about the applicant's physical capabilities must be included. Before submission, any new information should first be provided to the MEPS physician for reconsideration.

(5) Period of Validity

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

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

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

030105. SUBMISSION OF WAIVERS

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

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

030106. COMNAVCRUITCOM VETERAN WAIVER PROCEDURES.

Refer to volume IV for waiver requirements and standards. For prior service veteran waivers requiring COMNAVCRUITCOM approval, forward requests to NAVCRUITCOM (N32) with a waiver briefing sheet and photocopies of the applicant's reenlistment kit.

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

a. Applicants may be eligible for a NAVCRUITCOM (N32) DEF waiver if they have:

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

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

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

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

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

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

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

030108. COMNAVCRUITCOM WAIVER PROCEDURES

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

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

c. The pre-enlistment kit must include the applicant's handwritten statement describing why they desire enlistment in the Navy and, where applicable, a handwritten statement providing full details describing each civil conviction or adverse adjudication, lost time or UCMJ conviction, or disqualifying reenlistment code. Handwritten statements must be on a sheet of plain white paper and must include (where applicable):

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(1) The receipt of a disqualifying reenlistment code or other than honorable discharge.

(2) Any period(s) of lost time or UCMJ conviction(s), including non-judicial punishment awarded during any previous term(s) of military service.

(3) All civil offenses regardless of disposition (except minor traffic violations resulting in a fine of \$100 or less).

(4) All disclosures resulting in a USMEPCOM Form 601-23-E must have a statement explaining why the disclosure was not listed on DD Form 1966. This statement must be documented in section VI, remarks, of DD Form 1966.

d. When a statement required by the Personnel Security Investigation (PSI) has been made in the appropriate remarks section of the applicant's completed SF 86, a separate handwritten statement is not required.

e. The Navy decides final acceptability for applicants who have been involved with civil authorities after considering the following factors:

(1) Evaluation and recommendation of the commanding officer together with higher echelon command endorsements.

(2) Nature of conviction(s) and degree of participation.

(3) Age at time of conviction(s).

(4) Length of time since last conviction.

(5) Established pattern of conviction.

(6) Record of behavior and attendance at school.

(7) Home environment at time of conviction(s).

(8) Results of home visits, interviews with school officials, probation officers, or other persons who are familiar with the applicant's reputation and standing in the community.

(9) Applicant's motivation towards serving his or her country in the Navy.

f. The Waivers Branch (N32) receives requests for waivers submitted to or via COMNAVCRUITCOM. Upon receipt, all requests are checked for accuracy and completeness. The information required is dependent upon the nature of the request. In all cases, required information must be up-to-date and clearly presented. When the information needed to act on a request is incomplete or inaccurate, the Waivers Branch requests clarification or additional details from the originator. When the bulk of information received is incomplete, out-dated, or clearly erroneous, the Waivers Branch returns the entire request with required action indicated.

g. All Waivers Branch recommendations are the result of a thorough and careful review by personnel assigned to the division.

h. The specific merits or liabilities of each request are carefully weighed. The "whole person" concept is the general rule followed in

deliberations; however, specific information may take precedence depending on the nature of the request. An important factor in all deliberations is the relative competitiveness of applicants requiring similar waiver consideration.

i. The single most important aspect of a waiver request is the commanding officer's recommendation, particularly in the case of major misconduct waivers. While even the strongest recommendation cannot make a non-competitive applicant competitive, it does serve to significantly influence the outcome of determinations when an applicant cannot demonstrate overwhelming potential, yet is not sufficiently below standards to warrant disapproval of the request. Specific recommendations are required. An endorsement merely forwarding a request will not be favorably considered. In all decisions, a detached, objective viewpoint is necessary to ensure success of Navy Recruiting Command's primary mission.

j. Conduct Waiver Processing Procedures

(1) Conduct waivers requiring Commander, Navy Recruiting Command (NAVCRUITCOM) approval shall be processed in the following manner:

(a) The Navy recruiting district (NAVCRUITDIST) commanding officer (CO) shall submit a properly prepared enlistment application with command waiver endorsement to NAVCRUITCOM (N32) for final waiver decision. NAVCRUITDIST COs shall not forward non-competitive or negatively endorsed enlistment applications unless directed to do so by higher authority.

(b) The National EPO (N32) shall review enlistment waiver applications for completeness and prepare approval and disapproval letters, with appropriate waiver codes, for waiver authority signature. N32 shall include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks and N32 for waiver authority consideration.

1. There are two categories of conduct waivers, major misconduct and non-major misconduct civil offense waivers. Major misconduct waivers require approval from the Commander of Navy Recruiting Command. The commander may delegate waiver authority to the deputy commander, the executive director (ED), or the chief of staff (CoS) for a major misconduct waiver determined to be a 400 series offense by DoD policy but has been adjudicated by civilian authorities as a 300 series offense. Non-major misconduct civil offense waivers may be approved by the Director of Operations (N3). By direction authority may be delegated to command personnel at the discretion of the commander.

2. Major Misconduct Waivers. Properly screened and prepared waiver packages are forwarded to the director of operations (N3) via the region commander for the final waiver recommendation before forwarding to the commander for waiver decision and signature on either the approval or disapproval waiver letter prepared by the N32.

a. Director, Policy and Programs Division (N35) is authorized to process waiver packages in the absence of the National EPO (N32).

b. Signed waiver letters will be transmitted to the originating NAVCRUITDIST immediately upon signature.

3. Non-Major Misconduct Offense Waivers. Properly screened and prepared waiver packages are forwarded to the N3 for the final waiver determination and signature on either the approval or disapproval waiver letter prepared by the N32.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM conduct "major misconduct" waivers must be signed by the commander, deputy commander, executive director (ED) or the chief of staff (CoS) of Navy Recruiting Command.

(b) The director of operations is authorized to sign major misconduct waiver letters in the absence of the commander, deputy commander, ED, or CoS. No other command personnel are authorized to sign NAVCRUITCOM level major misconduct waiver letters.

k. Dependency Waiver Processing Procedures

(1) Dependency waivers requiring NAVCRUITCOM approval shall be processed in the following manner:

(a) NAVCRUITDIST CO shall submit an enlistment application in the same manner as conduct waivers.

(b) National EPO shall review enlistment waiver applications for completeness and prepare approval or disapproval letters with appropriate waiver codes. National EPO shall include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks.

(c). Director, Policy and Programs Division (N35) is authorized to process waiver packages in the absence of the National EPO.

(d) Signed waiver letters will be transmitted to the originating NAVCRUITDIST immediately upon signature.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM dependency waivers must be signed by one of the following Operations Department personnel:

1. N3
2. N3B
3. N32
4. N35

(3) Should none of the operations department personnel granted signature authority be available for signature, the commander, deputy commander or chief of staff may sign the dependency waiver letter.

l. Prior Service Eligibility Waiver Processing Procedures

(1) Prior service waivers requiring NAVCRUITCOM approval shall be processed in the following manner:

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(a) NAVCRUITDIST CO shall submit a properly prepared enlistment application with command waiver endorsement directly to NAVCRUITCOM (N32) for final waiver decision. NAVCRUITDIST COs shall not forward non-competitive or negatively endorsed enlistment applications to the waiver authority unless directed to do so by higher authority.

(b) National EPO shall review enlistment waiver applications for completeness and prepare approval or disapproval letters, with appropriate waiver codes, for waiver authority signature. National EPO shall include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks.

1. Director, Policy and Programs Division (N35) is authorized to process waiver packages in the absence of the National EPO (N32).

(c) Signed waiver letters will be transmitted to the originating NAVCRUITDIST immediately upon signature.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM prior service waivers must be signed by one of the following Operations Department personnel:

1. N3
2. N3B
3. N32
4. N35

(b) Should none of the Operations Department personnel granted signature authority be available for signature, the Commander, Deputy Commander or Chief of Staff may sign the prior service waiver letter.

030109. DOCUMENTATION OF WAIVER APPROVAL

a. Documents. The approving authority must document and maintain a record of the waiver approval for two years by one of the following methods:

(1) A signed letter listing all criteria requiring a waiver and whether each is approved or disapproved.

(2) A Waiver Control Number issued by the approving authority. A statement is required on DD Form 1966, section VI, remarks, which documents the waiver and corresponding control number.

(3) A signed copy of the waiver briefing sheet.

b. Navy Liaison Office. Designated personnel must:

(1) Document approval of all waivers on DD Form 1966, section VI, remarks, in accordance with waiver entry instructions found in volume III.

(2) File all waiver approval or disapproval letters in both the service record and residual file.

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

030110. WAIVER CODES

a. To ensure accuracy, waiver approval authority shall document the appropriate waiver codes, with their approval, on waiver letters, briefing sheets, logs, and PRIDE Waiver System per instructions in volume III.

b. The MLPO shall enter the appropriate waiver codes in item 17h/18f of DD Form 1966, per instructions in Volume III, for all waivers granted and identified on approval letter(s), briefing sheet(s), log(s), or PRIDE Waiver System.

c. The classifier shall enter the waiver codes identified in Item 17h/18f of DD Form 1966 into the PRIDE System.

Note: Waiver codes are used for applicants requiring a waiver of basic enlistment eligibility requirements (BEERS). Rating or program eligibility determinations are not waivers and shall not be recorded as a waiver on enlistment documents or in PRIDE/CIRIMS.

030111. EXCEPTION TO POLICY REQUEST PROCEDURES

a. Exception to policy requests shall be limited to exceptional cases where the applicant's situation is unusual, non-routine, due to extenuating circumstances, and the exception is truly in the best interest of the Navy. Exceptions to policy can only be granted for policies and procedures controlled by Navy Recruiting Command. Exceptions to law, Department of Defense, or Department of the Navy policy are not authorized and shall not be requested.

b. Procedures

(1) Exception to policy requests shall be submitted to NAVCRUITCOM (N35) via the chain of command for approval. Upload exception to policy requests with supporting documents (as a single file) to the NRC SharePoint Portal/PII Library/N35 Policy and Programs page.

Note: Exceptions to policy for unattainable court documents shall be uploaded to the NRC SharePoint Portal/PII Library/00J Legal Determinations.

(2) All requests shall be submitted by use of the Exception to Policy/DEP Extension Request Form (NAVCRUIT 1133/103) and must also include the USMEPCOM Form 680-3ADP.

(3) NAVCRUITCOM (N35) may ask for additional supporting documents, to include complete Web RTools record and DEP Action Request (DAR) signed by the NAVCRUITDIST CO or XO in order to consider the request and render an approval or disapproval.

(4) Exception to policy control numbers will be issued to the requestor for approved and disapproved requests. Control numbers, along with the approval or disapproval disposition, and a brief explanation of the exception to policy requested shall be annotated in the remarks section of the DD Form 1966.

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CHAPTER 1 FORMS AND DOCUMENTS

SECTION 1 INTRODUCTION

010101. CONTENTS OF CHAPTER. This chapter provides information on the various forms and documents required to complete and process an applicant's enlistment or affiliation package in the Navy or Navy Reserve.

a. Forms. All forms are valid for 90 days from date of applicant's signature unless otherwise indicated. Forms and documents necessary for the processing of Navy applicants for active or reserve component enlistment or affiliation can be located on the NAVCRUITCOM directives and forms web page. Recruiters must use the application found in WebRtools, CIRIMS, or the forms and documented posted on the NAVCRUITCOM directive and forms web age to build an enlistment kit and process applicants. The WebRtools kit is the only authorized kit for processing Navy applicants. Locally generated forms are prohibited. The location of reserve bonus forms and messages is located in volume IV.

b. Documents and Forms. When handwritten, documents and forms must be legible. When typewritten, they must be close to letter perfect because of the contractual nature of the package. Reproduced documents must be legible.

c. Handwritten Initials. Unless otherwise indicated, all applicants' initials are to be handwritten, not printed. An initial must be present for each name, plus the suffix if applicable.

d. Full Signature. Unless otherwise indicated, the applicant's signature will be in full (first name, middle name, last name) format. Printed signatures are not authorized. Signatures must be handwritten (cursive) in black or blue ink.

e. Witness Signatures. All certification or witness signatures must be completed at the same time and place as the applicant's signature in the same manner as above.

Note: Capability currently exists for some enlistment forms to be signed electronically or digitally; PERS-313, however, will not accept documents for submission into the official military personnel file (OMPF) that have not been signed in black or blue ink by recruiting personnel and applicants. Eventually, recruiting personnel and applicants will have the ability to sign all accession documents digitally. As soon as PERS-313 can receive those documents electronically, this method will become the preferred means of conducting business transactions. At that time, IAW DODI 1304.02, the common access card (CAC) and biometric signature will be the only authorized method of digital signature for all new accessions.

f. Corrections. No whiteout or correction tape is authorized on any form used to process an applicant for enlistment or affiliation. For further guidance regarding proper correction procedures, review the governing instruction for that form or document.

010102. RESPONSIBILITIES.

Quality checks for pre-enlistment, affiliation and post affiliation paperwork for Navy and Navy Reserve gains:

a. NAVCRUITDIST CO. Waiver approval or disapproval documentation on DD Form 1966, section VI, remarks, must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with this instruction and acceptable to the CO.

b. Enlisted Processing Division Supervisor (EPDS). Ultimately responsible for the quality assurance (QA) and maintenance of all active component (AC) and reserve component (RD) residual records. The EPDS will account for the quality check (QC) of all records on a monthly basis and verify AC DEP-out shipper residuals are QC'd within one working day. He or she will verify by the last day of month that residuals for RC gains contain a drill muster verification report and completed unit orders (NAVRES 1326/4) issued by the Navy operational support center (NOSC). He or she initials and dates residuals, assuring discrepancies and corrective actions have been addressed. The classifier and EPDS will verify program eligibility to ensure applicants meet all moral and medical requirements for the program guaranteed.

c. Navy Liaison Office/Enlisted Classifier (pre-enlistment/pre-classification). Prior to the future Sailor being approved as ready for classification, the Navy liaison office must verify BEERs documents against PRIDE MOD. Incorrect data must be corrected before approving for classification. Before completing a job sale, the classifier must verify data in PRIDE MOD against BEERs documents and MEPS physical exam. Incorrect data must be corrected before completing job sale.

d. LPO/LCPO/Recruiter. Pre-enlistment and affiliation applications - prior to the applicant enlisting or affiliating, initial, date, and include a list of discrepancies and corrective actions on the back of the residual or quality assurance checklist envelope.

NOTE: PRIDE MOD interfaces with other Navy corporate IT systems which create pay and personnel transactions for all new accessions. It is critical that all data entered into WebRtools and PRIDE MOD is accurate from the very beginning. Incorrect birth dates, misspelled names, etc. can result in new recruits not being able to have an ID card issued, or their pay may not be started. Additionally, extensive rework is required to correct the mistakes. The DD Form 1966 page 1 contains vital data that is used to create the enlisted master file. Mistakes on these forms will result in extensive rework on behalf of the recruiter.

e. LPO/LCPO. Post-enlistment and affiliation - Must recheck the kit for accuracy, again initialing and dating to include a list of discrepancies and corrective actions. This should be done within 3 working days to ensure timely submission of applicant paperwork to the appropriate channels or NOSC. Training to deficiencies should take place during this process.

f. Recruiter. The preliminary interview should reveal the applicant's desires toward assessment in the Navy or Navy Reserve, his or her age, number of dependents, date and character of last discharge, education, military service obligation, and other such information to determine eligibility. This information will be used to complete enlistment documents. During the initial interview, the recruiter will:

(1) Have the applicant sign the Privacy Act and Restrictions of Personal Conduct in the Armed Forces (USMEPCOM 601-23-4-E).

(2) Answer the applicant's questions.

(3) Inform the applicant of Navy benefits and Selected Reserve (SELRES) options.

(4) Provide any other information, as appropriate.

(5) Refer the applicant to an officer recruiter if the applicant appears eligible for a commission.

(6) Fill out the Voter Registration Information (DD Form 2645)/Voter Registration Application. Instructions for completing these forms can be found in article 010211 of this volume.

010103. VERIFICATION AND REPRODUCTION OF ORIGINAL DOCUMENTS

a. When verifying an applicant's eligibility for enlistment, the CO-designated personnel must sight and sign reproduced copies of all original supporting documents and shall enter the appropriate information in section VI, remarks, DD Form 1966. Examples:

"I have personally sighted (applicant's name) original Social Security card issued by the Social Security Administration. I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."

(Name, Rank, Title)

"I have personally sighted (applicant's name) original birth certificate issued by (name of official agency). I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."

(Name, Rank, Title)

"I have personally sighted (applicant's name) original high school diploma/transcripts issued by (name of school). I certify the reproduced document is a true copy of the original and is provided for military records and references purposes only."

(Name, Rank, Title)

b. When original documents are obtained for applicants who originally processed with a Social Security Administration (SSA) printout or "will grad" letter, a 1966/4 entry must be generated by the CO-designated personnel.

c. Original documents required to be sighted and reproduced for entry into the member's service record must be performed per the NAVCRUITDIST CO's policy for copy certification. The entry will be entered in section VI of the DD Form 1966/4.

Note: Documents relating to dependents such as marriage certificates, dependents Social Security cards, etc. must be sighted.

010104. U. S. NAVY ENLISTED SERVICE RECORD (NAVCRUIT 1070/3)

a. The EPDS or classifier prepares the enlisted service record on, or before, the date of enlistment. Stamp or print on the front: Navy veteran (NAVET), other service veteran (OSVET), or special recruit company (e.g., St. Louis Cardinals Company, Chicago White Sox Company, USS ABRAHAM LINCOLN Company, Seabee Master Chiefs' Special Company), if applicable. Only list the future Sailor's last name and last four digits of the Social Security numbers on the service record folder.

Note: The DEP service record becomes the enlisted service record when the future Sailor enlists USN or starts inactive duty training or active for training as USNR. Record packets breakdown can be located on CNRC directive page, listed under checklists - USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist - Navy. This checklist is a guide and may be destroyed after accession (shipping). Copy numbers are indicated as follows:

(1) To the DEP service record or enlisted service record. Insert enlistment documents in the DEP service record, as indicated, at the time of enlistment in DEP (if applicable) or in the enlisted service record at the time of enlistment USN (including NAVET/OSVET enlistees) or start of active duty for training as USNR.

(2) Residual File. In accordance with USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist - Navy; correspondence and related papers, including; BEERs documents, copies of reports of medical examinations, waivers, enlistment agreements, and other data shall be retained in the residual/check off list envelope for the appropriate program and kept at the NAVCRUITDIST or the MEPS. This review must be conducted within one working day of the time the enlistee begins active duty. The EPDS is ultimately responsible for ensuring the review is conducted. 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 or Naval Training Center (NTC).

(3) Official Military Personnel File. In accordance with USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist - Navy sub-packet #1, correspondence and related papers, including BEERs documents, copies of reports of medical examinations, waivers, enlistment agreements, and other data shall be mailed to Navy Personnel Command (PER-313). The Navy liaisons will provide the correct number of copies and sequence of forms to MEPS personnel, and the EPDS must ensure that a packet quality check is performed by the Navy liaison prior to packet mail out. This requirement will be conducted in accordance with USMEPCOM 601-23.

(4) Prior Service Affiliation (Reserve Component) Residual Files. The prior service residual file consists of a copy of all forms and documents listed in Article 010107 and on the residual envelope/check off list for the appropriate program. Additional forms or documents may be needed as required.

(a) A separate file will be maintained on all rejected applicants, and those who terminated processing.

(b) Navy recruiting districts (NRDs) shall maintain residuals for all applicants.

(c) Residual files will be maintained on a fiscal year basis, broken down by month, and arranged alphabetically, using the applicant's processing envelope. These files will be held for a minimum of two years from enlistment or affiliation and then destroyed per SECNAV M-5210.1.

(d) Residual files for rejected applicants, or applicants who have terminated further processing, will be maintained for a minimum of five years per the SECNAV M-5210.1.

(e) Residual files may be kept as paper copies, or stored electronically (DOD certified data center, or encrypted on removable storage media). The paper copy of the residual may be destroyed after being transferred to an electronic storage device.

Note: In the event that a recruiter receives attainment credit for someone gained outside of their office, (e.g., cross country recruiting) it remains their responsibility to ensure they have a complete and correct residual on file. Also, if the recruiter re-gains an applicant who they still have a previous residual file on, a complete and correct up to date residual file will be maintained.

(5) Quality Checking, or Pre-Enlistment/Affiliation and Post-Affiliation Paperwork. At a minimum, all enlistment or affiliation applications will be checked by the recruiter, LPO, LCPO, and NRD quality assurance supervisor or reserve coordinator prior to the applicant enlisting or affiliating. After enlistment or affiliation, the LPO or LCPO will once again check the kit for accuracy. This should be done within three working days to ensure timely submission of applicant paperwork to the appropriate NOSC. The NRD recruiting operations officer (R-OPS) will check all residual files by the last day of the month following the gain. Quality checking (a complete review [block by block] of each document, to include program eligibility, approval notes, all waiver possibilities, and rating requirements) of all residuals will be documented by the reviewer initialing and dating the enlisted residual envelope, including discrepancies and corrective actions. Noted discrepancies must be corrected within 30 days. Corrected copies will be placed into the residual file, with the original documents being provided to the appropriate NOSC for placement into the applicant's service record.

Note: NRD R-OPS may delegate the quality checking of residual files, excluding the NRD quality assurance supervisor and reserve coordinator (if part of the approval process).

b. Program Authorization Notes:

Note 1: Approved for the Navy Veteran (NAVET) Program. Authority is granted for 90 days from the date of approval.

Note 2: Approved for the Recruiting Selective Conversion for Reenlistment Reserve (PRISE-R) Program. Authority is granted for 90 days from the date of approval. Ensure an annex for a reenlistment, or a NAVPERS 1070/613 for an affiliation, is prepared.

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Note 3: Approved for reduction in rate. Authority is granted for 90 days from the date of approval.

Note 4: Approved for the Direct Procurement Enlistment Program (DPEP). Authority is granted for 90 days from the date of approval. Ensure an annex is prepared.

Note 5: Approved for the Other Service Veteran (OSVET) Program. Authority is granted for 90 days from the date of approval. Ensure an annex is prepared.

Note 6: Reserve for future use.

Note 7: Reserved for future use.

Note 8: Navy Recruiting District (NRD) waiver is approved. For an enlistment, ensure a waiver entry is made on the DD Form 1966/3. For an affiliation, ensure a NAVPERS 1070/613 is prepared, annotating the waiver being approved.

8A Age Review	8J Reserved for future use	8S Reserved for future use
8B DEP Discharge	8K Reserved for future use	8T Tattoo
8C Civil	8L Reserved for future use	8U Reserved for future use
8D Drug/Alcohol	8M Reserved for future use	8V Reserved for future use
8E Reserved for future use	8N Reserved for future use	8W Reserved for future use
8F Reserved for future use	8O Reserved for future use	8X Reserved for future use
8G NRD Dependency waiver	8P Reserved for future use	8Y RE-Code Waiver
8H High Year Tenure (HYT)	8Q Other	8Z Reserved for future use
8I Reserved for future use	8R Reserved for future use	

Note 9: Approved (NRC, NRFC, PERS, or PM).

9A ASVAB	9J NRC After-The-Fact (ATF)	9S Reserved for future use
9B Reserved for future use	9K Reserved for future use	9T Reserved for future use
9C Civil	9L BUPERS 32	9U UNSAT
9D Drug/Alcohol	9M MA Program Manager	9V VTU only
9E Elapsed Time Waiver	9N NRFC (N1)	9W Reserved for future use
9F Reserved for future use	9O Reserved for future use	9X Reserved for future use
9G Dependency	9P PERS-913	9Y RE-Code Waiver
9H High Year Tenure (HYT)	9Q Other	9Z Under height/weight
9I Intel Program Manager	9R Reduction in Rate	

Note 10: Disapproved (NRC, NRFC, PERS, or PM).

10A ASVAB	10J After-The-Fact (ATF)	10S Reserved for future use
10B Drop Designator	10K Does not meet program requirements	10T Reserved for future use
10C Civil	10L BUPERS 32	10U UNSAT
10D Drug/Alcohol	10M MA Program Manager	10V VTU only
10E Elapsed Time Waiver	10N NRFC (N1)	10W Reserved for future use
10F Reserved for future use	10O Reserved for future use	10X Not enough civilian experience
10G Dependency	10P PERS-913	10Y Not best qualified
10H High Year Tenure (HYT)	10Q Other	10Z Under height/weight
10I Intel Program Manager	10R Reduction in Rate	

Note 11: Returned.

11A Returned with no action. Disapproved within the past six months. No significant change in application.	11E Returned with no action. Kit exceeded maximum error limits.
11B Returned after dropping off hold list.	11F Not medically qualified.
11C Returned, dropped off hold at PERS.	11G Returned at recruiter's request.
11D Returned at NRD request.	11H Other

010105. DISTRIBUTION OF ENLISTMENT DOCUMENTS AND RESIDUAL MAINTENANCE

a. A residual file is any correspondence and related papers, but not limited to investigations, reports of medical examination, birth certificates, waivers, police record checks, DEP Action Requests (DAR), enlistment documents and other enlistment data or papers.

(1) Residual files for qualified applicants are kept at the NAVCRUITDIST or the MEPS for a minimum of two years from the date of the accession (shipping) or affiliation and then destroyed per SECNAV M-5210.1.

(2) Residual files for rejected applicants will be maintained for a minimum of five years per the SECNAV M-5210.1.

(3) Do not send residual files to the Federal Records Center.

(4) Correspondence with individuals requesting general information regarding enlistment in the AC/RC is filed alphabetically by last name and retained as a residual for a minimum of two years.

b. The MEPS is responsible for the breakdown and distribution of all enlistment documents received by the MEPS/Navy Liaison Office (NLO). MEPS will break down enlistment documents into packets and distributes them to the appropriate activities/individuals as prescribed by U. S. Military Enlistment Processing Command (MEPCOM) Regulation 601-23. Enlistment documents to be

forwarded to MEPS must be placed loose (i.e., must not be fastened) into the enlisted service record to assist MEPS in breakdown and distribution.

010106. DISPOSITION OF ENLISTED SERVICE RECORD AND MEDICAL DOCUMENTS

a. Refer to USMEPCOM SERVICE LIAISON ACCESSION VERIFICATION PACKET - NAVY checklist for the proper packet breakdown for future Sailors attending RTC and NAVET/OSVET enlistees (prior service applicants) going to TPU Great Lakes. For future Sailors attending RTC and NAVET/OSVET enlistees, packet 2 documents will be placed in an enlisted service record (NAVCRUIT 1070/3) reflecting enlistee's last name and last four of his or her SSN. The last name and last four requirements pertain to the service record jacket only. Full SSN remains a requirement for documents that will become part of the official military personnel file (OMPF).

b. For DEP-discharged personnel (including component changes), prepare DEP Discharge Page 13 with assigned discharge code, and return to military entrance processing stations (MEPS) for removal of DEP data from the MEPCOM MIRS database, along with all original UMEPCOM Forms 680-3A-E Series and original medical forms (DD Form 2808, DD Form 2807-1 & DD Form 2807-2)

010107. FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT

a. The following identifies forms and documents required by recruiting personnel to effect enlistments, indicates applicants for which each form is normally required, and delineates the responsibility for the forms completion. Note: post-DEP forms are covered in Volume V.

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Form or Document	Applicant for Which Normally Required	Responsibility
Orders and any amendment	All	MEPS/NLO
USMEPCOM - Navy Liaison Accession Verification Packet breakdown Checklist	All	MEPS/NLO
DD Form 2808 (Report of Medical Examination) with waiver documents, if applicable, and all medical supporting documents	All	MEPS/Recruiter
DD Form 2807-1 (Report of Medical History)	All	MEPS
DD Form 2807-2 (Medical Prescreen of Medical History)	All	Applicant /Recruiter
USMEPCOM Form 40-1-15-1-E (Medical History Provider Interview)	All	MEPS
Audiogram	All	MEPS
USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgement)	All	MEPS
DD Form 2005 (Privacy Act Statement - Health Care Records)	All	MEPS
DD Form 1966 - Series (Record of Military Processing)	All	Recruiter/NLO
DD Form 4 - Series (Enlistment/Reenlistment Record)	All	MEPS/NLO
Supporting education documents, such as diploma, high school transcripts, college transcripts, GED, etc.	All	Recruiter
NAVCRUIT 1133/52, 1133/53, 1133/72 or 1133/117 (DD Form Annexes)	All	NLO
NAVPERS 1070/613 (Admin Remarks) START Guide Page 13, Body Fat Page 13, etc.	All	Recruiter/NLO
DD Form 2983 (Recruit/Trainee Prohibited Activities Acknowledgement)	All	Recruiter
Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)	All	Applicant/Recruiter
NAVCRUIT 1130/120 (Aberrant Behavior Screening Certificate)	All	Applicant/Recruiter
Social Security Card (applicants)	All	Recruiter

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Form or Document	Applicant for Which Normally Required	Responsibility
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Form or Document	Applicant for Which Normally Required	Responsibility
USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)	Applicant with a report of medical examination/treatment	MEPS
USMEPCOM Form 601-23-5-R-E (Introductory Pre-Accession Interview) not required for Reserves (DNR)	Active component (DNR) applicants	MEPS
DD Form 368 (Request for Conditional Release)	Reserve component members	Recruiter
DD Form 214, DD Form 215, DD Form 220, NGB Form 22, or similar document	Prior service applicants	Applicant/Recruiter
DD Form 369 (Police Record Check)	Nuke Field applicants and applicants requiring a waiver (except medical)	Recruiter
DD Form 370 (Request for Reference)	NAVCRUITCOM waivers	Recruiter
NAVCRUIT 1133/97 (Parent Applicant Declaration of Desertion)	17yo applicant with a deserted parent	Recruiter
DD Form 2475 (DoD Educational Loan Repayment Program (LRP) Annual Application)	LRP applicants	Applicant/Recruiter/NLO
NAVCRUIT 1133/102 (Enlistment Bonus/Program Statements of Understanding); NAVRES Incentive 1-4 (New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reverse Incentives Program	Applicants receiving an enlistment bonus	Classifier
USMEPCOM Form 680-3A-E (Request for Examination)	All	Recruiter/NLO/MEPS
USMEPCOM PCN 680-3ADP (Applicant/Enlistee Record)	All	MEPS/NLO
Recruiter's Enlistment/Reenlistment Checklist	All	Recruiter
SF 86 (Questionnaire for National Security Positions) or PSI Printout, and SF86A (Continuation Sheet for Questionnaires SF 86, SF86 and SF85 P)	All	Applicant/Recruiter/NLO

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DD Form 93 (Record of Emergency Data)	All	MEPS
NAVPERS 1070/621 or 1070/622 (Agreement to Extend Enlistment)	When additional obligated service is required	Classifier/NLO
Personnel Security Investigation (PSI) Results, Defense Security Services Report of Single Agency Check (DSS SAC), Manual PSI/SAC, or Tech Check Results or Fingerprint Card (DD Form 258)	All	MEPS/NLO
USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgement)	All	MEPS
Birth Verification, Birth Certificate (or DD Form 372, if applicable)	All	Recruiter

b. List of required forms and documents by program for SELRES recruiting as applicable:

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Recruiting Quality Assurance Sheet	X	X	X	X	X	X
NAVPERS 1070/602 (Dependency Application/record of Emergency Data)	X	X	X	X	X	X
NAVRES 1570/2 (Satisfactory Participation requirements for Navy Reservists Satisfactory Participation Requirements/Record of excused absences)	X	X	X	X	X	X
NAVRES 1326/4 (Enlisted Inactive Duty Training Orders to a Navy Reserve Unit)	X	X	X	X	X	X
OPNAV 5350/1 (Drug and Alcohol Abuse Statement of Understanding)	X	X	X	X	X	X
DD 2058 (State of Legal Residence)	C	C	C	C	C	C
DD 2807-1 (Medical History)	X	X	X	X	X	X
DD 2808 (Medical Exam)	X	X	X	X	X	X
IRS W4 - Employee withholding allowance Certificate (Form W4)	C	C	C	C	C	C
DD 2645 (Voter Registration Information)	R	R	R	R	R	R

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Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
SGLV 8286 (Servicemember's Group Life Insurance Election and Certificate)	C	C	C	C	C	C
NAVCRUIT 1131/45 (HIV Statement of Understanding)	X	X	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X	X	X
SSN Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
Education Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
PRT/IFA Results	X	X	X	X	X	X
SF 1199A (Direct Deposit Sign up Form)	C	C	C	C	C	C
NAVPERS 1070/613 (Accession in Lieu of Recommendation)	X	X	X	X	X	X
Senior Enlisted Leader endorsement from gaining unit for Cryptology/Intel Ratings.	O	O	O	O	O	O
Drill Verification	R	R	R	R	R	R
DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States)		C	C	C	C	C
DD Form 1966 (Record of Military Processing - Armed Forces of the United States)		X	X	O	X	O
USMEPCOM 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces)		X	O	O	O	O
Resume (Worksheet)		O				X
NAVCRUIT 1133/120 (Direct Procurement Enlistment Program (DPEP) Application)						X
Point Capture Sheet	O	O	O	O	O	O
DD 370 (Request for References)	O	O	O	O	O	O
NAVCRUIT 1133/78 (Handwritten Statement(s))	O	O	O	O	O	O
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)	O	O	O	O	O	O
NAVPERS 1740/7 (Family Care Plan Arrangements)	O	O	O	O	O	O
DD 369 (Police Record Check)	O	O	O	O	O	O
NAVCRUIT 1133/39 (Waiver Brief Sheet)	O	O	O	O	O	O
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	O	O	O	O	O	O
NAVPERS 1070/615 (Honorable Discharge from the USNR)	O	O	O	O	O	O

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Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
NAVCRUIT 1130/13 (Enlistee Financial Statement)	0	0	0	0	0	0
Marriage License	0	0	0	0	0	0
Divorce Decree(s)	0	0	0	0	0	0
Dependent(s) Birth Certificate(s)	0	0	0	0	0	0
Personnel Security Screening Questionnaire (PSSQ)	0	0	0	0	0	0
Credit Check Consent Form	0	0	0	0	0	0
NAVPERS 1070/613 (High Year Tenure)	0	0	0	0	0	0
NAVPERS 1070/613 (Reserve Reduction in Rate)	0	0	0	0	0	0
NAVPERS 1070/613 (Dual Compensation)	0	0	0	0	0	0
NAVPERS 1070/613 (Severance Pay)	0	0	0	0	0	0
NAVPERS 1070/613 (PRCs not sent)	0	0	0	0	0	0
NAVRES 1326/2 (Enlisted Application & Orders To A Navy Reserve Unit Termination/Modification)	0	0	0	0	0	0
NOSC Endorsement(s)	0	0	0	0	0	0
NAVPERS 1070/613 (Waiver Authorization Recording)	0		0	0	0	0
SF 86 (Questionnaire for National Security Positions)		0	0	0	0	0
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680		0	0	0	0	0
Certificate(s)/License(s)		0	0	0	0	0
USMEPCOM 680-3AE (Request for Examination)		0	0	0	0	0
NAVPERS 1070/613 (Elapsed Time Waiver)		0				
DD 368 (Request for Conditional Release)			0		0	0
NAVPERS 1070/613 (PRISE R - with Class "A" school)				0	0	
NAVPERS 1070/613 (PRISE R - without Class "A" school)				0	0	
NAVRES Incentive Agreement 1-3, Oct 09 (Written Agreement For the Navy Reserve Reenlistment/Extension Bonus)		0	0	0	0	0
NAVRES Incentive Agreement 1-2, OCT 10 (Written Agreement For the Navy Reserve Affiliation Bonus)	0		0	0	0	

Legend

"X" Submit document with application kit and forward to the appropriate service record holder, Naval Reserve Activity upon accession. Retain copy of this document in residual file.

"O" Submit document with application kit if required because of applicant's eligibility status. Forward to appropriate service record holder, Naval Reserve activity upon accession. Retain copy of this document in residual file.

"R" A copy shall be retained in the residual file.

"C" Original document must be forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy shall be retained in the residual file.

Note: Use the following verbiage for all 1070/613 affiliation waivers:

 Affiliation waiver(s) for (type of waiver(s)) granted by (level of authority) on (date)

(Signature of Approving Authority)

c. List of documents required for SELRES recruiting waiver submission

Forms and Documents	UNSAT	HYT	DEPN	RE-CODE
Recruiting Quality Assurance Sheet	X	X	X	X
DD 2807-1 (Medical History)	X	X	X	X
DD 2808 (Medical Exam)	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X
All separation narrative documents	O	O	O	X
NAVPERS 1070/615 (Honorable Discharge from the United States Navy Reserve)	O	O	O	O
DD 370 (Request for References)	X	X	X	X
NAVCRUIT 1133/78 (Handwritten Statement(s))				
Why Navy?	X	X	X	X
Why you got out?	X	X	X	X
Police Involvement	X	X	X	X
Drug Usage	X	X	X	X

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Forms and Documents	UNSAT	HYT	DEPN	RE-CODE
What have you been doing?	X	X	X	X
Child Support Order/Divorce Document(s)			X	
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)			X	
NAVPERS 1740/7 (Family Care Plan Arrangements)			X	
DD 369 (Police Record Check)				X
NAVCRUIT 1133/39 (Waiver Brief Sheet)	X	X	X	X
NAVCRUIT 1130/13 (Enlistee Financial Statement)			X	
Proof of Spouses Income			X	X
PRT/IFA Results	X	X	X	X
NAVPERS 1070/613 (High Year Tenure)		X		
NAVPERS 1070/613 (Reserve Reduction in Rate)		X		
NAVPERS 1070/613 (Dual Compensation)				X
NAVPERS 1070/613 (Severance Pay)		X		X
NOSC Endorsement(s)	X			
SF 86 (Questionnaire for National Security Positions)	X	X	X	X
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680	X	X	X	X
USMEPCOM 680-3AE (Request for Examination)				X
NAVPERS 1070/613 (Elapsed Time Waiver)				X
DD 368 (Request for Conditional Release)	X	X	X	X

"X" A copy of this document must be submitted with the application for accession or waiver and retained in the residual file. For "touch and go applications," the initial contacting recruiter will complete these documents.

"O" Submit document with the application kit only if required due to the applicant's eligibility status and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy of this document shall be retained in the residual file.

SECTION 2 INSTRUCTIONS FOR COMPLETING FORMS

010201. REQUEST FOR EXAMINATION (USMEPCOM FORM 680-3A-E)

a. Use of Form. USMEPCOM Form 680-3A-E is used for initial visit and retest of applicants at Mobile Examining Team (MET) sites or MEPS.

(1) For an applicant's initial visit to a MEPS or MET site, for any reason including medical prescreening and for retests, recruiters shall complete USMEPCOM Form 680-3A-E using the instructions below.

(2) The applicant must initially present one completed copy of the form (except shaded areas) jointly with recruiting service personnel.

b. Instructions for Completing Form. MEPS personnel complete shaded blocks.

(1) Item A. The service for which the applicant is processing (e.g., regular Navy or Naval Reserve).

(2) Item B. Indicate prior military service. Place an "X" in "yes" or "no", as appropriate. If the applicant has prior service, enter the number of days the applicant has served in the armed forces or reserve component.

(3) Item C. Enter the applicant's Selective Service classification. If the applicant has never registered with Selective Service, enter "N/A".

(4) Item D. Enter the applicant's Selective Service registration number. If the applicant never registered with Selective Service, enter "N/A".

(5) Item 1. Applicant's full Social Security number (SSN).

(6) 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 an initial in lieu of the middle name. Do not use nicknames (such as Jeff for Jeffrey, Bill for William, etc.). Do not use any punctuation or special characters.

(7) Item 3. Street, city, county, state (and country if other than the United States), and zip code as of the date of application.

(8) 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."

(9) Item 5. Show citizenship by placing an "X" in the proper block (5a through 5e). Applicant must indicate only one. If block 5a is marked, the applicant must also mark block 5a (1) or 5a (2). If block 5e is marked, write in the country of origin. Block 5f must reflect the applicant's alien registration number, if applicable.

(10) Item 6. Mark the appropriate block (male or female).

(11) Item 7a. Mark the appropriate block(s). The only acceptable methods recruiting personnel may utilize to request the data is by presenting

the categories in one of two ways: either "Mark one or more" or "Select one or more." Applicants may select one, some combination, or all of Items 7a (1) through 7a (5).

(a) Item 7b. Mark the appropriate block. Applicants may select only one; however, the only acceptable methods recruiting personnel may use to request the data is by presenting the categories in one of two ways: either "mark one" or "select one."

(12) Item 8. Enter the applicant's legal status related to marriage.

(a) Annulled: The status of an individual whose marriage has been declared a nullity.

(b) Divorced: The status of an individual who has had a marriage legally dissolved.

(c) Interlocutory: The status of an individual during a period covered by an interlocutory decree pending final divorce.

(d) Legally separated: The status of an individual who has been separated from the spouse by legal action without a decree of divorce.

(e) Married: The status of an individual, excluding one legally separated, who has entered into a legal marriage, to include common-law marriage.

(f) Single: The status of an individual who has never been married.

(g) Widowed: The status of an individual whose spouse has been declared legally deceased.

(13) Item 9. Number of people who are either totally or partially dependent on the applicant for support. (Example: 01, 02, etc.).

(14) Item 10. Date of birth (DOB), entered in YYYYMMDD (year-month-day) format (e.g., 19760323).

(15) Item 11. Indicate applicant's religious preference (refer to list provided later in this section).

(16) Item 12. Highest grade of formal education completed. Highest grade completed shall be determined by the number of credits earned regardless of the span of time or number of years spent in a traditional education program. For example: If an applicant has attended high school for four years but attained only 10 credits out of 20 required to graduate, then this individual shall only be considered to have completed the 10th grade. Rule: use the number of credits required to graduate and divide by four to determine the number of credits required to satisfy each academic year completed.

(17) Item 13. Mark either the "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 because all individuals processing in the MEPS must be proficient in English. If "yes" is selected,

enter the foreign language(s) and codes for foreign languages are identical to those used for *item 19* of DD Form 1966, blocks 30, 31, 40 and 41.

(18) Item 14. Mark either the "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 format.

(19) Item 15. Enter the city, state, and country where the applicant was born.

(20) Item 16. Indicate whether a qualifying Armed Services Vocational Aptitude Battery (ASVAB) test score is or is not required for enlistment and the type of aptitude processing required of the applicant to enlist or process. The MEPS will use the information provided to ensure appropriate aptitude processing is performed.

(a) ASVAB required to enlist? Place "X" in either the "yes" or "no" block based on whether a qualifying ASVAB test score is or is not required for enlistment.

Note: "Yes" must be selected if a qualifying ASVAB test score is required for the applicant to enlist.

(b) Enlist under student test scores? Place "X" in the "yes" block if the applicant will be enlisting using his or her student ASVAB test scores.

(c) TEST TYPE. If "yes" is selected in *Item 16a*, place "X" in the appropriate block to specify the type of aptitude processing the applicant requires for enlistment processing.

1. Initial. "X" if the applicant is required to take an initial enlistment ASVAB test.

2. Special. "X" if the applicant is required to take a special test.

3. Confirmation. "X" if the applicant is required to take a Confirmation ASVAB test.

(d) Retest. If the applicant is required to take a retest ASVAB, "X" the appropriate block.

1. 1ST retest. "X" if the applicant is taking a first retest.

2. 2ND retest. "X" if the applicant is taking a second retest.

3. Immediate retest authorized. "X" if the applicant is authorized an immediate retest by the MEPS commander.

4. 6 MONTH RETEST. "X" if the applicant is taking a six-month retest.

(e) Previous test version. Enter the test version of the applicant's previously taken ASVAB. Previous test version not required if test is over 2 years old.

(f) Previous test DATES (YYYYMMDD). Enter the date(s) the applicant took a previous test version ASVAB. The date must be valid and in the format of year-month-day. Previous test version not required if test is over 2 years old.

(21) Item 17a. Enter the recruiter's ID/SSN (nine alphanumeric characters - if less than nine alphanumeric characters, use leading zeros).

Item 17b. Recruiting station ID (last five alphanumeric characters). For example, NAVCRUITSTA 231005 would be 31005.

(22) Item 18. For MEPCOM use only.

(23) Item 19. For MEPCOM use only.

(24) Item 20. Indicate whether a medical examination is or is not required for enlistment and the type of medical processing required for the applicant to process for enlistment. The MEPS will use the information provided to ensure appropriate medical processing is performed.

(a) MEPS medical exam required to enlist? "X" either "yes" or "no" based on whether a medical examination is or 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 in *Item 20a*, "X" the appropriate block to specify the type of medical processing the applicant requires for enlistment or processing.

1. Full. "X" if the applicant is required to undergo a full physical medical examination.

2. Inspect. "X" if the applicant is required to undergo an inspection medical examination.

3. Special. "X" if the applicant is required to undergo a full physical medical examination and special medical processing is included in the examination (e.g., quadrennial over 40 physical, Individual Ready Reserve (IRR), health care professional, EKG, etc.).

4. Consult. "X" if the applicant is required to undergo a medical consult (e.g., ortho, psych, ear lavage, etc.).

5. RE-EXAM. "X" if the applicant is required to undergo a medical re-examination.

6. Other. "X" if the applicant is required to undergo some other form of medical processing (e.g., DAT only, HIV only, etc.).

Date last full medical exam (YYYYMMDD). Enter the date the applicant took the last MEPS full medical examination. The date must be valid and in the format of year-month-day.

(25) Item 21. Self-explanatory.

(26) Item 22. For MEPCOM use only.

(27) Item 23. Applicant certification in presence of test administrator.

(a) The test administrator will verify the applicant's identity by photo ID. The test administrator will annotate whether the photo ID was presented, the type of photo ID (e.g., driver's license, student ID, passport, etc.), and the photo ID number. The applicant is required to sign this Item.

(b) If a photo ID is not presented, or the test administrator is unable to verify the identity of the applicant from the photo ID (e.g., the applicant's physical appearance does not match the photo ID, the photo ID information does not match other document information, etc.), the test administrator will put the applicant's right thumbprint in *Item 24*.

(28) Item 24. Right thumbprint. Use this block for the first attempt of the right thumbprint. Affix the thumbprint with the thumbnail pointed to the left. If a second attempt is required, turn the USMEPCOM Form 680-3A-E over (top of the form on the bottom) and affix the right thumbprint on the upper right corner with the thumbnail pointed to the left).

(29) Item 25. Applicant certification in presence of recruiting personnel. All applicants must indicate whether they have taken an ASVAB test for any Service, to include the ASVAB 14 (student) test and, if so, where and when. By signature, the applicant must attest to this and to the personal data shown. False certification could result in the examination being invalidated or in a delay of their processing.

(a) "X" if the applicant has never been tested under the enlistment or student ASVAB program.

(b) "X" if the applicant was ever tested under the ASVAB program and indicate the most recent date tested as well as the place the applicant was administered the Student test. The date must be valid and in YYYYMMDD format.

(c) "X" if requesting a "high school look-up."

(d) "X" if the applicant desires to keep the scores from the student ASVAB identified in *Item 25c*.

(e) Enter the name of the high school the applicant is currently attending (if applicable) or the last high school attended.

(f) The applicant signs, enters his or her Social Security number, and dates this entry.

(30) Item 26. Applicant's current medical insurer name. Enter the name of the applicant's current medical insurance company. If none, the

applicant must sign his or her complete name to affirm that he or she has no current medical insurer.

(31) Item 27. Applicant's current medical provider NAME. Enter the name of the applicant's current medical provider (primary physician or hospital). If none, the applicant must sign his or her complete name to affirm that he or she has no current medical provider.

(32) Item 28. Medical insurer address. If a medical insurer is identified in *Item 26*, enter the company's complete address including zip code.

(33) Item 29. Medical provider address. If a medical provider is identified in *Item 27*, enter the provider's complete address including zip code.

(34) Item 30. 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 instruction. False certifications will be forwarded to the appropriate counselor or liaison for disposition which could, if found to be 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 in the completed USMEPCOM Form 680-3A-E, the test will be invalidated.

c. Medical Records Release Authority. 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.

d. Incomplete USMEPCOM Form 680-3A-E. If any information is missing, the form will be treated as an incomplete 680-3A-E. When an incomplete 680-3A-E is received, MEPS testing sites will not release raw scores, nor will processing continue until the 680-3A-E is completed.

010202. 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 NAVCRUITDIST MLPO that the applicant disclosed additional information during the pre-enlistment interview.

(2) By the NAVCRUITDIST 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 NAVCRUITDIST MLPO that additional disclosed medical information has or has not affected medical qualifications for enlistment.

(5) By the MEPS commander to report allegations of recruiter malpractice disclosed during the pre-enlistment interview.

(6) By the recruiter if the applicant is PS not going active duty.

b. Procedures

(1) If this form is required to be used by the recruiter for the initial interview, ensure when the applicant agrees to process, have him or her write on the bottom at the end of the form, "On this date, (date), I received a copy of the form to keep." Have the applicant date and sign.

(2) 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 NAVCRUITDIST MLPO. The MEPS pre-enlistment interviewer keeps the copy as a suspense item until the original copy is returned.

(3) 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.

(4) The MLPO must reproduce a copy of the MEPCOM form 601-23 and forward it to the NAVCRUITDIST to include in the applicant's residual file.

(5) 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 1966/4 explaining the nature of the additional disclosure.

c. Requirement. Individuals who have disclosed additional information may be enlisted without the consent of the NAVCRUITDIST, e.g., 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 NAVCRUITCOM (00IG), via the MEPCOM chain of command. Additionally, the MEPS commanding officer telephonically notifies the NAVCRUITDIST commanding officer of the allegation reported.

010203. ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. Use of Form. DD Form 4 documents enlistment and reenlistment in the armed forces. Upon execution, DD Form 4 is an official legal agreement between the U. S. Government and enlisted member. The language used in DD Form 4 specifies in clear English, the terms of the enlistment, to avoid future recruit and/or parent misunderstandings.

b. Preparation. Although MEPS personnel complete DD Form 4 vice 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 prepare the DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. All capital letters are required and spacing must be used for all entries requiring the individual's name. Punctuation is not used in an individual's name.

Example: Jones James La Verne; de la Croix Roger William.

Other entries must be typed exactly as shown on the example. All signatures must use reproducible black or blue-black ink.

(2) DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member; therefore, MEPS must take special care to complete all items correctly without typewriter strikeover. Erasures or corrections in *Items 5* (date of enlistment or reenlistment) and *8* (service, period of enlistment, and paygrade) and sections E, G, and H are not authorized and require the form to be regenerated. The applicant and sponsoring service representative must initial any changes or corrections in other items.

(3) Errors discovered after the member's enlistment must be corrected under MILPERSMAN Article 1070-210 by the appropriate 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 will verify typed entries for corrections and explain all applicable parts of the document to the applicant.

(5) In administering the oath, the words "so help me God," may be omitted by any person who elects to affirm rather than swear.

c. Instructions for Completing DD Form 4

(1) Section A. Enlistee or re-enlistee identification data.

(a) Items 1 thru 7 are completed by MEPS personnel and verification will be conducted by the Navy liaison office for accuracy.

1. Item 1. Enter applicant's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods or commas. Further, an apostrophe or hyphen contained within a name is not to be used and spaces are not to be used as substitutes for apostrophes or hyphens. Names containing hyphens or apostrophes shall reflect as follows:

Examples:

James Henry O'Brien Jr is shown as:
OBRIEN JAMES HENRY JR

M Harold Smith-Connally is shown as:

SMITHCONNALLY M HAROLD

2. Item 2. Enter applicant's Full SSN

3. Item 3. Enter street, city, state, and ZIP code individual claims as permanent home of record.

Note: A post office box is not acceptable.

4. Item 4. Enter military installation, city and state of enlisting/reenlistment activity's location.

Example: NAVMARCORESCEN FRESNO, CA

5. Item 5. Enter date of enlistment or reenlistment in YYYYMMDD format.

6. Item 6. Enter date of birth in YYYYMMDD format.

7. Item 7. In the spaces provided, enter total active and inactive service completed before date of enlistment/reenlistment. If no prior service, enter "00" in each block. If member has prior service, enter as six numerals in each line:

Example: 03 09 11

(2) Section B. Agreements

(a) Item 8. List the branch of service. In the space following "this date for" enter number of years applicant is enlisting/reenlisting for, using an Arabic numeral. If applicable fill out weeks. In the space following "in pay grade" enter permanent pay grade. Note: Item 8 will be verified by the Navy liaison office for accuracy and applicant will initial item 8c.

Example: "E-3". In the space

(3) Section C. Partial statement of existing United States laws

(4) Section D. Certification and acceptance

(a) Item 13a thru 14. Will be verified by the Navy liaison office and applicant for accuracy and signed in the appropriate blocks.

1. Item 13b. Signature of enlistee/re-enlistee. Applicant must sign full name in first, middle, and last name sequence.

Example: George Eldon Copperperson

2. Item 13c. Date signed. Example: 19970605

(4) Section E. Confirmation of enlistment or reenlistment.

(a) Item 15 thru 18a. Will be verified by the Navy liaison office for accuracy and signed by applicant in the appropriate block.

(b) Item 19. Enlistment/reenlistment officer certification.

1. Item 19 a thru g. Will be verified by the MEPS for accuracy and signed by the enlistment officer.

Note: DD Form 4/3. For DEP only-record applicant's full name (in last, first and middle name sequence) and SSN in block at top of DD Form 4/3. See instructions for *Items 1* and *2*. If official change in name has occurred; e.g., due to marriage, enter new name. Also enter in *item 1* (name).

(5) Section F. Discharge from Delayed Entry/Enlistment Program

(a) Item 20a - c. Will be verified by the Navy liaison office for accuracy and signed by applicant in the appropriate block.

(b) New Information. Should a new recruit, after 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 RQAT by telephone and provide a full report. The RQAT representative 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 RQAT representative cannot be contacted within 48 hours, a letter from the NAVCRUITDIST CO, to the RTC commanding officer describing in detail the matter at issue. Keep a copy of the transmittal in the residual file.

(6) Section G. Approval and acceptance by service representative

(a). 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.

(b) Item 21a - g. Will be verified by the Navy liaison office for accuracy and signed in the appropriate block.

(7) Section H. Confirmation of enlistment or reenlistment

(a) Item 22a - 23g. Will be verified by the Navy liaison office for accuracy and signed by the applicant and the enlistment officer in the appropriate blocks.

010204. 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 in the USN or commencing active duty (ACDU) or inactive duty for training (IADT) USNR.

b. Preparation. MEPS prepares DD Form 93 following instructions on the form.

010205. REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)

a. Purpose. DD Form 368 is required to enlist any applicant currently under contract with the reserve component of any branch of the armed forces (including the Navy Reserve, National Guard, or Air National Guard). Navy reservists may be authorized release from the Navy Reserve for recall or enlistment in another component or service, active or inactive, per DOD Directive 1205.5 and as specified in this chapter. Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted. NAVPERSCOM (PERS-913) is the approval authority for all enlisted DD 368 (Exhibit 010201). NAVPERSCOM (PERS-911) is the approval authority for all officer requests. Unit and NOSC COs do not have approval authority to release members to another branch of service.

b. Application Requirements. The following are prerequisites for release to be commissioned, recalled, or enlisted in another component or service, active or inactive:

(1) DD Form 368 shall be used in all cases involving inter-service transfers. It shall also be used when enlisted personnel are entering the U.S. Navy active component (AC) via COMNAVCRUITCOM.

(2) Personnel are not authorized release for enrollment in the DEP of an active component.

c. Special Procedures For Enlisted Personnel. Personnel serving under the following programs or policies have specific conditions for release that must be met prior to approval.

(1) Members currently affected by a Navy-wide stop-loss policy or identified for mobilization/Presidential Selected Reserve Call-Up (PSRC).

(2) Navy Reserve Accession Course (NRAC) personnel who have not completed their IADT requirements.

(3) Members serving in a rating that is listed as CREO category "1."

(4) Members possessing a critical NEC.

(5) Members assigned to a priority placement unit designated by Commander Fleet Forces or Commander Navy Reserve Forces Command.

(6) Members in receipt of a bonus for their current enlistment.

(7) Members serving in a temporary rating.

(8) NAT program with fewer than 24 months of service as a mandatory drilling Reservist.

(9) All members of the IRR who wish to enlist USN (AC) must have a DD Form 368 approved by NAVPERSCOM (PER-913). Personnel who were transferred to the IRR as "unsatisfactory drillers - not recommended for re-affiliation" or "not recommended for reenlistment" will receive a note in the remarks section of the DD Form 368 reading "not recommended for re-affiliation" or "not recommended for reenlistment," as appropriate, if approved for transfer.

d. Processing Procedures.

(1) Ensure the document is accurately completed and all information and dates are correct.

(a) For members assigned to a NOSC, forward the DD Form 368 to the NOSC. The NOSC will forward the DD Form 368 and all required endorsements to NAVPERSCOM (PERS-913).

(b) For members of the IRR, forward the DD 368 for disposition to:

Commander
Navy Personnel Command
Attn: PERS-913
5720 Integrity Drive
Millington, TN 38055-4911

(2) For approved DD Form 368: NRD will complete section III and attach enlistment documentation and forward to the losing activity (i.e. NOSC for members currently drilling or NAVPERSCOM (PERS 912) for members of the IRR) for proper discharge procedures. For IRR personnel, mail DD 368 to:

Commander
Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington, TN 38055-4911

(3) For disapproved DD Form 368: File with the applicants residual file and maintain for the appropriate time frame.

EXHIBIT 010201. DD FORM 368 CONDITIONAL RELEASE APPROVAL CHART

Program/Policy Approval Currently Applicable	Requesting Active/ Inactive Duty	Commissioning or Enlistment Program	Eligible	Authority	Notes
Any program	Inactive	Commissioning	Yes	PERS-913	1
Affected by a current stop-loss policy or identified for mobilization/presidential recall	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
NAT personnel with fewer than 24 months service as a mandatory drilling Reservist	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in an CREO Category "1" rating or possessing a critical NEC	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in a priority unit designated by CFFC/CNRF placement	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment			
Currently in receipt of a bonus	Active	Enlistment (not DEP)	Yes	PERS-913	3
	Inactive	Enlistment			
Temporarily rated personnel who have not made rate/rating permanent	Active	Enlistment (not DEP)	Yes	PERS-913	4
	Inactive	Enlistment			
All other personnel	Active	Enlistment (not DEP)	Yes	PERS-913	
	Inactive	Enlistment			

Notes:

1. NAVPERSCOM (PERS-913) is approval authority for DPEP and Navy Reserve Accession course personnel who have not completed their IADT requirements and personnel currently serving in a temporary rating. The NOSC will use figure 7-2 of the BUPERSINST 1001.39F as an endorsement to DD Form 368 when forwarding to NAVPERSCOM (PERS-913).
2. The NOSC will use exhibit 7-3 in BUPERSINST 1001.39F as an endorsement to DD Form 368 when forwarding to NAVPERSCOM (PERS-913).
3. See COMNAVRESFORINST 1100.4 regarding the potential impact on payments received or due in the future.
4. Temporarily rated personnel must be transferred in their permanent rate.

5. Responsibility. The NOSC shall track approved DD Form 368s for their members to ensure enlistment/appointment paperwork is received so that discharge entries may be entered into NSIPS.

6. Other Service Reserve Component, National Guard or Air National Guard. Member is participating with a Reserve Unit. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the appropriate approving authority. Enlistment or reenlistment will not be effected until approval of the release has been received in writing by the enlisting activity. Approving authority is the unit commanding officer or as delegated by the unit commanding officer.

7. Member is not participating with a reserve Unit. United States Army Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be filed in the residual.

U.S. Army Human Resource Command
1600 Spearhead Division
Fort Knox, KY 40121

8. United States Air Force Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so that discharge may be processed and the service and health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be retained in the residual file.

Headquarters ARPC/DPS
6760 East Irvington Place
Denver, CO 80280-4000
ATTN: Separation Branch
FAX: (478)327-2215
DSN: 497-2215

9. United States Marine Corps Reserve (USMCR), United States Army National Guard (USARNG), United States Air National Guard (USANG), United States Coast Guard Reserve (USCGR). Approved request required. Enlistment or reenlistment WILL NOT be effected until approved DD Form 368 is received by the enlisting activity. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the activity listed below. A copy of the DD Form 368 will be retained in the residual file.

Marine Corps Reserve

Marine Corps Individual Reserve Support Activity
Director
2000 Opelousas Ave.
New Orleans LA 70114
(800) 255-5082

Note: For USMC reservists, the DD Form 368 may be emailed to mcirsa@usmc.mil. Do not use SSNs on this form when emailing; rather, use the member's EDIPI (DoD ID number).

10. Army National Guard and Air National Guard. Mail the DD Form 368 to the adjutant general of the state in which the National Guard unit is located.

11. Coast Guard Reserve. There are several Integrated Support Commands (ISC), throughout the United States, that maintain the service records for Coast Guard members in the IRR. The DD Form 368 needs to be sent to the specific ISC that maintains the member's service record. The address of the ISC that the DD Form 368 is forwarded to can be obtained from: The member in the IRR, the local Coast Guard recruiter, or from the Maintenance and Logistic Command (MLC) at (757) 628-4507.

12. Upon return of the DD Form 368, verify clearance recommendation for enlistment. If clearance is not granted, inform the applicant and stop processing. Upon enlistment, the recruiter will sign and date as the Certifying Official.

010206. 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 NLO or the recruiting office if the applicant is prior service and applying for a Reserve program. This pre-enlistment processing also precludes recruiting applicants 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) 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 NAVCRUITDIST Enlisted Processing Division (EDP) address on the reverse of the form, and attaches an envelope addressed to the NAVCRUITDIST EPD.

(a) If the applicant's background poses serious questions as to the fitness for service or participation in special programs.

(b) If the applicant self admits to a juvenile or adult arrest, citation, or convictions(s) that requires a waiver for enlistment or program eligibility.

(c) If the applicant appears to be trying to enlist fraudulently.

(d) All Tier 2 and Tier 3 applicants and those classified into the Nuclear Power Program require PRCs sent.

(e) CHRI need not be requested in the case of applicants being processed by the Naval Reserve Forces who are presently serving on an enlistment contract.

(2) Send DD Form 369 to the city, town, county, state, and juvenile authorities where any offense occurred requiring a waiver and to where the applicant resided for the last three years.

(3) 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."

(4) When DD Form 369s are returned to the EPDS, 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 applicant's status changes (such as enlistment eligibility, if a waiver is required, etc.).

(5) After sending DD Form 369 to civil authorities, recruiters may enlist applicants provided they are eligible in all respects. Applicants requiring COMNAVCRUITCOM full kit waiver must have all PRCs returned prior to submission. Include the following entry, stating that the applicant was enlisted without waiting for PRC 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) DD Form 369 is returned to the NAVCRUITDIST from the police jurisdiction, place it in the applicant's kit and discard the previously retained copy.

(6) If DD Form 369 is returned to the NAVCRUITDIST and does indicate involvement that was not reflected on DD Form 1966, the EPDS must send a copy of this adverse DD Form 369 to the commanding officer of Recruit Training Command (ATTN: legal officer). 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.

(7) 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 Form 1966:

"DD form 369 not sent to the following law enforcement agencies due to fingerprint requirement" (list agency/agencies).

(8) The NAVCRUITDIST must formally establish adequate follow-up procedures during enlistment processing to ensure that DD Form 369 are initiated, proper DD Form 1966 and NAVCRUIT 1133/100 entries made and the results reviewed and acted upon when required. Classifiers must make and sign an entry in section VI, remarks of DD Form 1966 when they determine that pre-enlistment police record checks are not required.

(9) The EPDS is responsible for mailing, tracking, and filing PRC's. This does not, however, preclude recruiters from hand delivering and receiving DD Form 369s 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 PRC's are brought to the attention of the EPDS and that the completed DD Form 369s are placed in the applicant's kit. Applicants and non-recruiting personnel are prohibited from hand-carrying or running the DD Form 369.

(10) 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.

(11) All recruiting activities that originate out of town PRC's, 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.

a. Instructions for Completing DD Form 369 Section I

Item	Entry
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. SSN.	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 Item 8 on the reverse, if space is insufficient. If applicant never lived within the jurisdiction in "Mail to" block, enter "none."
9. Dates at this address.	Enter the date applicant resided at the address in number 8 above - from and to. Item 8 may be continued on the reverse.
10. Person making 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 4.5.4d, 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.
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b. 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.

c. Section III. The police or juvenile agency completes blocks 12 through 15.

d. Mail to Block. Fill in name and address of law enforcement agency to which the form will be sent. Stamp or type the NAVCRUITDIST/EPDS address on the reverse. Include a NAVCRUITDIST/EPDS self-addressed envelope with DD Form 369 for return of form.

010207. 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 for Active duty or determining an applicant's suitability for accession for the Navy Reserve. DD Form 370 is used as a reference for enlistment waivers requiring COMNAVCRUITCOM 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 COMNAVCRUITCOM for enlistment approval. The commanding officer may request employer references by either DD Form 370 or by using the telephonic procedures. The CO determines which procedure to use.

(2) Personal. Personal references are only utilized for COMNAVCRUITCOM waivers. School officials and church pastors are examples of personal references. References from relatives will not be accepted.

(3) Preparation. Prepare references in original only. Photocopies of references may be included in pre-enlistment kits forwarded to COMNAVCRUITCOM.

(4) Filing. Keep all references in the applicant's residual file.

c. Confidentiality. Recruiters must understand that the information provided on DD Form 370 by the reference source is strictly confidential information that 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 (e.g., 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) Prior Service (PS). When required, employer references shall be requested from each employer listed on the SF 86 the applicant has worked for the last three years. If the number of employers is greater than three during this period, only the most recent three employer references may be requested. To assist in making an enlistment eligibility determination for PS processing for DPEP, the following will be included in the remarks section:

(a) "Is the applicant a full-time employee? Yes or no (Circle one). If no, how many hours per week does he or she work for you? _____

(b) "Has the applicant had supervisory experience? Yes or no (Circle one). If yes, how many years of experience? _____ How many people supervised? _____

(c) "Please indicate your telephone number for use if additional information is needed concerning the applicant." _____

e. Request School References. A school reference is required when the applicant has no employment during the three 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 three years since graduation from high school.

Privacy Act Sensitive. Criminal history information received under Title 10 U. S. C. 520a and references obtained from employers or school officials are confidential, and a person who has had access to any information received shall not disclose such information except to facilitate military recruiting.

f. Instructions for Completing DD FORM 370

(1) To block. This is the address of the recruiting office.

(2) Applicant identification data. Self-explanatory.

(3) Recruiting officer identification data. Self-explanatory.

(4) Blocks 10 through 19. Self-explanatory. 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 use this remarks section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence. Please indicate your telephone number for use if additional information is needed concerning the applicant."

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

010208. 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/her service record contains a Record of Military Processing - Armed Forces of the United States (DD Form 1966) with a verification recorded in Item 30.

(2) The same documentation required to prove U. S. citizenship for U. S. passport applicants is acceptable for clearance purposes. Since the Office of Personnel Management (OPM) 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. Birth verification documents are distributed to the DEP service record or enlisted service record and residual file per section 1 of this chapter.

(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.

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 Item 30, use of a DD Form 372 is not required. Place a certified copy of pertinent document in the DEP record or enlisted service record and a copy in the residual file.

(2) Primary evidence for birth documentation includes: vital statistics issued original birth certificate, certified copy of the original report of birth, certificate of birth registration, a notice of birth verification, certificate in the form of a transcript or abstract from the birth record, computer produced birth verification card or hospital issued birth certificate. To be acceptable, each document must contain all the essential elements specified in volume II of this instruction. Do not accept documents bearing erasures or alterations.

(3) If one of the foregoing documents cannot be produced, DD Form 372 can be used to obtain one of the foregoing documents 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 Panama 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:

1. Vital Statistics Unit
2. Administrative Services Division
3. Panama Canal Commission
4. APO Miami 34011

(b) Complete section I.

(c) Type the following information in Section II:

1. Citizenship of child (section I, 1) at the time of birth.
2. Citizenship of child's father at time of child's birth.
3. 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 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 enlist.

(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 or 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. For example:

- (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 two-four 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 volume ii, chapter 2, section 2 must be followed.

(6) DD Form 372 is not to be used to obtain birth record information from hospitals or the USCIS.

(7) DD Form 372 may be used for DEP purposes only when an appropriate government vital statistics agency has verified the required information. Enter this information in section VI, remarks of DD Form 1966. Shipping is prohibited until the birth certificate or other primary birth verification document is received.

(8) DD Form 372 may be used for DEP purposes without a file date in situations where the vital statistics agency returns DD Form 372 without a file date, provided 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. 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 Navy Recruiting Command (N35) to determine eligibility. Upon verification, N35 prepares a DD Form 372 and indicates in Section II how the verification was made in the "verified by" block. DD Form 372 will then be faxed back to the originator.

d. DD Form 372 may be used to ship an individual only in cases where primary birth verification documents don't exist and secondary evidence must be relied upon. Shipping with a DD Form 372 is not authorized when primary documents exist regardless of any delay in obtaining the documentation.

010209. RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (DD Form 1966)

a. Use of Form. DD Form 1966 standardizes the information collected and the manner in which it is recorded among the services. 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, MLPO, etc.). The form is prepared with an accompanying Personnel Security Investigation (Standard Form 86).

Note: The only authorized 1966/1 that will be forwarded in a future Sailor's kit for accession processing will be the 1966/1 printed from PRIDE Mod.

b. Distribution. DD Form 1966 and SF 86 printout are distributed at the time of enlistment as follows:

(1) Upon enlistment USN or upon commencement of active duty or active duty for training (ACDU/ADT) USNR:

- (a) Original to PERS 312C
- (b) 1st Copy - File in enlistee's service record.
- (c) 2nd Copy - Retain in NAVCRUITDIST residual file.
- (d) 3rd Copy - Deliver to enlistee.

(2) Upon enlistment USN Delayed Entry Program (DEP) or other USNR programs with delay in active duty (ACDU)/Initial active duty training (IADT) place all copies (except 3rd copy) of DD Form 1966 and SF 86 printout in the enlisted service record and retain until date of USN enlistment or start of active duty or ACDU/IADT. Deliver 3rd copy to enlistee.

c. Procedures for Completing DD Form 1966

(1) The recruiter completes items a thru d, 1-15, 17d-17e, 18k, 20-31 and 35-41. Navy processing personnel completes items 16-19, 32-34, and section VI.

(2) DD Form 1966 must be typed or printed using black ink ballpoint pens. Pen and ink corrections are not allowed in any item on this form. All changes made to Items 2-17 and 22-32a after DEP-in must be made in section V (see section V).

(3) All applicants must read the Privacy Act statement on the reverse of DD Form 1966/1 (Page 1) prior to 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 eight digits (with no spaces or marks) in YYYYMMDD format.

Example: October 10, 2003 is written 20031010.

d. Instructions for Completing Sections I through V

(1) Section A-D

(a) Item A. Service Processing For. Enter "Navy." Enter the three-digit code that the applicant is processing for:

1. Regular = "DNR"

2. Reserve = "DNV"

(b) Item B. Prior service. Enter "X" in the "yes" block if the applicant has prior active service. Enter "X" in the "no" block if the applicant has no prior active service. Enter the total number of consecutive days spent on active duty in the "number of days" section. If over 365, enter ">365".

(c) Item C. Selective Service classification. Enter the applicant's Selective Service classification. If the applicant has never registered with Selective Service, enter "N/A".

(d) Item D. Selective Service registration number. Enter Full Selective Service registration number as follows:

1. Enter "N/A" for females, they are not required to register.

2. If the applicant is not registered, they will be automatically registered upon completing DD Form 4 and accessing into military service, for these members enter "N/A".

3. If applicant is registered but does not have his number, (information) it can be retrieved from the Selective Service web site: <http://www.sss.gov/> or by phone at COM (847) 688-6888 or DSN 792-6888.

e. Section 1 - Personal Data

(1) Item 1. Social Security number. Enter the number in the appropriate blocks. Applicants shall not be processed for enlistment without a Full Social Security Number.

(2) Item 2. Name. Enter the complete legal name: full last name (for Spanish-speaking applicants who follow Spanish tradition, enter the father's family name followed by the mother's family name), full first name, full middle name or names (include maiden name, if any), and any suffixes such as Jr., Sr., III, etc. For married women, enter the name as shown in the example below. If the applicant is going to use a preferred name by using Section VIII, enter the preferred name here. If the applicant's name has changed from that shown on their birth certificate through court action, record the original name in Section VI, the Remarks. If the preferred enlistment name is not the same as on birth certificates, and has not been changed by legal procedure prescribed by State law, complete *Item 37*.

Note: Immigrant aliens cannot use a preferred enlistment name.

Examples:

Name	Record as
John Robert Smith, Jr.	Smith, John Robert Jr
Mary Lou (Brown) Jones	Jones, Mary Lou (Brown)
Juan Carlos Gomez-Sanchez	Gomezsanchez, Juan Carlos
I. M. Good	Good, I. M.
George NMN Thoroughgood	Thoroughgood, George

(3) Item 3. Current address. Enter the applicant's full address, including street, city, county, state, country, and zip code at time of application. P.O. boxes are not authorized.

Note: Enter the village, island, state, and country for RMI, FSM, or ROP.

(4) Item 4. Home of record address. Enter the street, city, county, state, country, and zip code of the address declared by the applicant to be their permanent home or actual home at the time of enlistment. P.O. boxes

are not authorized. Do not enter a temporary address. If the home of record is the same as the current address, as shown in item 3, enter "same as item 3."

Note: Enter the village, island, state, and country for RMI, FSM, or ROP.

(5) Item 5. Citizenship

(a) U. S. at birth. Enter "X" if the applicant is a citizen of the United States by birth. If this block is marked, blocks (1) (native born) or (2) (born abroad of U.S. parent(s)) must also be marked.

(b) U. S. naturalized. Enter "X" if the applicant is a naturalized citizen.

(c) U. S. Non-citizen national. Enter "X" if the applicant is not a citizen of the U. S. but owes principal allegiance to the United States.

Example: The applicant was born in American Samoa or Swains Island.

(d) Immigrant Alien (Specify). Enter "X" if the applicant is an immigrant alien and specify the applicant's country of citizenship.

EXAMPLE: "The applicant is a permanent legal resident (Green Card/Form I-551)

(e) Non-Immigrant Foreign National (Specify). Enter "X" if the applicant is a non-immigrant foreign national that is allowed to enlist. For applicants from RMI, FSM, or ROP, enter "Freely Associated States" for the specification.

(f) Alien registration number. Legibly enter the applicant's USCIS issued alien registration number if applicable.

(6) Item 6. Sex. Enter "X" in the appropriate block.

(7) Item 7a Racial Category. Enter "X" in the appropriate block(s). The only acceptable methods recruiting personnel may utilize to request the data is by presenting the categories in one of two ways: Either "mark one or more" or "Select one or more." Applicants may select one, some combination, or all of Items 7(a) (1) through 7(a) (5).

(a) Item 7b Ethnic category. Enter "X" in the appropriate block. Applicants may select only one; however, the only acceptable methods recruiting personnel may use to request the data is by presenting the categories in one of two ways: either "mark one" or "select one."

(8) Item 8. Marital status. Select from the following list:

Single	Married
Annulled	* Common Law
Divorced	* Interlocutory
Widowed	* Legally Separated

* Requires NAVCRUITCOM (00J) review of document(s) prior to enlistment.

(9) Item 9. Number of dependents. Enter the number of people who are either totally or partially dependent on the applicant for support (e.g. 0, 1, 2, 3, etc.). Refer to volume II, section 5, for [dependency determination](#).

Note: Applicants' eligibility for allowance with dependents is determined after enlistment. Indicating dependents in this block does not necessarily qualify them for financial assistance or allowance and imposes no liability on the armed forces for their support.

(10) Item 10. Date of birth: Enter the date as eight digits in YYYYMMDD format.

Example: If the applicant was born on May 9, 1983, enter "19830509."

(11) Item 11. Religious preference. Refer to the following list of religious preferences. If religious preference is on the list, enter it as shown. If religious preference is not on the list, enter the complete formal name of the applicant's religious preference.

Note: Do not leave blank.

Religious Preference

Advent Christian Church	Christian Church and Churches of Christ
Adventist Churches	Christian Methodist Episcopal Church
African Methodist Episcopal Church	Christian Reformed Church in North America
African Methodist Episcopal Zion Church	Christian, No denominational preference
Agnostic	Church of Christ
American Baptist Churches in the U.S.A.	Church of God (Anderson, IN)
American Baptist Conference	Church of God (Cleveland, TN)
Anglican Catholic Church	Church of God in Christ
Asbury Bible Churches	Church of God of Prophecy
Assemblies of God	Church of Jesus Christ of Latter Day Saints (Mormon)
Associated Gospel Churches	Church of the Nazarene
Atheist	Churches of Christ in Christian Union
Baha'i Faith	Churches of God, General Conference
Baptist Churches	Churches of the New Jerusalem
Bible Protestant Church	Congregational Churches
Brethren Churches	Cumberland Presbyterian Church
Buddhism	Eastern Orthodox Churches
Catholic Churches	Eastern religions
Christian and Missionary Alliance	Episcopal Church
Christian Church (Disciples of Christ)	

Episcopal Churches
 European-Free Churches
 Evangelical Churches
 Evangelical Covenant Church
 Evangelical Free Church of
 America
 Evangelical Lutheran Church in
 America
 First Church of Christ,
 Scientist (Christian Science)
 Free Methodist Church of North
 America
 Free Will Baptists Churches
 Friends (Quakers)
 Full Gospel
 Fundamental Churches
 General Association of General
 Baptists
 General Association of Regular
 Baptist Churches
 Hinduism
 Holiness Churches
 Iglesia Ni Cristo
 Independent Churches Affiliated
 Independent Fundamental Bible
 Churches
 Independent Fundamental
 Churches of America
 International Church of the
 Foursquare Gospel
 Islam
 Jehovah's Witnesses
 Judaism (Jewish)
 Lutheran Church-Missouri Synod
 Lutheran Churches
 Magick and Spiritualist
 Methodist Churches
 Moravian Churches
 National Baptist Convention of
 America
 National Baptist Convention,
 U.S.A., Inc.
 Native American

New Age Churches
 No Religious Preference
 Open Bible Standard Churches,
 Inc.
 Orthodox Churches
 Pentecostal Church of God
 Pentecostal Churches
 Pentecostal Holiness Church,
 International
 Plymouth Brethren
 Presbyterian Church (U.S.A.)
 Presbyterian Church in America
 Progressive National Baptist
 Convention, Inc.
 Protestant-No Denominational
 Preference
 Protestant, other Churches
 Reformed and Presbyterian
 Churches
 Reformed Church in America
 Reformed Episcopal Church
 Reorganized Church of Latter
 Day Saints
 Restorationist Churches
 Roman Catholic Church
 Salvation Army
 Schwenkfelder Churches
 Seventh-Day Adventists
 Southern Baptist Convention
 Tioga River Christian
 Conference
 Unclassified religions
 Unitarian Universalist
 United Church of Christ
 United Methodist Church
 United Pentecostal Church,
 International
 Wesleyan Church
 Wicca (witchcraft)
 Unknown

(12) Item 12. Education. For determining highest grade of formal education completed and complete education definition refer to [volume II, section 4](#).

Verified Education is:	Code	Status
Less than high school diploma and no credential (AFQT \geq 50)	1	NHSDG
Other Non-Traditional High School Credential (AFQT \geq 35)	5	HSDG
Virtual/Distance School Diploma (AFQT \geq 35) A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.	7	HSDG
Completed one semester of college/Job Corps (AFQT \geq 35) Completed at least 15 semester or 22 quarter hours of college-level credit or 675 clock hours from an accredited traditional or online post-secondary institution. A Job Corps graduate with a GED or high school diploma and a Job Corps certificate of completion from a vocational/technical program consisting of at least 675 clock-hour credits of vocational/technical education.	8	HSDG
Adult/Alternative Diploma (AFQT \geq 35) A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e.; all alternative, accelerated, or high school completion programs to include the GED Test Option).	B	HSDG
Occupational Program certificate (AFQT \geq 50) A certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least six months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential.	C	HSG
Associate Degree (AFQT \geq 35) An associate degree from an accredited traditional or online post-secondary institution.	D	HSDG
Test-Based Equivalency Certificate/Diploma (AFQT \geq 50) A diploma or certificate of General Education Development (GED) or other test-based credential obtained solely by testing.	E	HSG
Failure of State Competency Exit Exam (AFQT \geq 35) A diploma issued to an individual who met all requirements for graduation, but failed to pass mandated exit exams	F	HSDG

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Verified Education is:	Code	Status
Professional nursing diploma (AFQT \geq 35) A diploma from an accredited 3-year hospital school of nursing program.	G	HSDG
Home school diploma (AFQT \geq 35) A diploma issued to a graduate of a home school program in accordance with State requirements, administered by a parent, teacher/school district, or umbrella association.	H	HSDG
High School Certificate of Attendance, Completion or Special Education (AFQT \geq 50) An attendance-based high school certificate issued to students based on an Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.	J	HSG
Baccalaureate Degree (AFQT \geq 35) A baccalaureate degree from an accredited traditional or online post-secondary institution.	K	HSDG
High school diploma (AFQT \geq 35) 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.	L	HSDG
Currently Enrolled, Other Than a High School Diploma (AFQT \geq 35) Applicants who are pursuing an accredited program that will yield High School Diploma Graduate (HSDG) status through a "B", "7", "H", or "8" education program.	M	HSDG
Master's Degree (AFQT \geq 35) A master's degree from an accredited traditional or online post-secondary institution.	N	HSDG
Post Master's Degree (AFQT \geq 35) A degree conferred from an accredited institution that is beyond the master's level but below the doctorate level.	R	HSDG
High school senior (intended to graduate and is enlisting in the DEP) (AFQT \geq 35)	S	HSDG
Doctorate Degree (AFQT \geq 35) A doctorate degree from an accredited degree granting institution.	U	HSDG

Verified Education is:	Code	Status
First Professional Degree (AFQT \geq 35) A degree/certificate awarded upon completion of the academic requirements in selected professions: Dentistry (D.D.S. or D.M.D), Law (L.L.B. or J.D.), Medicine (M.D.), Theology (B.D.) and so forth.	W	HSDG
National Guard Youth Challenge Program participant with GED (AFQT \geq 50) A General Education Development (GED) Certificate or other test-based credential obtained by completing a 22-week National Guard Youth Challenge Program (NGYCP) and passing the General Education Development (GED) tests.	X	HSG

Note: Applicants with education codes "5" or "F" shall be projected in PRIDE MOD as such for statistical reporting purposes only. Education code "5" will automatically convert to code "B" and education code "F" will automatically convert to code "L" at time of DEP-in for all accession reports and on DD Form 1966/1.

(13) 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 (refer to the language chart provided later in this section).

(14) Item 14. Valid driver's license. If the applicant holds a valid driver's license, identify the state that issued the license, license number, and expiration date. If the applicant does not have a valid driver's license, enter "X" in Block "No".

(15) Item 15. Place of birth. Enter city, state, and country of the applicant's birth.

(f) Section II - Examination and entrance data processing codes.

(1) Item 16. Aptitude test results. Navy processing personnel enter these at the time the applicant enlists USN Delayed Entry Program (DEP) or USNR Delayed Entry in Training (DET).

(2) Item 17. DEP enlistment data. MLPO or other NAVCRUITDIST support personnel complete these at the time the applicant enlists USN DEP or USNR DET.

(3) Item 17a. Enter DEP or DET date of enlistment in eight digits (YYYYMMDD). Including Full Time Support (FTS) and New Accession Training (NAT).

(4) Item 17b. Enter projected active duty date in eight digits (YYYYMMDD) which is the date the applicant will go on active duty (ship to RTC) for all programs, including FTS and NAT.

(5) Item 17c. Enter the one digit code "3".

(6) Item 17d. Construct the recruiter ID as follows:

(a) 1st digit: Enter zero (0) in all cases.

(b) 2nd digit: Enter appropriate Navy recruiting region number (1 or 2).

(c) 3rd and 4th digits: Enter district code as shown in instructions for completing *Item 19*, Blocks 4 and 5.

(d) 5th - 9th digits: Enter five zeros (00000) in all cases.

Example: NAVCRUITDIST Dallas = 023100000

(7) Item 17e. Construct station identification as follows:

(a) 1st and 2nd digits: Enter district two digit code.

(b) 3rd, 4th and 5th digits: Enter appropriate Navy recruiting station (NAVCRUITSTA) number.

(8) Item 17f (also 18m). Enter the five-digit code that identifies the program in which enlistment is being made. All Navy enlisted accessions must have a five-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: John Smith is enlisting DEP for MM Class "A" School in the School Guarantee Program (SGP).

The 5-digit code for 17f would be USN DEP enlistment..... 1st digit = C

4-digit code for 4YO SGP is..... 2nd - 5th digits = 4**9

** 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 "MM".

5-digit code entered in 17f is ... C4MM9

Provided this recruit does not change to another program, or to another Class "A" School guarantee while in DEP, the code entered in *Item 18M* 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 17f (when DEPped) to the code in 18k (when returning out of DEP and enlisting USN).

1 st digit Category	Code
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 17f because *item 17* is only completed at the time of enlistment in a delayed active duty program and code "A" is used in Block 18M 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 18M 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. 2nd, 3rd, 4th and 5th digits: Enter the four 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 Computer Field (AECF) Program would be ASGFC. 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.

** = Enter the appropriate rating code in two characters from the following list that identifies the rating or school for which the applicant was recruited.

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Program for Which Enlisted Codes:		
Program	Code	Notes
New Accession Training (NAT) Program		
New Accession Training (NAT) "A" School	RB**	
New Accession Training (NAT) "A" School DPEP	RG**	
2YO, Naval Academy Prep School Candidate		
2YO, Naval Academy Prep School Candidate	NAPS	
Nuclear Field Program (6YO)		
NF, No Specific School, Non-Submarine Volunteer	G999	For prior service Nuclear Field Program use ***NF
NF, No Specific School, Submarine Volunteer	G99S	For prior service Nuclear Field Program (Submarine) use ***NS
NF, Specific School, Non-Submarine Volunteer	G**9	
NF, Specific School, Submarine Volunteer	G**S	
Advanced Electronics Field Program (6YO)		
AEF, No Specific School, Non-Submarine Volunteer (AECF)	A999	
AEF, Specific School, Non-Submarine Volunteer	A**9	
AEF, No Specific School, Submarine Volunteer	A99S	
AEF, Specific School, Submarine Volunteer	A**S	
Advanced Technical Field Program (6YO)		
ATF, Specific School, Non-Submarine Volunteer	B**9	
ATF, Specific School, Submarine Volunteer	B**S	
ATF, Aircrew Rescue Swimmer	5RS9	
ATF, Aircrew Non-Rescue Swimmer	5WS9	
ATF, Aircrew Rescue Swimmer (FTS)	YRS9	
ATF, Aircrew Non-Rescue Swimmer (FTS)	YWS9	
Challenge Programs (SO, SB, EOD, ND, - (ATF)), UCT-(5YO)		
Navy Diver Option	BND9	

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Special Warfare Operator Option (SEAL)	BSO9	
Explosive Ordnance Disposal Option (EOD)	BED9	
Special Warfare Boat Operator Option (SWCC)	BSB9	
Underwater Construction Team Option (UCT)	5UC9	
Music Program (4YO)		
Music Program	F999	For prior service Music Program applicants use ***MU
School Guarantee Program		
4YO SGP	4**9	
4YO SGP (Submarine Volunteer)	4**S	
5YO SGP	5**9	Use "DA" for HMDA
5YO SGP (Submarine Volunteer)	5**S	
Full Time Support (FTS) Enlistment Program (4-6YO)		
FTS School	Y**9	
CSS Homeport Guarantee Programs (4YO)		
CSS School Guarantee with Homeport Guarantee	4M2*	* = use code below
		Norfolk, VA 1
		San Diego, CA 2
		Kings Bay, GA 3
		Bangor, WA 4
		Pearl Harbor, HI 5
		Groton, CT 6
		Guam 7
		No guarantee S
NAVET (other than DPEP) reenlisting under CONTINUOUS service		
NAVET, Not PRISE III	N999	Not PRISE R
NAVET, PRISE III	NG**	
NAVET (other than DPEP) reenlisting under BROKEN service		
NAVET, Not PRISE III	7999	Not PRISE R
NAVET, PRISE III	7G**	

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OSVET (other than DPEP)		
OSVET, Enlisting in Paygrade E4 or Above	OP99	
OSVET, Paygrade E3 or Below, No RTC, No "A" School	S999	
OSVET, Paygrade E3 or Below with RTC, No "A" School	8999	
OSVET, Paygrade E3 or Below, No RTC, With "A" School	SG**	
OSVET, Paygrade E3 or Below, With RTC and "A" School	8S**	
NAVET/OSVET DPEP		
NAVET, DPEP identified striker	Q999	
NAVET, DPEP ultimate paygrade E4 to E7	Q#**	
OSVET, DPEP identified striker	L999	
OSVET, DPEP ultimate paygrade E4 to E7	L#**	# = use code below
		# Paygrade = Code
		E4 4
		E5 5
		E6 6
		E7 7
Direct Procurement Enlistment (DPEP) excluding NAVETS/OSVETS		
DPEP, identified striker	C999	
DPEP, ultimate paygrade E4 to E7, No "A" School Required	C#**	# = use code below
DPEP, ultimate paygrade E4 to E7, "A" School Required	D#**	# = use code below
		# Paygrade = Code
		E4 4
		E5 5
		E6 6
		E7 7

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM			
PACT <u>Homeport</u> Guarantee	K4**		
			3 rd digit replace asterisk with :
PACT <u>No Homeport</u> Guarantee			1 - Norfolk VA
S-PACT - K49U			2 - San Diego CA
A-PACT - K49A			3 - Jacksonville/
E-PACT - K49F			Mayport FL
			4 - Pacific Northwest
			5 - Hawaii
			6 - Japan
			4 th digit replace asterisk with:
			U - S-PACT
			A - A-PACT
			F - E-PACT

** = Enter the appropriate rating code in two characters from the following list that identifies the rating or school for which the applicant was recruited.

RATING CODES													
ABE	A1	AW	AW	CTT	CT	GSM	G3	MA	MA	QM	QM	YNS	Y1
ABF	A3	AZ	AZ	DC	DC	HM	HM	MC	MC	RP	RP		
ABH	A2	BM	BM	EA	EA	HMDA	DA	MM	MM	SB	SB		
AC	AC	BU	BU	EM	EM	HMFm	H1	MMS	M1	SECF	SA		
AD	AD	CE	CE	EN	EN	HT	HT	MN	MN	SH	SH		
AECF	FC	CM	CM	EO	EO	IC	IC	MR	MR	SO	SO		
AG	AG	CS	CS	EOD	ED	IS	IS	MT	MT	STG	SG		
AM	A6	CSS	M2	ET	ET	IT	IT	NC	NC	STS	ST		
AME	A7	CTI	CI	FC	F2	ITS	I2	ND	ND	SW	SW		
AO	AO	CTM	C1	FT	FT	LN	LN	OS	OS	TM	TM		
AS	AS	CTN	CN	GM	GM	LS	LS	PR	PR	UT	UT		
AV	AV	CTR	CR	GSE	G2	LSS	L1	PS	PS	YN	YN		

(9) Item 17g. Enter enlistee's rate (e.g., AR, AN, SR, SN, FN, etc.). Do not enter program designator. Enter only the rate qualified for at the time of enlistment in DEP.

(10) Item 17h. DEP enlistment waiver codes. Record waiver codes for waivers granted to applicants during DEP processing. Enter "YYY" if no waiver is required. (Refer to waiver code table under Item 18f.)

(11) Item 17i. Enter paygrade in three-character code. Enter "E" for Enlisted with second and third characters for paygrade level as follows:

E1 = E01	E4 = E04	E7 = E07
E2 = E02	E5 = E05	E8 = E08
E3 = E03	E6 = E06	E9 = E09

(12) Item 17j. List the DD Form 4 annexes applicable to the member's enlistment options (A, B, C, etc.).

(13) Item 17k (also 18d). Enter the member's military service obligation (MSO). This will be "0800" for all non-prior service applicants. For prior service members, enter the member's enlistment program service obligation or the member's remaining MSO, whichever is greater.

Note: For Reserve applicants: refer to MILPERMAN ART 1160-030 for proper reenlistment bonus requirements or contact CNRFC Code N11.

(14) Item 17l. Enter member's enlistment service obligation for the program in which enlisting. For non-prior service USN applicants and FTS applicants enter 0400. For NAT accessions, enter 0026. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(15) Item 18. Accession Data. Navy processing personnel will complete this section five working days prior to member commencing USN or USNR. Navy processing personnel will submit the DD Form 1966/1 after completion to MEPS personnel for data entry and request a revised print out of the DD Form 1966/1.

(16) Item 18a. Date of enlistment in YYYYMMDD format. For USNR Programs (NAT and FTS) this date should be the same as enlistment date entered in Item 17a.

(17) Item 18b. Active Duty Service Date. Enter eight characters in YYYYMMDD 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 (NAT and FTS). 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/Initial Active Duty for Training (IADT), 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 enlisted 11 September 1987 and had three years prior service and no lost time. If he returns to active duty on 11 September 2007, the Active Duty Service Date for this applicant is 11 September 2004 (subtract three years from 11 September 2007). PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(18) Item 18c. Pay Entry Base Date (PEBD) in YYYYMMDD format. If enlistee has no prior military service, this date is the same day that the applicant starts active duty. If enlistee has prior military service, a PS 2612 or NEC 9586 must compute the PEBD. It is absolutely imperative that this date be 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 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:

(a) 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.

(b) DEP time does not count for computation after 31 December 1984.

(c) 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.

(d) Start computation from most recent period of service and work backwards.

(e) 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:

Example 1: 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.

Example 2: 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 its own merits and all personnel holding the NEC (2612 or 9586) computing PEBDs must review the DoD FMR article for specific instructions regarding which periods of service are creditable and for how to compute PEBD.

(19) Item 18d. Enter the same data used in item 17k.

(20) Item 18e. Enter the years of obligation in which enlisting. For example: 04000000 for all active duty programs (to include full time support programs). Do not count extensions. For NAT enlistees enter 00060000. Enter 02000000 for PRISE III applicants and enter 03000000 thru 06000000 for all NAVET/OSVET applicants.

(21) Item 18f. (Accession Waiver Codes) Record all waivers granted for the applicant (include all waivers listed in 17h plus any additional waivers granted in DEP. Enter the three-character waiver code(s) by selecting the appropriate code listed below.

WAIVER CODE TABLE

1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
YYY	YYY	No waiver required	
BAB	BAB	Dependency of a military spouse waiver granted by NAVCRUITCOM	
BAE	BAE	Dependency of a military spouse waiver granted by NRD	
BBB	BBB	Dependency waiver due to number of dependents granted by NAVCRUITCOM	
BBE	BBE	Dependency waiver due to number of dependents granted by NRD	
CYB	CYB	Mental qualification (ASVAB AFQT) waiver granted by NAVCRUITCOM	
DAA	DAB DAE	Law violations of adjudicated traffic offenses waiver granted	DAB=waived by NRC DAE=waived by District
DCA	DMB DME	Law violations of one misconduct offense and four or more non-traffic offenses that were adversely adjudicated waiver granted	DMB=waived by NRC DME=waived by District
DCB	DNB DNE	Law violations of five or more adversely adjudicated non-traffic offenses waiver granted	DNB=waived by NRC DNE=waived by District
DDA	DGB DGE	Law violations of two or more misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a misconduct waiver being granted	DGB=waived by NRC DGE=waived by District

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1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
DDB	DOB DOE	Law violations of two or more misconduct offenses where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced or some other diversion program where conditions were placed on the violator resulting in a misconduct waiver being granted	DOB=waived by NRC DOE=waived by District
DEA	DEA	Law violations of major misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an adult major misconduct waiver being granted	
DEB	DEB	Law violations of major misconduct where adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in an adult major misconduct waiver being granted	
DFA	DFA	Law violations of major misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a juvenile major misconduct waiver being granted	
DFB	DFB	Law violations of major misconduct where adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a juvenile major misconduct waiver being granted	
EAB	EAB	RE-Code waiver granted by NRC	
EBB	EBB	Paygrade waiver granted by NRC	
EBE	EBE	Paygrade waiver granted by District	

1966 CODE	PRIDE and CIRIMS CODE	DEFINITION	NOTES
ECB	ECB	Lost time waiver granted by NRC	
ECE	ECE	Lost time waiver granted by District	
EDB	EDB	Prior service EPTS physical disability waived by NAVCRUITCOM	
EEB	EEB	Prior service skill requirement waived by NAVCRUITCOM	
EEE	EEE	Prior service skill requirement waived by NAVCRUITDIST	
FAB	FAB	Alcohol abuse waived by NRC	
FAE	FAE	Alcohol abuse waived by District	
FBB	FBB	Marijuana abuse waived by NRC	
FBE	FBE	Marijuana abuse waived by District	
FCB	FCB	Other drug abuse waived by NRC	
FCE	FCE	Other drug abuse waived by District	
FDA	FDA	Positive DAT waived by CNP	
HAB	HAB	Prior service height waiver granted by NAVCRUITCOM	
HCB	HCB	Medical/physical standard waiver granted by NAVCRUITCOM	

Note: PRIDE and CIRIMS require a single specific law violation offense to be entered for traffic (100) and other non-traffic (200) offenses. For 100 and 200 series offenses only list the most severe law violation based on severity level of adjudication as indicated below. An adjudication indicator is not required for 100 and 200 series offenses.

(a) Severity level precedence is determined by the total sum of fees, fines, restitution and court cost paid as a result of adjudication, and the value assigned to the length of civil confinement and community service imposed.

(b) Monetary value assigned to civil confinement is equal to \$200 for each day served. For example, three days civil confinement has a monetary value of \$600. Monetary value of community service is \$10 for each hour of community service imposed. For example 40 hours of community service has a monetary value of \$400.

(c) Formula: $a+b+c=x$,

a=total sum of fees, fines, restitution and court cost
 b=monetary value of civil confinement
 c=monetary value of community service
 x=severity level value for determining law violation

precedence

Example: Applicant has two non-traffic offenses, which are littering and vagrancy. Applicant received a fine of \$350, \$150 in court costs and 20 hours of community service for the littering charge. Applicant received a fine of \$100, \$250 in restitution, \$75 in court costs, and served two days in jail. The severity level value for each charge is \$700 for the littering charge and \$825 for the vagrancy charge. In this case the vagrancy charge, offense code 242, would be entered into either PRIDE or CIRIMS, as applicable.

Note: Misconduct (300) and major misconduct (400) series offenses must include all offenses and an adjudication indicator for each offense, either guilty (g) or other adverse adjudication (a).

(22) Item 18g. Enter paygrade in three-character code. Enter "E" for Enlisted with second and third characters for paygrade level as follows:

E1 = E01	E4 = E04	E7 = E07
E2 = E02	E5 = E05	E8 = E08
E3 = E03	E6 = E06	E9 = E09

Example: Individual enlists as MM3, enter E04.

(23) Item 18h. Date of grade. Enter time in rate (TIR) in YYYYMMDD 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 and then proceed as follows:

(a) TIR date for NAVETs who return to active duty in paygrade held on discharge or release from active duty.

(b) Adjust TIR to credit NAVETs for any previous TIR accumulated while on active duty in the paygrade from which originally separated.

(c) 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 E5 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	<u>87 10 15:</u>	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 07 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.

(d) 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 waiver (in writing) from COMNAVCRUITCOM (Code 32) to maintain their original TIR.

(e) TIR date for members who return from disability retired status.

1 Within six 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.

2 For members who return to active duty after a period in excess of six 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.

3. TIR date for members who are being discharged from the DEP or are reporting to active duty for the first time and have no prior Naval Service. Assign a TIR date per the schedule.

4. TIR date for members reporting to active duty from a Naval Reserve drilling status. Assign a new active duty TIR per the schedule.

Chart A - TIR Dates

Paygrade	Accession Date	Assign TIR Date
E1	Any period	Date of Enlistment/Reenlistment
E2-E3 (Initial Active Duty)	1-16 of the month	1 st day of the month
	17-31 of the month	1 st 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

(23) Item 18i. 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

(24) Item 18j. Enter highest grade that will be completed prior to active duty (three-digit code)

(25) Item 18k. 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. Recruiter's SSN will be blackened out on the copy given to the applicant.

(26) Item 18l. Enter the station identification code in item 17e.

(27) Item 18m. Enter five-digit program for which enlisted code following the instructions given for completing block 17f. First digit must be an "A".

(28) Item 18n. Enter enlistee's rate (e.g., SR, AR, SN, etc.). Do not enter program designators.

(29) Item 18o. Leave blank

(30) Item 18p. 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 18p.

(a) Digit 1 - Youth program: Enter the one digit code as applicable to indicate the youth program.

Youth Program	Code
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
Youth Program	Code
CAP - Mitchell Award	J
Naval Sea Cadet Recruit	K
Naval Sea Cadet Apprentice	L
Naval Sea Cadet Seaman	M
Other	X
Not Applicable	Y

(b) Digit 2 - Department/establishment component: enter the one digit code as applicable to indicate the department sponsoring the youth program as follows:

Department	Code
Army	A
Air Force	F
Navy	N
Marine Corps	M
Coast Guard	P
Other	X
Not applicable	Y
Unknown	Z

(c). Digit 3 - Time in years: enter in one digit (0 through 9 as applicable) the number of years affiliated.

(31) Item 18q. Enter two digit enlistment type options from the following table. Note that the second digit will be "Y" for all Navy enlistees.

1 st 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

1st digit - Enter the one digit code that most accurately describes the program option(s) that enlistee is enlisting for: Type Enlistment Option	Code
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

(a) 2nd digit - Enter "Y" for all Navy enlistees and reenlistees. Advanced paygrade resulting from referrals, college credits, etc.

(32) Item 18r. Leave blank.

(33) Item 18s. If enlistment options changed, enter the new DD Form 4 annexes being used (B, C, D, etc.). If no changes to the members contract since the original DEP in date then leave this block blank.

Note: Once an annex is assigned a letter designator, that letter designator cannot be used for any other annex created in cases where the member's enlistment options are modified or changed.

(34) Item 18t. If the member's enlistment option changed while in DEP, list the DD Form 4 annexes that were replaced.

(35) Item 18u. Enter the UIC of the activity to which the enlistee is transferred upon enlistment or reenlistment.

UIC	Activity	Type of Enlistment
30646	RTC, Great Lakes, IL	All recruits
31176	Commander, NAVEDTRACEN, Newport, RI	NAPS Candidates
42125	STU RTC , Great Lakes, IL	NAVETS/OSVETS

(a) MEPS orders NAVETs, enlisting in the regular Navy (USN), and Drilling Navy Reservists to the TPU.

(37) Item 19. Service required data. The MLPO or other NAVCRUITDIST support personnel complete this item by entering appropriate codes for various items of additional information required for Navy accessions. Complete Item 19 at least five working days before the applicant starts USN or USNR.

(38) Item 19. Block 1: Number of enlistment - enter one digit code to indicate the number of enlistments in the Navy as follows: PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

- 1 - 1st enlistment (USN/USNR)
- 2 - 2nd enlistment (USN/USNR)
- 3 - 3rd enlistment (USN/USNR)

4 - 4th enlistment (USN/USNR), etc.

(a) Item 19. Blocks 2, 3, 4, 5, 6, 7: Enter as follows:

(b) Item 19. Block 2: Navy recruiting region. PRIDE Mod will auto-fill for all applicants.

<u>Region</u>	<u>Code</u>
Navy Recruiting Region East	1
Navy Recruiting Region West	2

(39) Item 19. Block 3: Army Regional Recruiting Command (RRC). If your location is not listed, choose the closest location to your MEPS.

NERRC Code

Albany, NY	1
Baltimore, MD	1
Boston, MA	1
Buffalo, NY	1
Harrisburg, PA	1
Newark, NJ	1
New York, NY	1
Philadelphia, PA	1
Pittsburgh, PA	1
Portland, ME	1
Providence, RI	1
Springfield, MA	1

SWRRC Code

Albuquerque, NM	4
Dallas, TX	4
Denver, CO	4
Houston, TX	4
Jackson, MS	4
Kansas City, MO	4
Little Rock, AR	4
Memphis, TN	4
New Orleans, LA	4
Oklahoma City, OK	4
San Antonio, TX	4

SWRRC Code

Atlanta, GA	3
Charlotte, NC	3
Columbia, SC	3
Indianapolis, IN	3
Jacksonville, FL	3
Louisville, KY	3

SERRC Code

Miami, FL	3
Montgomery, AL	3
Nashville, TN	3
Richmond, VA	3
San Juan, PR	3

MWRRC Code

Chicago, IL	5
Cincinnati, OH	5
Cleveland, OH	5

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Columbus, OH	5
Des Moines, IA	5
Detroit, MI	5
Fargo, ND	5
Milwaukee, WI	5
Minneapolis, MN	5
Omaha, NE	5
St. Louis, MO	5

WRRC	Code
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Anchorage, AK	6
Butte, MT	6
Fresno, CA	6
Honolulu, HI	6
Los Angeles, CA	6
Portland, OR	6
Phoenix, AZ	6
Salt Lake City, UT	6
San Diego, CA	6
San Francisco	6
Seattle, WA	6
Spokane, WA	6

(40) Item 19. Blocks 4 and 5: Enter the two-digit code to indicate the NRD through which the enlistment was processed. PRIDE Mod will auto-fill for all applicants.

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NAVCRUITDIST	Code	NAVCRUITDIST	Code
New England	02	Phoenix, AZ	30
New York, NY	04	Dallas, TX	31
Jacksonville, FL	12	Houston, TX	32
Atlanta, GA	13	New Orleans, LA	34
Nashville, TN	14	Los Angeles, CA	36
Raleigh, NC	15	Portland, OR	37
Richmond, VA	16	San Francisco, CA	38
Ohio	18	Seattle, WA	39
Philadelphia, PA	19	San Diego, CA	40
Pittsburgh, PA	20	San Antonio, TX	46
Chicago, IL	21	St. Louis, MO	47
Michigan	22	Miami, FL	48
Denver, CO	25	Other Outside CONUS	99
Minneapolis, MN			

(41) Item 19. Blocks 6 and 7: Enter the two-digit code to indicate the MEPS through which the enlistment was processed and/or reported. PRIDE Mod will auto-fill for all applicants.

MEPS	Code	MEPS	Code	MEPS	Code
Eastern Sector		Tampa, FL	17	Raleigh, NC	31
Albany, NY	01	Atlanta, GA	20	Fort Lee, VA	32
Baltimore, MD	02	Beckley, WV	21	Jackson, MS	42
Boston, MA	03	Charlotte, NC	22	Memphis, TN	45
Buffalo, NY	04	Miami, FL	23	Lansing, MI	50
New York, NY	05	Ft. Jackson, SC	24	Chicago, IL	54
Harrisburg, PA	06	Jacksonville, FL	25	Cleveland, OH	56
Fort Dix, NJ	10	Knoxville, TN	26	Columbus, OH	57
Pittsburgh, PA	11	Louisville, KY	27	Detroit, MI	59
Portland, ME	12	Montgomery, AL	28	Indianapolis, IN	61
Springfield, MA	13	Nashville	29	Milwaukee, WI	62
Syracuse, NY	14	San Juan, PR	30		

Western Sector					
Albuquerque, NM	36	Shreveport, LA	49	Honolulu, HI	73
Amarillo, TX	37	Des Moines, IA	58	Los Angeles, CA	74
Dallas, TX	38	Fargo, ND	60	San Jose, CA	75
Denver, CO	39	Minneapolis, MN	63	Phoenix, AZ	76
El Paso, TX	40	Omaha, NE	64	Portland, OR	77
Houston, TX	41	Sioux Falls, SD	65	Salt Lake City, UT	78
Kansas City, MO	43	St. Louis, MO	66	Seattle, WA	79
Little Rock, AR	44	San Diego, CA	67	Spokane, WA	80
New Orleans, LA	46	Boise, ID	70	Anchorage, AK	81
Oklahoma City, OK	47	Butte, MT	71		
San Antonio, TX	48	Sacramento, CA	72		

(42) Item 19. Blocks 8, 9 and 10: Leave Blank.

(43) Item 19. Blocks 11, 12, 13, 14, 15 and 16: Enter in six digits (YYMMDD) format the date on which last discharged. For future Sailors with no prior military service as well as USNR future Sailor enter 000000. For USN future Sailors returning from DEP, enter the date prior to their current active duty date. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(44) Item 19. Blocks 17 and 18: Enter the two-digit code for the branch and class of federal service from which last discharged. For USN future Sailors who are in the Delayed Entry Program use "32" unless they have prior active service. If applicant has no prior military service, enter "99". PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

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 (Federal Key Employees)	41
	Standby - 2 (Navy IRR-not eligible for points or promotion)	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

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(45) Item 19. Blocks 19 and 20: Enter appropriate two digits Type Acquisition Code from the following. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

<u>Category</u>	<u>Code</u>
Chargeable (male only)	
QUEBEC - Enlisted in the Navy Accession Program (NAT) Male	10
QUEBEC - (No prior service or has prior active service of Less than 84 consecutive days in other than USN or USNR)	11
QUEBEC - (Prior USN or active USNR (except SAM) service less than 84 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 - do not 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
QUEBEC - Navy Inductee.....	16
QUEBEC - (Prior Naval Reserve service, no prior active service Returning DEP).....	17
Male - FTS Enlisted Program (with or without delayed active duty)	19
Non-chargeable (male only)	
ROMEIO - Prior regular Navy Service (Reenlisting under broken service conditions)	21
ROMEIO - Prior active USNR service (Includes 4 or more months Active Duty or Training)	22
ROMEIO - Prior Navy Inductee service	23
ROMEIO - Prior other service (other than USN or USNR)	24
ROMEIO - Prior service (other than USN or USNR) accepted for enlistment temporarily in DEP USNR	25
ZULU - Male reenlisting under continuous service conditions (over 24 hours but within 3 months)	32
Female - Recruit enlistment USN	41
Female - Reenlisting USN under continuous service Conditions (within 3 months)	43
Female - Reenlisting USN under broken service conditions (over 3 months)	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 - FTS Enlistment Program	49
Female - Enlisted in the Navy Accession Program (NAT)	50

(46) Item 19. Blocks 21 and 22: Enter branch and class code. PRIDE Mod will auto-fill for all applicants.

USN	11
USNR	32

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(47) Item 19. Block 23: Enter the appropriate military obligation designator code from the following list. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

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 the NAT Program	5
B	Non-prior service male or female enlisting in the Naval Reserve under Title 10 USC 511(b) (includes 2YO, 3YO, and FTS 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 or active duty for training starts. Males or females who have completed an eight year obligation must always be coded "0".

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(48) Item 19. Blocks 24 and 25: Enter two digit code to indicate place of birth (state or country).

Code	Location	Code	Location	Code	Location
1	Alabama	26	Michigan	49	Utah
2	Alaska	27	Minnesota	50	Vermont
4	Arizona	28	Mississippi	51	Virginia
5	Arkansas	29	Missouri	53	Washington
6	California	30	Montana	54	West Virginia
8	Colorado	31	Nebraska	55	Wisconsin
9	Connecticut	32	Nevada	56	Wyoming
10	Delaware	33	New Hampshire	AQ	American Samoa
11	District of Columbia	34	New Jersey	PQ	Canal Zone
12	Florida	35	New Mexico	EQ	Canton and Enderbury Island
13	Georgia	36	New York	CQ	Guam
15	Hawaii	37	North Carolina	JQ	Johnston Atoll
16	Idaho	38	North Dakota	MQ	Midway Island
17	Illinois	39	Ohio	RP	Philippines
18	Indiana	40	Oklahoma	RQ	Puerto Rico
19	Iowa	41	Oregon	TQ	Trust Territory of the Pacific Island
20	Kansas	42	Pennsylvania	BQ	U.S. Misc. Caribbean Islands
21	Kentucky	44	Rhode Island	IQ	U.S. Misc. Pacific Island
22	Louisiana	45	South Carolina	VQ	Virgin Islands (American)
23	Maine	46	South Dakota	WQ	Wake Island
24	Maryland	47	Tennessee	ZZ	Other than Above
25	Massachusetts	48	Texas		

(49) Item 19. Blocks 26 and 27: Enter the two-digit code for type of gain to the Navy or Navy Reserve. PRIDE Mod will auto-fill for all applicants.

Description of type of enlistment	Code
1 st enlistment USN or USNR, no prior service	01
1 st enlistment USN or USNR, no prior service, (bonus)	02
1 st enlistment USN, prior service (bonus)	10
1 st enlistment USN, prior service (no bonus)	11
Reenlistment, within three months (bonus).....	40
Reenlistment, within three months (no bonus).....	41
Reenlistment, over three months.....	51
1 st enlistment USNR, less than 365 consecutive days prior active service.	
95	

(50) Item 19. Blocks 28 and 29: Enter the reenlistment code (RE) for last separation located on DD 214. 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. Sample coding listed below. PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Code recorded in:

Code recorded in:

RE Code	#28	#29	RE Code	#28	#29
RE-R1	R	1	RE-5	5	Leave blank
RE-1	1	Leave Blank	RE-3X	3	X
RE-2	2	Leave Blank	RE-3	3	Leave blank
RE-2A	2	A	RE-3P	0	P
RE-4	4	Leave Blank	NONE	0	0

(51) Item 19. Blocks 30, 31, 32, 33, 34, 35, 36, 37, 38, and 39: 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. One foreign language may be listed, the first and most fluent in blocks 30-39. If the enlistee did not indicate any foreign language ability in *item 13*, leave blank in blocks 30-39.

Note: Ability is not included in item 13; therefore, the classifier must request information to determine the code to be entered in Blocks 32-39 from each enlistee claiming proficiency in a foreign language. Enlistee must have at least a proficiency level code greater than 00 in one of the four ability skills to be listed. For example: an applicant claiming to have a foreign language proficiency in Arabic but reveals a proficiency level of "00" for all four ability/skills shall not document proficiency in a foreign language in block 13 and blocks 30 through 39 should be left blank.

(52) Item 19. Blocks 30 and 31: Enter the two-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, and 31

Code Language	Code Language	Code Language	Code Language
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

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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	BL Belorussian	BM Bemba
BN Bengali	BR Berber	BR Berber-Tamazigt	BR Berber-Tachelhit
BR Berber-Zenatiya	CG Bicol	BV Bihari	CU Bini
VY Bisayan	BX Breton	CE Bug-Makassarese	BU Bulgarian
FA Bulu	BY Burmese	CA Cambodian	CB Catalan
CJ Chamorro	CK Chechen	CZ Chinese	CD Chinese-Amoy
CN Chinese-Anhui	CC Chin-Cantonese	CW Chinese-Chuang	CQ Chinese-Fuchow
CF Chin-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
Code Language	Code Language	Code Language	Code Language
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

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JD Iban	JE Ibanag	JB Ibo	JC Icelandic
JB Igbo	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	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 Konkani	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)

Code Language	Code Language	Code Language	Code Language
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 Mand. Bambara	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

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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 Portug.Brazilian	PT Portug. European	PR Provençal	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	RY Ryukyuan	SA Samoan
SB Sango	RG Sanskrit	RB Santali	SE Sara
JK Sardinian	GN Scotch-Gaelic	SQ Sedan	SQ Sedang
Code Language	Code Language	Code Language	Code Language
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

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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	UX Uzbek	VA Vai
CG Vicol	VC Vietnam.- 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	

(53) Item 19: Blocks 32, and 33, 42: Listening ability. Blocks 34 and 35: reading comprehension. Blocks 36 and 37: writing ability. Blocks 38 and 39: Speaking ability. Enter appropriate proficiency level code from the following:

Proficiency Level Code	Skill	Listening, Reading, Writing, Speaking
00	No proficiency	
06	Memorized proficiency	
10	Elementary proficiency	
16	Elementary proficiency, plus	
20	Limited working proficiency	
26	Limited working proficiency, plus	
30	General professional proficiency	
36	General professional proficiency, plus	
40	Advanced professional proficiency	
46	Advanced professional proficiency, plus	
50	Functionally	

Proficiency Level Code	Skill	Listening, Reading, Writing, Speaking
	native Proficiency	

(54) Item 19. Blocks 40 through 55: Leave blank.

(55) Item 19. Block 56: Enter the one digit code to indicate type of last discharge received. For USN future Sailors (Returning DEP) use "1". For USNR future Sailors use "0". PRIDE Mod will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Type Of Discharge	Code
Honorable	1
General	2
Undesirable	3
Bad Conduct	4
Dishonorable	5
No Prior Service	0

(56) Item 19. Block 57: Enter "X".

(57) 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; for NAT applicant enter "06" for total number of months. For FTS Program enter "48" for total number of months. PRIDE Mod will auto-fill for all applicants.

(58) 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, NAT and FTS 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 18b because the ADSD is a computed date, which includes all periods of prior active duty. PRIDE Mod will auto-fill for all non-prior service applicants for DEP USNR enlistment. Information for all other prior service USNR applicants must be manually entered.

(59) 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 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

(60) Item 19. Block 69 and block 70: leave blank.

(61) Item 19. Block 71: Enter the one digit code to indicate applicant's means of initial entry into military service. PRIDE Mod will auto-fill for all applicants.

Means of Entry	Code
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) Note: Use for USN (Returning DEP)	C
Voluntary enlistment in a reserve component under 26 years of age, Any service, on or after 3 September 1963, which would include a Minimum of 4 months IADT.	G
Voluntary enlistment in a reserve component, any Service, on or after 1 June 1984 (Direct USNR) Note: Use for USNR future Sailors	J
Not applicable	W
Other	X
Unknown	Z

(62) Item 19. Blocks 72 through 140: Leave blank.

(63) Item 20. Last name, first name, middle Initial.

(64) Item 21. Social security number (full SSN required)

f. SECTION III - OTHER PERSONAL DATA

(1) Item 22a. Education: Dates, name(s), location of all high schools and higher level educational institutions attended.

Example: 200409 to present Pope HS, Albany, NY.

(2) 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 backwards.

(3) Item 22b. Youth programs: Applicant will indicate "yes" or "no," as applicable, to show affiliation with youth programs. If "yes," a statement is required in section VI, "remarks."

Note: Computer generated entries in items 22b through 26 are acceptable.

(4) Item 23. Marital/dependency status and family data. Applicants must place an "X" in either the "yes" or "no" block. If 23a is "yes", then list all dependents by name and their relationship 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.

(5) Item 24. Previous military or 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.

(6) Item 25. Ability to Perform Military Duties. Self-explanatory (e.g., as applicable).

(7) Item 25a. No statement is required in section VI, remarks for a "yes" answer, but processing will be terminated.

(8) Item 25b. If "yes", explain in section VI, remarks.

(9) Item 25c. No statement is required in section VI, remarks for a "yes" answer, but processing will be terminated.

(10) Item 26. Drug use and abuse. If "yes", explain in section VI, remarks. List type of drug, number of times used and date of last use. If charged, list of date of offense and disposition.

(11) Item 27. Last name, first name, middle initial.

(12) Item 28. Social security number.

g. SECTION IV - CERTIFICATION

(1) Item 29. Certification of applicant. 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.

(2) Item 30. Data verification by recruiter. If a birth certificate, SSN card and original high school diploma are used, then all that is required is an "X" in the appropriate block. If any other document(s) is used for verification, place an "X" in the "other block" and list documents in section VI, remarks, per section 010103.

a. Name (x one)		b. Age (x one)		c. Citizenship (x one)	
	(1) Birth certificate		(1) Birth certificate		(1) Birth certificate
	(2) other (explain)		(2) other (explain)		(2) other (explain)
d. Social Security Number (SSN) (X one)		e. EDUCATION (X one)		f. OTHER DOCUMENTS USED	
	(1) SSN card		(1) Diploma	If you choose item (1) for a,b,c,d and e leave this box blank, If you choose item (2) for any one item write See SEC VI and make required entry in SEC VI.	
	(2) other (explain)		(2) other (explain)		

Sample section VI entry: If a telephonic DD Form 372 is used to verify name and citizenship.

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(a) "Item 30 A, B, C, D & E continued: DD Form 372 (telephonic) per PHONCON between EM1 I. M. Sailor, LPO/LCPO, NAVCRUITSTA Salem, OR and Ms. Anita Helper, Records Clerk, for Health Statistics, Oregon Health Division, Portland, OR conducted on (date)."

(b) Place a copy of all documents used for verification in the enlistment package residual (NAVCRUIT 1133/100). Refer to exhibit 010101 for packet distribution

(c) 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 30f "Other Documents Used."

(d) The only acceptable documents for verifying name, age, and citizenship are detailed in Volume II.

(e) The only acceptable documents for verifying education are detailed in Volume II.

(f) The only acceptable documents for verifying SSN are detailed in Volume II.

(g) Education verification for prior service applicants: For prior service veterans with less than four years active duty service, obtain education verification documents per Volume II. For prior service veterans with four or more years of active duty service, enter "N/A" in Item 30e.

(3) Item 30f. Other documents used - Cite other applicable documents. Examples include:

(a) Armed Forces of the United States Report of Transfer or Discharge (DD Form 214).

(b) Correction of Armed Forces of the United States Report of Transfer or Discharge (DD Form 215).

(c) Letter statement of service issued in lieu of DD Form 214.

(d) Statement of Service (GSA Form 6851) when DD Form 214 is not available at the Federal Records Center, St. Louis, Missouri.

(e) Request for Discharge or Clearance from Reserve Component (DD Form 368).

(f) School transcripts.

(g) Parents' divorce decrees.

(h) Applicant's marriage certificate.

(i) JROTC, Girl Scout Gold, Eagle Scout, and all other certificates used for advanced pay grade.

(j) Applicant's divorce decrees.

(k) Copies of children's birth certificates.

(l) Copies of dependents social security cards/SSA printouts.

(m) Any other authorized documents not named elsewhere.

Note: If no other documents are used, leave Item 30f blank.

(4) Item 31. Certification of witness. Certification of the applicant's signature and verification of the data contained on the DD Form 1966 by a Navy representative. Item 31d should reflect the certifying witness's ID in the same manner as block 17d. ID must reflect the NAVCRUITDIST to which the Navy representative is assigned.

(5) Item 32. Specific options/program enlisted for, military skill, or assignment to a geographical area guarantees.

(a) 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.

Example: Advanced Electronics Field - Advanced Electronics Computer Field (AEF/AECF 6YO) Program, 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 is guaranteed, then include the Control Number. If all program guarantees do not fit in Item 32a, continue Item 32a in section VI.

(b) Item 32b. Applicant must read.

(c) Item 32c. Applicant's Initials. The MLPO/EPDS will ensure that applicants understand their enlistment options and initial in Item 32c in the presence of the MLPO or EPDS.

(6) Item 33. Certification of recruiter or acceptor. The Navy representative will sign 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.. Item 33d should reflect the certifying witnesses I.D. in the same manner as block 17d. ID must reflect the NRD to which the Navy representative is assigned.

h. SECTION V - RECERTIFICATION

(1) Item 34. Recertification by applicant and correction of data at time of active duty entry.

(a) Any changes made to DD Form 1966 or the SF 86 after the applicant enlists in DEP or DET are made in section V using the following procedures.

1. Write "see section V" in the block that is being added to or changed.

2. In Item 34b, enter the item number that is being changed.

3. In Item 34c, enter the new information with date of change.

Example: An applicant who DEPped in as an 11s and graduated from High school on 200806.

(2) Item 34b should reflect: 12, 22(2)(5), 30e

(3) Item 34c should reflect: 12L, 200806, yes, high school diploma

NOTE: The MLPO should annotate section V at the time of enlistment, to document any changes required in any information entered in DD Form 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.

(c) Use special care in changing enlistment option entries in both Item 32a and the corresponding blocks in Items 17 and 18. The entire entry must be redone when changing enlistment option entries in Section V.

(d) 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.

(e) 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.

(4) 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 is to be completed when the applicant ships to RTC or TPU.

(5) Item 35. Name. Enter applicant's last name, first name, and middle initial.

(6) Item 36. Social security number. Enter applicant's full SSN.

i. Instructions for Completing Section VI Remarks. Only MLPOs, classifiers, and processing personnel use the first page of Section VI.

(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 1966/4s may be used as continuation pages when space on the original DD Form 1966 is insufficient. On succeeding Page 4s leave Items 37a through 37e 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 side of section VI.

(d) Because the first page 4 is for MEPS use only, recruiters use page 4s, and must enter "page 2 of X Pages" on the first page 4 that they use.

(e) Sample entries and conditions for which they are used follow.

(2) Section VI Remarks - Sample Entries

(a) Classification interviews. Documentation of the initial classification interview shall be the first entry on DD Form 1966/4. Subsequent reclassification interviews, if required, shall be documented in the same manner.

(Date): Classification interview conducted and BEERS documents verified against PRIDE MOD.

(Certification signature)

(Type or print name, grade of enlisted classifier)

b) Navy Advanced Placement Test (NAPT). For applicants administered the NAPT, regardless of whether they pass the test or enlist into the Nuclear Field Program, the Navy classifier enters the following in section VI, remarks.

(Date): Applicant not required to take the NAPT due to line scores \geq 252. Applicant's line scores were (score) EL and (score) NUC.

(Date): Applicant scored (score) on the NAPT. Test version (version) was administered on (date).

(Certification signature)

(Type or print name, grade of enlisted classifier)

(c) Defense Language Aptitude Battery (DLAB)/Defense Language Proficiency Test (DLPT)/Oral Proficiency Interview (OPI). For all applicants administered the DLAB, DLPT or OPI. The Navy classifier enters the following in section VI.

Entry:

(Date): DLAB/DPLT/OPI administered at (MEPS or NAVCRUITDIST). Score obtained: _____.

(Certification Signature)

(Type or print name, grade of Enlisted Classifier)

(d) 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:

DD Form 369 mailed (date) to the following agency/agencies:

(List agency/agencies)

Applicant shipped (date) without waiting for response.

(e) Criminal history record information. The applicant does not meet the requirements in article 010206. Entry:

DD Form 369 not sent to law enforcement agencies.

(Certification Signature)

(Type or print name, grade of enlisted classifier)

(f) 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)

(g) 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: Both parents should sign, if available.

(h) County Jurisdiction. Sample entry when the town/city has no police department and is under the jurisdiction of the county:

The (city/town) of (state) does not have a police department and is under the jurisdiction of the county of _____.

(i) RE-Code. Documentation of RE-Code verification (See Volume IV).

(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 EPDS)

(j) Emancipated 17-Year-Olds. If applicant is 17 years of age, and has been legally emancipated from his/her parents through court order, parental consent is not required to enlist.

or

If applicant is 17 years of age and is married, or was married and is now divorced, he or she may or may not be emancipated, depending on state law. Call COMNAVCRUITCOM (00J) for verification.

(Date): Parental consent not required due to emancipation by legal/court order/marriage. (cross out non-applicable items).

(Signature of EPDS or MLPO)

(Name, Rank, Title)

By direction of the CO

(k) Advanced paygrade (USN program). The following sample entries are used to document enlistment in an advanced paygrade. Only one of these entries is authorized for any individual. Be sure to use the appropriate paygrade, classroom hours, credits, years, etc. Personnel with CO "by direction" authority can sign entries to document advanced paygrade status.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having satisfactorily completed one (two) academic years or 1080 (2160) classroom hours at an accredited vocational or technical school beyond high school level.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) 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 E2 (E3) having provided conclusive evidence of advancement to paygrade E2 (E3) while serving in the Naval Sea Cadet Corps.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having completed 24 (48 or more) semester hours or 36 (72 or more) quarter hours of college credits at an accredited educational institution.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having provided evidence of successful completion of two (three) years of a Junior ROTC program.

Date: Authorized enlistment in, or advancement to, paygrade E2 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 E3 having referred (two Nuclear Field individuals or four non-Nuclear Field individuals) for naval service for naval service to a recruiter. These individuals have enlisted in a USN or USNR including DEP, and will access within 12 months.

Date: Authorized enlistment in, or advancement to paygrade E3 having provided evidence of successful completion of requirements for Eagle Scout or the Girl Scout Gold award.

Note: Certificate must be the official certificate issued by the Boy/Girl Scouts of America.

Date: Based upon a Foreign ESS's review of foreign education documents, authorized enlistment in paygrade E2 for applicants with college level foreign education who have satisfactorily completed the U.S. equivalent of 24 semester hours (36 quarter hours). Applicants who have satisfactorily completed the U. S. equivalent of 48 semester hours (72 quarter hours) of college credits are authorized enlistment in paygrade E3.

Date: Authorized enlistment in, or advancement to, paygrade E2 having provided evidence of receiving the Civil Air Patrol Billy Mitchell Award.

(1) Section VI, waivers. Document all waivers and eligibility determinations in section VI, remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. To be used for waiver.

(Enlistment) waiver approved by (NAVCRUITDIST/NAVCRUITCOM) for (reason) on (date). Waiver Code:

(Name, Rank, Title)
By direction of the CO

2. In instances where an additional waiver is approved.

An additional (enlistment) waiver for (reason) has been granted by (NAVCRUITDIST/NAVCRUITCOM) on (date) for (reason). Waiver code:

(Name, Rank, Title)
By direction of the CO

3 In instances where two or more waivers are required by different approving authorities.

A waiver for (reason) has been granted on (date) by NRD prior to submission to NAVCRUITCOM for (reason). Waiver submitted to higher authority on (date).

(Name, Rank, Title)
By direction of the CO

4. To be used for eligibility determination.

Eligibility determination approved by (NAVCRUITDIST/NAVCRUITCOM) for (reason) on (date).

(Name, Rank, Title)
By direction of the CO

5. In instances where a Nuclear Field Type 1 or Type 2 eligibility determination (or non-determination) is approved/disapproved:

(Date): Applicant received approved (academic, citizenship, age, etc.) (Non, Type 1, Type 2) determination from (NRC N33), (DCNO N133D, Naval Reactors) on (date).

(Name, Rank, Title)
By direction of the CO

6. In instances where telephonic AEF/ATF/Warrior Challenge Program eligibility determinations are granted:

(Date): Telephonic (AEF, ATF, or Warrior Challenge) program eligibility determination for (reason) granted per PHONECON (date), NAVCRUITDIST (Name of NAVCRUITDIST) (Name and rank of caller) and (COMNAVCRUITCOM (N33)), (Name and rank of person called).

(Name, Rank, Title)
By direction of the CO

7. In instances where the NAVCRUITDIST CO conducts a telephonic major misconduct waiver interview.

Waiver interview conducted via telephone between CO, NRD (NAVCRUITDIST), and the applicant (Name of applicant) on (date).

(Name, Rank, Title)
By direction of the CO

8. In instances where a NAVCRUITDIST CO is required to interview an applicant who has received a civil conviction/adverse adjudication for a crime involving physical violence, requiring an enlistment waiver.

(Date): An interview regarding (civil conviction) has been conducted on this date between NRD (Name of NAVCRUITDIST) and the applicant (Name of applicant). Physical violence eligibility determination granted on (date).

(Name, Rank, Title)
By direction of the CO

9. In instances where a NAVCRUITDIST CO is required to interview an applicant who has been arrested and charged with the commission of a crimes involving physical violence and has had charges dismissed under circumstances that raise doubts as to the innocence of the applicant (e.g., dismissed for want/lack of prosecution), or where the applicant does not require an enlistment waiver but must be interviewed by the NAVCRUITDIST CO as if the charges had resulted in a conviction.

(Date): A physical violence interview regarding (civil charge) has been conducted on (date) between CO, NAVCRUITDIST (Name of NAVCRUITDIST) and the applicant (Name of applicant).

(Name, Rank, Title)
By direction of the CO

10. In instances where a medical waiver is obtained.

(Date): Waiver of physical standards for enlistment granted by NRC N3M, Ltr# _____, dtd _____.

(Name, Rank, Title)
By direction of the CO

(m) Section VI, Legal Determinations. Document all Legal Determinations in Section VI, Remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. In instances where a legal determination is obtained for civil charges.

(Date): NAVCRUITCOM Legal determination for (civil offense) determined to be (disposition). Determination Number:

(Name, Rank, Title)

2. In instances where a legal determination is obtained for custody determination.

(Date): NAVCRUITCOM legal determination for custody determination for active duty approved on (Date). Determination number:

(Name, Rank, Title)

3. In instances where a legal determination is obtained for parental consent.

(Date): NAVCRUITCOM legal determination for parental consent approved on (date). Determination number:

(Name, Rank, Title)

4. In instances where a legal determination is obtained for enlistment eligibility.

(Date): NAVCRUITCOM legal determination of enlistment eligibility (reason) approved on (date). Determination number:

(Name, Rank, Title)

(n) Section VI, exception to policy. Document all exceptions to policy in section VI, remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. Instances where an exception to policy is required:

(Date): NAVCRUITCOM exception to policy for (reason) approved on (date). ETP control number:

(Name, Rank, Title)

(o) Section VI, PQS requirements. Document PQS completion/non-completion results in section VI, remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. To be used for PQS results.

PQS requirements were/were not completed.

(Name, Rank, Title)

j. Section VII - Statement of Name For Official Military Records

(1) Item 37. This item is provided in case applicants desire that their military records 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 37a. The applicant's signature in Item 37d(1) must be witnessed by the recruiter in Item 37e. If it comes to the attention of MEPS that this has not been done, then the MLPO is authorized to witness this block.

(2) Item 38. Name. Enter last name, first name, middle initial.

(3) Item 39. Social security number. Enter full SSN.

k. Section VIII - Parental Guardian Consent for Enlistment

(1) Item 40. Parent or guardian statements

(a) Parental consent is only required prior to initiating police record checks, completion of the SF 86, and before a physical examination is conducted at MEPS. Parental consent obtained for enlistment is recognized as proper consent for physical examination of 17-year-old Navy applicants.

(b) 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.

(c) In all cases involving 17 year-old applicants, every effort must be made to obtain the consent of both parents. If one parent has deserted or disappeared, the custodial parent must complete, sign, and have notarized NAVCRUIT 1133/97, attesting to the particulars of the desertion or disappearance. A NAVCRUIT 1133/97 and the custodial parent's consent for enlistment satisfy the requirement for parental consent. Note that this form must be notarized by an individual authorized to notarize documents under state law; military notaries are not authorized to notarize NAVCRUIT 1133/97.

(d) Members of the recruiting command must visually 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.

(e) If the custodial parent resides outside the continental limits of the United States, send DD Form 1966 to the parent 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 consents in the applicant's service record. When DD Form 1966 must be sent to another activity for signature, ensure the forwarding letter contains all relevant information concerning the applicant's enlistment for the benefit and edification of the parent or legal guardian.

(f) If parental/guardian consent is not required, (i.e., emancipation by legal court order/marriage), enter "N/A" in *Item 40a*; however, proper annotation must be made in Section VI, Remarks.

(2) Item 41. Verification of Parental 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: (type or handwrite in the block include supporting documentation)

Refer to Volume II for sample entries.

010210. STATE OF LEGAL RESIDENCE CERTIFICATE (DD FORM 2058)

a. Purpose. The State of Legal Residence Certificate (DD Form 2058) is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay. Used for Navy Reserve programs only.

b. Instructions

(1) Enter Name (Last, first, middle initial), social security number, and legal residence (city or county and state) where the member resides.

(2) On the date of accession have member sign, enter current mailing address and date the form.

010211. VOTER REGISTRATION INFORMATION

a. The National Voter Registration Act of 1993. All U.S. Armed Forces recruitment offices are designated as voter registration agencies. Eligible voters (U.S. citizen and 18 years old by the date of federal election) who enter recruiting office are required to be provided with the opportunity to register to vote and/or change their voter registration information currently on file (change name, mailing address, political party, etc.). The National Voter Registration Act of 1993 can be found at <https://www.fvap.gov>.

b. DD Form 2645. Eligible voters must be asked to complete a DD Form 2645 (Voter Registration Information) upon entry into the recruitment office. "Yes" answers indicates the eligible voter's desire to register to vote and/or update voter registration information on file. Regardless of the citizen's response, completed DD Form 2645s must be forwarded to the district's Voting Assistance Officer and retained for a minimum of two years. The DD Form 2645 is located <http://www.fvap.gov/reference/milinfo.html>.

c. National Mail Voter Registration Form. When eligible voters check "Yes" on the DD Form 2645, recruiting personnel shall then provide the National Mail Voter Registration Form (NVRF) and assist with completion, if desired by the eligible voter. Completed NVRF with original signature shall be mailed or hand carried by recruiting personnel to the appropriate state election official within 10 days of acceptance or within 5 days before the last day for registration to vote in an election. Copies of completed NVRFs shall not be made or retained by recruitment offices due to presence of personally identifiable information (PII). The NVRF is located at: <http://www.fvap.gov/reference/milinfo.html>.

010212. MEDICAL PRESREEN OF MEDICAL HISTORY REPORT (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 for all applicants processed at MEPS.

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 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 the applicant has obtained required documentation, 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 volume II.

(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 female 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 during 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 volume II. Applicants that do not meet enlistment weight or body fat standards will not be processed.

(6) Request that the applicant complete all blocks of section II, DD Form 2807-2 by indicating "yes," or "no," in the block opposite each question with an "X" when completing the form electronically; when completing the form with pen and ink, initials must be used rather than an "X". The applicant must provide a short explanation for each "yes" answer in section III.

(7) For any block marked "yes" in section II, 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 sections 4 and 5. Complete information is required.

(9) Tactfully advise the applicant of disqualifying factors. Inform the applicant that correction of disqualifying medical problems must be at his/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.

(b) Defer the applicant from further processing if the applicant has one or more permanent disqualifying medical problems. 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 section V.

(12) The recruiting representative must complete Item 9.

(13) Forward the completed DD Form 2807-2, together 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 two 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 further processing is 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 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.

(4) At the close of each day, the MEPS Commander forwards a copy of the prescreening medical form to the NAVCRUITDIST CO, for each applicant medically disqualified at the MEPS whose disqualification, in the opinion of the medical staff, could have been determined by the recruiter.

e. 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/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. Refer to [Volume II Section 7](#) for a list of temporarily/permanent disqualifying defects.

(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 five 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 local MEPS physician (addressed by name).

f. Specific Guidance for "Yes" Answers. Recruiting personnel should use the guidance under the explanation of codes on DD Form 2807-2.

Note: In addition to the above disqualifying defects, see Volume II, chapter 2, section 7 for medical conditions that cannot be waived by COMNAVCRUITCOM (00M).

010213. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), REPORT OF MEDICAL HISTORY (DD FORM 2807-1), AND MEDICAL HISTORY PROVIDER INTERVIEW (USMEPCOM FORM 40-1-15-1-E. 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.

010214. ENLISTMENT GUARANTEE ANNEX (NAVCRUIT 1133/52 or 1133/53) ANNEX TO THE ENLISTMENT OR REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. The NAVCRUIT 1133/52 or 1133/53 must have the applicant's complete name and the applicant will sign his or her full name using black ink. The full name shall be typed below the signature.

b. The classifier shall sign on the line provided. His/her name and title shall be typed below the signature with by direction. Recruiter canvasser personnel (NEC-9585) shall not be authorized to sign, except for E5 through E9 who are specifically assigned as a classifier, MLPO, or Enlisted Processing Division Supervisor.

c. Instructions for completing the NAVCRUIT 1133/52, NAVCRUIT 1133/53, and NAVCRUIT 1133/72 to the enlistment contract are as follows:

(1). NPS and FTS Guarantee. Enlistment Guarantee (NAVCRUIT 1133/52) will be utilized for non-prior service applicants with active duty programs (excluding JOG/PACT) and reserve applicants with the Full Time Support (FTS) program.

(a) In paragraph 1, the classifier shall enter "reserve" or "active" for the component. The active duty obligation shall be determined by the incentives listed in Option 1 through Option 4, with the remaining months of the MSO served in the IRR. The maximum amount of active duty obligation shall be 6 years or 72 months.

(b) If options 2 through Option 4 are not used, the classifier shall place "N/A" by those options. When applicants elect the "buddy program," the name and social security number of their buddy shall be entered in Option 4.

(c) When filling out Block 5, enter "N/A" when the block is not applicable.

(2). PACT Guarantee. Professional Apprenticeship Career Track (PACT) Program Enlistment Guarantees (NAVCRUIT 1133/53) will be used for non-prior service applicants that enlisted into the Professional Apprenticeship Career Track (PACT) Program.

(a) The classifier shall enter the appropriate PACT program in Option 1.

(b) The classifier shall enter the additional option numbers (2), (3), (4) in the space provided if the option is guaranteed. Type "N/A" in those spaces that do not apply.

(3). Prior Service Guarantee. Prior Service Enlistment Guarantees (NAVCRUIT 1133/52) will be utilized for prior service NAVETS (excluding PRISE III) and OSVETS.

(a) In paragraph 1, the classifier shall enter "Reserve" or "Active" for the component. Prior service applicants can enlist for 4, 5, or 6 years. Applicants that receive an enlistment bonus must agree to extend an additional 12 months to meet the required obligations, unless they elect to enlist for 6 years.

(b) Option 1 shall read verbatim as on the Commander, Navy Recruiting Command ECM approval letter. The classifier shall enter the

additional options numbers (2), (3), (4) in the space if the option is guaranteed. Type "N/A" in the spaces that do not apply.

(4). NAVET PRISE III Guarantee. NAVET PRISE III Paygrade Reduction Annex (NAVCRUIT 1133/72) will be utilized for NAVET PRISE III applicants.

(a) In paragraph 1, the classifier shall enter the rate conversion.

(b) In paragraph 2, the classifier shall enter the type of enlistment bonus and amount. If applicant is not eligible for an enlistment bonus, the classifier shall enter "N/A" in Option 2a and Option 2b.

(5). NAT Guarantee. New Accession Training (NAT) Program Enlistment Guarantee (NAVCRUIT 1133/52) will be utilized for New Accession Training (NAT) program applicants.

(a) Option 1 shall list the New Accession Training (NAT) Program. Option 2 shall the list the name of the Naval Operational Support Command (NOSC) and Unit Identification Code (UIC).

(b) The classifier shall enter any additional options numbers (3) and (4) in the space if the option is guaranteed. Type "N/A" in those spaces that do not apply.

(c) In paragraph 4, the classifier shall ensure that an "X" is placed in the appropriate box, if not applicable leave blank.

010215. ENLISTEE FINANCIAL STATEMENT (NAVCRUIT 1130/13)

a. All applicants enlisting or affiliating with dependents shall complete an Enlistee Financial Statement.

b. NAVCRUITDIST COs are responsible for ensuring applicants with dependents are interviewed by a leading chief petty officer or person higher in the chain-of-command prior to enlistment or affiliation processing. The interviewer will:

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

(2) Determine if the applicant can meet current and expected financial obligations within the first six-months of naval service.

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

(4) Determine if the applicant is married to another service member.

c. During the interview, the enlistee financial statement must be reviewed with the applicant either face-to-face or telephonically. The interviewer and chain of command should become suspicious of entries that are missing or unrealistic. All questionable areas must be resolved.

d. Applicants will not be enlisted or affiliated if it appears they are unable to meet current and expected financial responsibilities within the first six-months of naval service.

e. Completing the Enlistee Financial Statement

(1) The Enlistee Financial Statement is for use by all applicants with dependents. Prior to preparation, the applicant shall sign the Privacy Act Statement on the Enlistee Financial Statement. The financial statement will be prepared in either the applicant's own legible handwriting or typewritten. The document will be kept in the residual file after completion.

(a) No special criteria for the amount of monthly expenditures to be entered for housing, food, utilities, etc. can be established due to the variation in circumstances present in each individual case; however, for the benefit of those who must determine whether a dependency waiver is to be granted, questionable or unrealistic entries must be fully explained. An example of a questionable entry would be \$100 per month for food when the applicant has three dependents. While use of food stamps could explain the low amount, this must be explained in detail and attached to the form.

(b) A realistic breakdown of monthly expenditures for most families would include additional categories that are not indicated on the financial statement (e.g., clothing, automobile expenses that are not included in car payments [gas, oil, tires, tune-ups, insurance, etc.], entertainment, miscellaneous). Entry of these expenses is especially applicable when an applicant's income is reported at \$500 or \$600 per month or more and monthly expenditures total \$300 or \$400 per month. The absence of these additional expenses is even more noticeable when little or no savings and/or checking account balances are indicated. In order for the total debt and total monthly payment data to have greater relevance for personnel reviewing the financial statement, each outstanding debt, and the monthly payment for each debt, must be indicated.

(c) Signature of spouse is mandatory, unless couple is legally separated, the spouse resides outside the geographical area, or refuses to sign. If this is the case, note the reason in item 16 of this form.

Note: Applicants in DEP over 90 days or who acquire dependents while in DEP are required to complete an updated Enlistee Financial Statement prior to shipping to RTC. Changes in dependency status must be reviewed, and if necessary, waived by the appropriate authority.

010216. RECRUITER'S ENLISTMENT-REENLISTMENT CHECKOFF SHEET. Use this form to process each applicant. When processing is completed, file the residual material in the envelope and keep in the residual file. This form is located in WebRtools.

a. Verification Requirements:

(1) LPO or LCPO. Signs as a verifying official in the block. In the absence of the LPO or LCPO, the division leading chief petty officer or individual designated as LPO or LCPO may sign as a verifying official.

(2) DEP-In Processor. The DEP-in 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. Any new information obtained during blueprint or normal processing such AFQT must be updated by DEP-in processor.

(3) DEP-In MLPO. The MLPO signs as a verifying official after the applicant has been sworn in and the MLPO has verified all documents.

(4) Classifier. The classifier signs as a verifying official upon completion of the classification interview.

(5) EPDS. Signs as a verifying official for all waivers that he/she reviews, and to indicate any residual file reviewed for quality control.

b. Quality Control Residual. The individual who does the quality control of the residual file signs this item. This review must be conducted within one working day of the time the enlistee begins active duty. The EPDS is ultimately responsible for ensuring the review is conducted. The EPDS must sign for the residuals 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).

010217. DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602).

The recruiter will complete a Dependency Application/Record of Emergency Data (NAVPERS 1070/602) during the application process, to notify a person in case of emergency or death, prior to preparation of the smooth NAVPERS 1070/602. Used for Navy Reserve programs only.

010218. ADMINISTRATIVE REMARKS, (NAVPERS 1070/613)

a. Purpose. Serves as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the U. S. Navy Enlisted Service Record. The Administrative Remarks form, when completed, becomes a service record Page 13 and is retained permanently in the U. S. Navy Enlisted Service Record (NAVCRUIT 1070/3).

b. Instructions

(1) Entries shall be dated and signed by the member as required.

010219. ENLISTED APPLICATION AND ORDERS TO A NAVAL RESERVE UNIT (NON-OBLIGOR) (NAVRES 1326/4)

a. Purpose. The purpose of NAVRES 1326/4 is to notify an individual of their assignment to a Navy Reserve drilling unit. Used for Navy Reserve programs only.

b. Instructions. The following instructions are to be used when preparing the NAVRES 1326/4. They are the minimum required entries. Each NOSC may require additional information.

(1) Top right hand corner will be used to list the following information:

(a) Accession program.

(b) Member's home phone number.

(c) Member's work phone number.

(d) Recruiter's name and phone number.

(2) Name: Last, First, Middle

(3) SSN: Self-explanatory.

(4) Rate: Enter applicant's permanent rate and temporary rate in parenthesis, if applicable. For example: SN(YN3), AA(AN), AK3(BM3).

(5) EOS: Enter Expiration of Obligated Service. If the applicant is not under contract, leave blank and complete upon attainment. If member is under a Navy Reserve contract, enter current EOS.

(6) Present Address: Enter current physical address.

(7) Service Record Holder: Leave Blank

(8) Date Released from Active Duty: Enter the date released from active duty. If no prior service, enter N/A.

(9) Last Ship or Station: Enter the last ship/ station. If no prior service, enter, N/A.

(10) Date of Birth: Enter applicant's date of birth. (YYMMDD)

(11) Request for Assignment: The following information must be entered in this section:

(a) Mark the block that applies, either Drill Pay Status or Non Pay Status.

(b) Name and address of unit requested.

(c) Activity Processing Code (APC) of unit requested.

(d) Reservation Number.

(e) Reserve Billet Sequence Code (RBSC) of unit requested.

(f) Activity Unit Identification Code (AUIC).

(g) Reserve Unit Identification Code (RUIC).

(h) NOSC Code.

(12) Pension: Member is to initial whether or not they are currently drawing a pension, retired pay or disability compensation from the U. S. Government for prior Military Service, and that they do or do not have a claim pending.

Note: If the member initials they are receiving a pension, retired pay, or disability, he or she must sign a NAVPERS 1070/613, Dual Compensation stating which entitlement they are entitled to draw.

(13) Request: Applicant must certify that he/she is a member of the Ready Reserve until YYYYMMDD.

(14) Training: Enter Training Category applying for:

(a) Category A (pay). Requires 48 drills and 12 days active duty for training.

(b) Category B (non-pay). Requires 48 drills and no active duty for training.

(15) Date: Applicant must date and sign this form prior to submitting to the requested Reserve Activity.

-

(16) First Endorsement: This is to be completed by the NOSC.

(17) Date and Signature: NOSC will ensure member signs after the Reserve Activity has completed and accepted the member.

010220. SATISFACTORY PARTICIPATION REQUIREMENTS/RECORD OF UNEXCUSED ABSENCES (NAVRES 1570/2)

a. Purpose. The Satisfactory Participation Requirements (NAVRES 1570/2) (Rev. 1-98) is used to inform the member of the requirements for satisfactory drill participation and to record unexcused absences for Navy Reserve programs only. This form is mandatory for all members of the SELRES.

b. Instructions

(1) Item 8: Enter the NOSC phone number in the space provided.

(2) Type name of member and name of witness in the spaces provided.


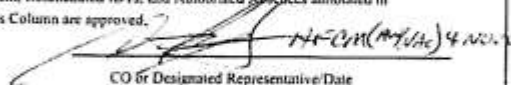
(3) On the date of accession, have member read items one thru eight, sign and date in the space provided.

(4) Witness shall sign and date witnessing the member's signature.

010221. INACTIVE DUTY TRAINING PARTICIPATION RECORD (NAVRES 1570/21).

The Inactive Duty Training (IDT) Participation Record (NAVRES 1570/21) is the drill weekend muster, it is produced prior to the drill weekend listing all member's scheduled to drill. It is the authorizing document for pay signed by the CO or designated representative. Following the applicants first drill weekend contact the NOSC to obtain a copy. Submit the IDT participation record to the NRD for retention in the member's residual file.

EXHIBIT 010202. NAVRES 1570/21. INACTIVE DUTY TRAINING PARTICIPATION RECORD
(NAVRES 1570/21)
 (Provided as sample only)

INACTIVE DUTY TRAINING (IDT) PARTICIPATION RECORD												
RUIC: 55617						UNIT:						
IDT PARTICIPATION RECORD												
NAME	DP	11/03/2007			11/04/2007			1ST IDT	2ND IDT	# IDT	REMARKS	
		1ST IDT	2ND IDT	# IDT	1ST IDT	2ND IDT	# IDT					
DIVISION: BLUE												
RYER, JOSHUA BRYAN AO3	DP	A	A	Ø	A	A	Ø				Resked 25-30 NOV Enlistment expires: 10/30/2007	
Comment												
SCHUMACHER, JACK ALLAN AE1	DP	P	P	2	P	P	2					
Comment												
STEWART, KEVIN GLENN AT1	DP	P	P	2	P	P	2					
Comment												
WILLIAM, TORIANO KUMAR AE3	DP	P	P	2	P	P	2					
Comment												
WRIGHT, LATRINA LASHAWNCHASI PS3	DP	A	A	Ø	A	A	Ø				Resked Enlistment expires: 01/09/2008 8-7 NOV	
Comment												
HARRISON, MAIL AD3					P	P	2	P	P	2		
LEGEND: A - Member Absent P - Member Present Posted:  Initials												
I certify that a minimum of four hours were performed, exclusive of meal, for each paid IDT performed. All personnel presents and accounted for except those marked 'A' absent above. Unexcused IDT periods, Equivalent, Rescheduled IDTs, and Authorized Absences annotated in Remarks Column are approved.  CO or Designated Representative/Date												

NAVRES 1570/21 (45-93)

The data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.

010222. SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLV-8286)

a. **Purpose.** This form is used to elect, reduce or refuse insurance and state to whom and how insurance should be paid. If an election is made, the member may elect an amount to be received by the beneficiary from \$10,000 up to \$400,000. For Navy Reserve programs only.

b. **Instructions**

(1) On the date of accession, have member complete the form, sign and date it was completed.

010223. FINGERPRINT CARD (FD FORM 258)

a. FD Form 258 is completed for all applicants processed at MEPS. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted to OPM.

b. For personnel who are not processed through MEPS, and whose fingerprints are not submitted via Livescan, shall be manually fingerprinted using the FD 258 or SF 87 fingerprint chart. The completed fingerprint chart will be attached to the SF 86, Agency Use Information form and signed release forms, and mailed to OPM. In order to keep overseas (Europe and Guam) fingerprints processing submissions separate from in-house (MEPS) submissions, USMEPCOM requests that all such submissions use the SON 603J and write e-QIP tracking number on the top of this form. In addition to overseas submissions, any fingerprint card submission completed outside the MEPS must use the SON 603J as well. This will ensure submissions done in the field are reported separately from submissions completed in the MEPS

c. For individuals not able to return to MEPS, the FD 258 or SF 87 fingerprint chart may be completed by any authorized agency and mailed to OPM. Fingerprint checks (ENAC/SAC) are only valid for 120 days.

Note: Fingerprints received more than 14 days after receipt of PSI requests will be rejected by OPM. Fingerprint cards with the e-QIP investigation request number on top of the fingerprint chart must be mailed as outlined below:

For U. S. Postal Service:
e-QIP Rapid Response Team
OPM FIPC
PO Box 618
Boyers, PA 16020

For Federal Express:
e-QIP Rapid Response Team
OPM-FIPC
1137 Branchton Rd.
Boyers, PA 16020.

010224. EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4)

a. **Purpose.** To notify the U. S. Government the correct amount of tax to withhold from your pay. For Navy Reserve programs only.

b. Instructions

(1) Have member complete personal allowance worksheet (Items A thru G).

(2) Have member complete employee's withholding allowance certificate (Items 1 thru 8) and sign and date the form at the bottom.

010225. RESUME WORKSHEET

a. Purpose. The purpose of the resume is to document civilian employment used in determining program eligibility and rate/pay grade. Used for Navy Reserve programs only.

b. Recommended resources. Recommended resources in helping the applicant write the resume: Transition Assistance Program (TAP), COOL and standard job description from the company the individual works for or has worked for (ask the applicant if he or she can obtain this to help build the resume).

010226. QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF 86).

PSI submission procedures are outlined in the NASIS guide available on the Recruiting Quarterdeck website. Submit PSI requests with fingerprints (hardcopy or via Livescan) and an SF-86 via NASIS with signed release forms.

a. NASIS shall be used to electronically submit investigations for all accessions except in the case of prior service applicants and DEP personnel who have an expired investigation or those who have had a break in service greater than 24 months. For individuals who have a break in contractual military obligation, e.g., DEP discharge, end of active or reserve service obligation, including IRR time, the prior completed investigation becomes invalid after 24 months from the date previous investigation was closed. Applicants not contracted prior to this 24 month break require a new investigation to be submitted, regardless of the status indicated in JPAS/JCAVS. Recruits shall not ship to RTC or TPU prior to having a minimum of a T3 PSI opened or scheduled by OPM. JPAS or NASIS can be used to verify a T3 investigation has been opened or scheduled by OPM.

NOTE: All Nuclear Field and Warrior Challenge Program future Sailors must have a favorably adjudicated background investigation in JPAS indicating eligibility for a Secret clearance prior to shipping to RTC.

b. NASIS and OPM have recorded SONs for the individual NAVCRUITDISTs and their respective areas. If there is a problem with the PSI, the primary method of contacting the NAVCRUITDIST for correction is via the contact information on file for the applicable SON. It is appropriate for each NAVCRUITDIST to have multiple SONs, one for each location from which PSI requests are submitted. It is recommended that a single point of contact at the NAVCRUITDIST track the SONs, preferably the respective department head. SONs can be requested or updated by submitting PIPS Form 12 for approval and endorsement to the NAVCRUITDISTs security manager. Once approved, the new SON will be provided to the requesting command. This form is available on the NRC Sharepoint Portal website.

c. A previously conducted, valid ANACI, PRI, or SSBI, that was completed within ten years of accession date may suffice for enlistment purposes. The

SSBI must be used in lieu of a T3, if not it must be completed within five years of accession date. Prior non-military investigations shall be handled on a case by case basis, validity must be verified by contacting the DONCAF Navy Liaison office located at OPM, COM: (724) 738-0032 or (301) 833-3209. In these cases, individuals must have an SF-86 completed in NASIS. A signed hard copy of the SF-86 must be included in both the residual and service record.

d. All historical information (residence, education, and employment) request seven years of data. However, prior military, health, police, drug, alcohol, and financial information must be dated back since date of birth. If information exceeds the time frame for the required field on the NASIS, list the data in the continuation space of the applicant's NASIS record. Omissions may result in rejection of the PSI request. The Navy Liaison Office will submit the investigation to JPAS. If the submission is rejected, the Navy Liaison Office must investigate the error code, make the appropriate corrections, and resubmit the investigation.

e. The applicant must legibly sign and date all forms generated by the NASIS program. There are two ways to sign signature pages, the signature pages with routing number must be printed out and signed by applicant or the applicant can sign their name on the signature pad. Depending upon type of submission, either way is acceptable.

f. The PSI request can be submitted upon completion of the record in NASIS. However, signature pages should not be sent prior to receipt of the member's USMEPCOM Drug/Alcohol Test (DAT) results, HIV results, and completion of tech checks are received. For applicants processing outside of a MEPS or submissions submitted through signature pads, submit signature pages immediately upon DEP/DER.

g. Occasionally, a PSI submission in NASIS is unsuccessful and the MEPS is unable to produce signature pages for the applicant to sign while they are at MEPS. If this should happen, an applicant may DEP without submission to JPAS. Once the problem with the PSI submission is resolved, print signature pages and submit in NASIS..

h. SF 86 and signature pages must be submitted on date of DEP enlistment. To ensure the SF 86, fingerprints, and signature pages have been transmitted, NAVCRUITDISTs must conduct JPAS or NASIS verification within 10 business days of submission and perform a pre-ship verification no later than 60 days prior to accession. If investigation has not been opened, contact the e-QIP Rapid Response Team at (724)-794-5612 extension 4400, option 4.

i. If a PSI has been requested but is no longer required as a result of applicant attrition or non-selection, the NAVCRUITDIST is responsible for canceling the PSI. Prior to requesting cancellation of a PSI, processing personnel should first check the status of the person's record in NASIS.

j. Navy Liaison offices will only process requests using the service code - T3(08B). Therefore, commands are prohibited from contacting OPM and requesting an "Expedited" or "Priority" service investigation.

k. Special Agreement Check (SAC) fingerprints only.

(1) NAVCRUITDISTs shall obtain SAC fingerprint results (sometimes referred to as tech checks) for all personnel entering the DEP and must

review and resolve any issues within 30 days of the individual's entry into the DEP. Fingerprint results that reflect unclassifiable must be redone. Any previously undisclosed issues must be resolved by submitting the appropriate waiver or by verifying results as erroneous with the appropriate local authorities. Once these issues are resolved, this information must be forwarded to OPM and SAC results must be retained in the residual record.

(2) Personnel processing through MEPS will have their fingerprints submitted electronically to OPM via Livescan. Personnel who do not process through MEPS, and whose fingerprints are not submitted to OPM via Livescan, shall be manually fingerprinted using the FD 258 or SF 87 fingerprint chart refer to [section 010223](#) of this volume. Livescan fingerprints are only valid for 120 days from the completion of the SAC (not the date prints were taken). Investigations submitted with fingerprints over 120 days old are not valid and must be retransmitted by the MEPS. If the MEPS no longer has valid fingerprints on file, the applicant must return to MEPS to be re-fingerprinted via Livescan.

1. Tracking PSI requests.

(1) To gain access to JPAS, security managers or other designated JPAS account managers must complete the applicable sections of the Personnel Security System Access Request (PSSAR) (DD Form 2962) and forward completed PSSAR to the NAVCRUITCOM security manager.

(2) All other personnel should fill out the applicable sections of the PSSAR and forward the form to their NAVCRUITDIST's security manager or designated JPAS account manager.

(3) Any person attempting to gain access to JPAS must be eligible for a SECRET clearance based on a T3 (or SSBI) investigation completed within the last ten years. If a service member has a secret clearance based on an ENAC, interim access to JPAS can be granted upon OPM accepting a T3 investigation.

(4) NAVCRUITDIST Security Managers can also create individual JPAS accounts.

010227. DRUG AND ALCOHOL ABUSE STATEMENT OF UNDERSTANDING

a. Use of Certificate. The Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1), must be completed for all applicants entering the Navy or Navy Reserve.

(1) 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 statement of understanding.

b. Procedures

(1) The applicant must first read the Privacy Act Statement before completing the form.

(2) The applicant must initial all applicable boxes and put "N/A" if not applicable.

c. Recruiter's Review of Certificate. Recruiters and recruiting personnel must ensure that the applicant fully understands all the information contained on this form.

Note: Drug use or drug related charges while in DEP are required to be updated prior to accession in Item 26 of the DD Form 1966 in the Remarks Section VI.

010228. UNITED STATES NAVY ABERRANT BEHAVIOR SCREENING CERTIFICATE (NAVCRUIT 1130/120)

a. Use of Certificate. The United States Navy Aberrant Behavior Screening Certificate is used for all applicants entering the DEP.

(1) 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 certificate.

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 for Section III, items 1 through 7 and sign and date.

c. Recruiter's Review of Certificate. Recruiters and recruiting personnel use applicant's responses in determining enlistment eligibility.

(1) Section III, Items 1 through 6. A "Yes" response requires a handwritten statement explaining the applicant's degree of involvement and participation in any criminal activity. The NAVCRUITDIST CO must personally interview and determine member's enlistment eligibility for Naval service after a full review of the member's enlistment application (kit). For the NF Program, a Nuclear Field Type 2 Waiver is required for any "Yes" answer.

(2) Section IV. The recruiter completes this block only after applicant completes Items 1 through 7 and the date and signature block.

010229. ATTAINMENT REPORT. This report provides an accurate feeder from CIRIMS for tracking and monitoring attainments. This system also provides pertinent information about the applicant being enlisted or affiliated, create a check and balance system for SELRES that are schedule to drill, have drilled, attrited and account for residuals within any given month.

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VOLUME IV - PROGRAMS AND CLASSIFICATION

COMNAVCRUITCOMINST 1130.8K

JULY 2016

VOLUME IV - PROGRAMS AND CLASSIFICATION

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CHAPTER 1 ACTIVE COMPONENT PROGRAMS

SECTION 1 NUCLEAR FIELD PROGRAM

010101. GENERAL. This program enlists personnel in the active duty navy with a Nuclear Field (NF) designation and guarantees entry into a Class "A" School that prepares the enlistee for further NF Program training. The program includes training of Naval Nuclear propulsion plant operators for both the nuclear submarine and surface ship operational and support programs. Applicants who enlist in the NF Program and volunteer for submarine duty must understand they may not be assigned nuclear submarine duty. Needs of the service dictate ultimate assignment after completing nuclear power course of instruction. Recruiters and classifiers must inform NF Program applicants of the opportunities provided to them and the importance of their enlistment in this program. The NF coordinator is responsible for applicant's program eligibility and must be involved with all NF pre-enlistment processing to ensure proper documentation and eligibility.

010102. QUALIFICATIONS All applicants must meet the requirements listed below. Those applicants having composite EL and NUC line scores <252 will be further assessed by the Navy Advanced Placement Test (NAPT) in accordance with policy contained in volume IV, chapter four, section 1 of this instruction.

a. Education

(1) HSDG Required. Applicants for the NF Program must be HSDG from a state-accredited high school and coded as "12L". Applicants who (1) attended any non-traditional program during high school or (2) attained HSDG status by any means other than a state-accredited high school diploma or (3) graduated from a foreign high school, require a NF Type 3 non-traditional education determination and will be further assessed for satisfactory academic performance on the NAPT.

(2) Transcripts. NF candidates must provide "official" complete high school and, if applicable, college transcripts prior to shipping. These transcripts must be included in the Enlisted Service Record.

(3) Algebra. Applicants must have completed one year of high school or college level algebra or higher math with a "C" average or above. The NAVCRUITDIST ESS, R-OPS, or CO verifies the applicant's final algebra grade and documents DD Form 1966, section VI, remarks, in case (a) or any math class used to determine eligibility in case (c) 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. If scales are provided they are required to be verified by the NAVCRUITDIST nuclear field coordinator or ESS and must be included with the transcripts in the enlisted service record.

(c) Algebra Equivalent. Some states or educational institutions may have courses which are the equivalent of a full year of

algebra, but are identified by another descriptor. Fair and expeditious processing requires the NAVCRUITDIST ESS to review documentation for the questioned course to determine whether 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. An accredited institution must still issue diplomas and transcripts or an eligibility determination must be obtained for foreign/non-accredited education. Use the following DD Form 1966, section VI, remarks, entry to document approval of non-algebra titled course(s):

(Date): Determination of (course), taken in the _____ grade, to be the equivalent of one full year of algebra has been made by (NAVCRUITDIST 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 emphasizes mathematics, physics, and related topics. Anyone with an aversion to these disciplines will not be properly motivated and will likely be an academic failure if accepted into the Nuclear Field.

(5) Eligibility. Use Exhibit 010101 to determine a candidate's eligibility based on high school/college math grades, time since each math course, and junior/senior year grade point averages.

b. Character. DD Form 369 (Police Record Checks) must be submitted on all applicants being enlisted into the NF Program and completed prior to shipping.

c. Drug Usage. Refer to [Volume II](#) for program eligibility.

d. Citizenship

(1) Must be U.S. citizen. Use exhibit 010102 to obtain renunciation and determination guidance.

(2) Applicants holding dual citizenship are not eligible. Applicants must formally renounce their foreign citizenship or receive confirmation otherwise to non-citizenship status and then submit the appropriate NF Determination.

(3) Applicants must be able to answer "No" to all questions in the "association record" section of the SF 86 to be eligible.

e. RTC Medical Screening and Physical. All applicants shall sign the NAVPERS 1070/613 Nuclear Field Medical Statement of Understanding acknowledging that RTC will conduct a comprehensive medical screening and physical to determine eligibility. A signed copy must be inserted into the applicant's enlisted service record with another copy in their residual file. This page 13 is available electronically in a PDF fillable format on the NAVCRUIT forms web page.

f. Financial. Applicants must have a clear financial record. Applicants answering "yes" to any of the financial questions on the SF-86 require a financial determination per exhibit 010105.

g. Age. Applicants must be younger than 25 years of age by their shipping date. Exceptions to this policy will be limited to applicants <27 years of age and will require a Type 3 determination.

010103. NUCLEAR FIELD ELIGIBILITY PRE-SCREENING AND DETERMINATIONS. All applicants desiring to enter the NF must be screened on one of three levels of approval, based on the severity of risk factors being considered. This is accomplished by sending a completed nuclear field eligibility worksheet (NFEW) and supporting documentation as required to NAVCRUITCOM (N313) for all prospective applicants to the NF.

a. Nuclear Field Eligibility Worksheet (NFEW). The NFEW is a standalone legal document and shall include in the comments section sufficient information to summarize the circumstances surrounding the applicant's eligibility determination. The NFEW can be found on the NRC SharePoint Portal forms section.

(1) Only in extreme circumstances will an applicant requiring an Academic determination in conjunction with any other three determinations be considered for NF program enlistment.

(2) If the applicant only requires a NF Type 1 eligibility determination the applicant may be enlisted into the NF on a verbal authority from N313 without further delay, however N313 may direct submission of additional documents to support a NF program eligibility determination for any applicant who appears to warrant further screening.

NOTE: Type 2 and 3 NF program eligibility determinations require review and approval outside of NRC making it difficult to accurately predict turn-around time for these determinations. Estimated turnaround time for Type 1 determinations generally take between one and two weeks.

(3) Type 3 determinations and those "disapproved" Type 1 and 2 determinations will be processed for a selection slate and accepted by N313 between the 75% gates of two consecutive months with a cutoff time of 2359 and the results published between the 1st and the 5th of the following month. (Example: submissions between January 22 and February 20th will be posted March 1).

b. Supporting Documentation. Supporting documentation should be submitted to negotiate any derogatory remarks for all applicants regardless if the incident requires an eligibility determination. All required documentation is listed on the "NF supporting evidence" spread sheet found on the NRC SharePoint Portal forms section. Examples may include: Hand written statements and police record checks for all civil offenses, financial documents or paid in full receipts for financial concerns, renunciation certificates or non-acquisition confirmation for citizenship, security clearance adjudication for anything related to security concerns.

c. Determination Approval Levels.

(1) Type 1 Determination (low risk). Final approval NAVCRUITCOM (N313).

(2) Type 2 Determination (medium risk). Final approval OPNAV (N133D).

(3) Type 3 Determination (high risk). Final approval Naval Reactors.

d. NF Eligibility Determination Processing. The NF coordinator shall enter all pertinent information onto the NFEW screening form. The NFEW will calculate line scores to assist in determining ASVAB eligibility for the Nuclear Field. After all eligibility determination conditions are entered and the NF Coordinator has assessed what determinations are required the NFEW will be processed as a NF Type 1, Type 2, or Type 3 eligibility determination. Regardless of the level of approval or whether the determination is approved or disapproved, the results of each separate determination must be documented on DD Form 1966, Section VI remarks.

The following entry must be used for all determinations:

(Date): Applicant received approved (non waiver, academic, citizenship, age, etc.) (Type 1, Type 2, Type 3) determination from (NRC N313, DCNO N133D, Naval Reactors) on (date).

(Name, Rank, Title)
By direction of the CO

Each will be processed as indicated below:

e. NF Processing Procedures. The NF coordinator will enter data on a NFEW screening form and assess based on the requirements of this manual whether to submit a NF Type 1, Type 2, or Type 3 eligibility determination.

(1) Assemble all required documents IAW the "NF Supporting Evidence" on the NRC SharePoint Portal forms section and any additional documents as deemed necessary by NAVCRUITCOM N313 or those under the discretion of the NF coordinator that may dispute any behaviors negatively impacting the decision of eligibility.

(2) Email the NFEW screening form with required documents to NAVCRUITCOM (N313) for continued processing.

(3) NAVCRUITCOM (N313) will contact the originating NAVCRUITDIST with the final disposition.

f. Candidates requiring a NF eligibility determination must include college academic records, if applicable, to assist in the eligibility determination authority's evaluation of the candidate's academic motivation. College records will aid in the screening process of candidates with marginal high school performance. A copy of all eligibility determinations conducted must be documented in the applicant's record prior to shipping to RTC.

010104. NUCLEAR FIELD ELIGIBILITY DETERMINATION REQUIREMENTS

a. Academic. Refer to [exhibit 010101](#).

b. Citizenship. Refer to [exhibit 010102](#).

c. Drug. Refer to [exhibit 010903](#), block A, for program eligibility requirements.

d. Civil

(1) Applicants who admit to having been arrested for, charged with, or convicted of any offense whatsoever, regardless of the final disposition

(even if dismissed or expunged), may not enlist in the Nuclear Field Program without an eligibility determination. 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 (except contempt of court for minor traffic violations and failure to appear, which require a Type 1 civil determination) over the past two years may enlist without a character eligibility determination 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 eligibility determination (a BEERs determination may still be required):

- (a) Disorderly conduct.
- (b) Purchase, possession, or use of tobacco products by minors.
- (c) Malicious mischief prior to age 16 including truancy from school.
- (d) Petty larceny prior to age 16 (value less than \$100), to include shoplifting and fare evasion.
- (e) Vandalism.
- (f) Littering.
- (g) Trespassing.
- (h) Violation of fireworks laws.
- (i) Violation of fish and game laws.
- (j) Curfew violations.

Note: This list only applies to offenses which occurred prior to DEP-in.

(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 of any of the listed misdemeanors, or any alcohol related offense, submit a NF Type 2 eligibility determination.

NOTE: Include previous civil involvement in all subsequent civil determinations. 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 crime shall 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, Appendix 12, Manual for Courts Martial, United States (2008 edition) (refer to [section 8](#) for examples of felonies).

(b) Any person convicted of, or who admits to the commission of, repeated minor offenses may be accepted. A minor offense is considered to be one as defined by the Manual of Courts Martial, United States (2008 edition) paragraph V 1.e (refer to [section 8](#) for examples of minor offenses).

(c) Any single minor offense that involves moral turpitude, or evidences unreliability, such as theft (including shoplifting >\$100), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying depending on the nature of the specific offense and the attending circumstances and may be directed to be submitted as a Type 3 determination.

(d) Individuals with a record of more than five minor traffic offenses in the past two years or an overall driving record with a history of repeated offenses or accident must have their cases reviewed for evidence of unreliability, recklessness of character, or basic disregard for properly constituted authority.

e. Civil in DEP. Refer to exhibit 010105.

f. Financial. Applicants must have a clear financial record. Applicants answering "Yes" to any of the financial questions on the SF-86 involving past delinquencies that have since been paid or settled and are no longer outstanding must submit a Type 1 eligibility determination. All other "Yes" answers that involve unresolved and/or uncollected accounts, bankruptcies, repossessions, or failure to pay taxes must submit a Type 2 eligibility determination if less than \$10,000 cumulative total. If greater than \$10,000 it shall be routed as a Type 3 determination. The applicant's package must include a financial agreement from the lending agency or other documents such as a credit report which clearly shows the account is current. Exhibit 010105.

g. Non-Traditional Education. An applicant that requires a non-traditional education eligibility determination must be given the NAPT to better assess their ability to succeed in the NF. The eligibility determination and the kit must document a District ESS' 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. A non-traditional education eligibility determination is required if any of the following conditions are met:

(1) An applicant who completed any high school algebra I/II course through a curriculum other than a traditional classroom setting (this includes home school) requires a non-traditional education eligibility determination.

(2) If the applicant has successfully completed at least one full year of qualifying mathematics courses in a traditional setting following algebra I/II, not to include geometry, then a non-traditional education eligibility determination is not required.

(3) An applicant attains HSDG status by any means other than graduation from a State accredited high school requires a non-traditional education eligibility determination. Education codes 7, 8, B, H, and M will require a non-traditional education eligibility determination. Education codes D, K, and N require a non-traditional education eligibility determination if the applicant did not graduate from a traditional State accredited high school. For example, an applicant that did not complete high school but went to college and attained his Associate Degree would be coded as "14D," but would require a non-traditional education eligibility determination.

(4) An applicant that graduates from a foreign, non-DoD high school requires a non-traditional education eligibility determination. If the applicant attended a foreign high school but graduated from a DoD or U.S. state accredited high school, a non-traditional education eligibility determination is not required.

h. 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 active duty or reserve service, including the National Guard, reservists, service academy and ROTC dropouts, and anyone who has been to RTC. 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. All should be processed IAW Exhibit 010105.

i. DEP Discharge. An applicant who has been DEP discharged from any branch of service for any reason will be processed IAW Exhibit 010105 with a thorough explanation of the circumstances.

j. Age. All applicants > 25 years of age at shipping require an age determination IAW Exhibit 010105.

k. Type 1 NAAPT Retest. Refer to [Chapter 4 Section 1](#) for eligibility determination requirements.

010105. DELAYED ENTRY NUCLEAR FIELD PROGRAM (DEN). The DEN status was developed to allow provisional enlistment into the Nuclear Field while waiting high school transcripts or NF eligibility determination disposition but will not be authorized for Type 3 determinations. Only those applicants who have a high probability of being accepted into the NF Program will be permitted to enlist as a DEN and enlistment authority shall not be delegated below the NAVCRUITCOM level. Enlistment of applicants eligible for DEN will be processed using the procedures below.

a. If awaiting an NF eligibility determination:

(1) Final determination approval must be received prior to shipping applicants to RTC with a NF guarantee. Requests for DEN will be submitted to NAVCRUITCOM (N33) on a NFEW screening form with the letters "DEN" clearly marked in the remarks section. All eligibility determination reasons will be annotated on the NFEW screening form requesting DEN authority and include available supporting eligibility determination documentation. If enlistment into DEN is approved, submission of NF eligibility determination (with all supporting documentation) must be submitted to NAVCRUITCOM (N33) as soon as documentation is available. Once NF eligibility determination disposition is received, the applicant must be reclassified into the NF DEP or cancelled out of DEN status. Applicants in a DEN status will be precluded from being confirmed on ship date. Applicants awaiting eligibility determinations should not normally remain in DEN status for greater than 30 days from contracting.

(2) DENs awaiting eligibility determinations must be written to ship no earlier than 30 days from the contracting date to allow NF eligibility determination processing.

(3) Upon approval/disapproval, a DEN must be converted to NF DEP via CHGACC or cancelled (as appropriate) by the MEPS Classifier.

b. If unable to obtain high school transcripts due to school closure:

(1) Obtain a handwritten statement from the applicant regarding applicable grades and requirements of exhibit 010101 (e.g., withdrawals, drops, and time since each class). If the applicant is eligible, NAVCRUITCOM (N33) will grant a DEN to allow provisional enlistment until the requirements of exhibit 010101 can be verified. Applicants awaiting transcripts should not remain in DEN status for greater than 100 days from contracting.

(2) When the transcript is received, personnel making service record entries must verify that the applicant is still eligible for the Nuclear Program and submit all applicable eligibility determinations.

(3) Do not submit any eligibility determination (e.g., civil or financial) without a high school transcript, and college transcripts if applicable. Once the transcript is obtained, eligibility determinations may be submitted.

c. Prior to contracting, brief and have the applicant sign the NAVPERS 1070/613, Delayed Enlistment Nuclear (DEN) Administrative Remarks stating they understand that they are being permitted classification into the Nuclear Program pending eligibility determination disposition from higher authority. The DEN page 13 is electronically available in a PDF fillable form on the NAVCRUITCOM Forms web page. Ensure they understand that if higher authority disapproves their eligibility determination request, they will have the option to reclassify or be released from contract.

d. NF applicants who are awaiting a medical determination must also sign the NAVPERS 1070/613, Delayed Entry Medical (DEM) Program Administrative Remarks prior to contracting. Ensure they understand that they are being permitted classification in the Nuclear Program pending a medical determination disposition from higher authority, and that if higher authority determines that a medical determination is not appropriate, the applicant will be disqualified for enlistment and will be discharged from the DEP.

e. Seats reserved through the DEN option will appear on the NETCON, AAQAL, and DEPQAL. DENs may not be converted to NF DEP until receipt of final written determination approval.

010106. APPRENTICESHIP. All applicants shall be enlisted in the Fireman Apprenticeship.

010107. TERM OF ENLISTMENT. Applicants must enlist in the U.S. Navy for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment for 24 months. Specific wording of the extension narrative is:

"Training in the Nuclear Field. MILPERSMAN 1510-030 and MILPERSMAN 1306-500, 1306-502, and 1306-504 (NF) are governing directives. Advancement to Rate and Grade per MILPERSMAN 1430-010. I understand that this extension of active service becomes binding upon execution, and thereafter may not be cancelled, except as set forth in MILPERSMAN 1160-040 and 1510-030. In particular, I understand that when I accept advancement to E4, 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."

010108. GENERAL APPRENTICESHIP AND PAYGRADE

a. Entry Paygrade. All accepted applicants are enlisted in paygrade E3 upon entry onto active duty. Advancement to paygrade E4 is authorized only after enlistees complete all advancement in rate requirements (to include minimum time in rate) and Class "A" School provided they maintain eligibility.

b. Class "A" School Non-Completion. The member will be administratively reduced in paygrade to E2 or E1, depending upon their time in rate on the disenrollment date, if they do not complete NF Class "A" School for any reason.

c. Conditions. Disenrollment from the program due solely to not volunteering is not authorized. Extension cancellations are not authorized. Extension cancellation due to disenrollment from, or non-enrollment in, advanced training is per MILPERSMAN article 1160-040. Applicants must be specifically counseled that:

(1) If advancement to E4 has been accepted, one year of the extension is binding whether or not advanced training is completed.

(2) If found not desirable for program continuation, and advancement to E4 has not been accepted and advanced training has not commenced, enlistees retain their current paygrade and the extension agreement is cancelled.

(3) If found not desirable for program continuation, and automatic advancement has not been accepted but advanced training has commenced, enlistees will be required to repay three months additional obligated service (beyond the four-year point) for each month of advanced training received up to a maximum of two years additional obligated service.

(4) If all advanced training is completed but advancement to E4 is not accepted the two-year extension is still effective as the enlistee completed the advanced training.

(5) Enlistees retain the choice of whether to accept advancement to E4. If accepted, enlistees are bound for five of the six years. Regardless of acceptance of E4 the Chief of Naval Personnel decides whether to order enlistees to advanced training. This decision is based on the probability of successful advanced training completion and does take into account the enlistee's motivation and Class "A" School performance. Enlistees who are qualified for advanced training are ordered to that training based on their qualifications and not the decision regarding advancement to E4.

010109. NUCLEAR FIELD CLASS "A" SCHOOL

a. Ratings. All 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 are not guaranteed a specific Class "A" School.

010110. TRAINING CYCLE. NF personnel are transferred from one phase of training to the next without undue delay. Enlistees are normally assigned to NF Class "A" School immediately after completion of Recruit Training, NAVET Classification and Outfitting at Recruit Training, or OSVET training, as applicable. The normal training cycle is:

a. Recruit Training (Great Lakes, IL).

b. NF Class "A" School (Charleston, SC).

c. Basic Nuclear Power Course at Nuclear Power School (Charleston, SC).

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 Technicians (ELT) or Propulsion Plant Operator Welders.

e. Duty Assignment. After prototype training, nuclear propulsion plant operators are assigned to duty per the needs of the Navy.

010111. DISPOSITION OF THOSE WHO FAIL TO QUALIFY. Enlistees failing to graduate from any phase of training are not eligible for further NF Program training without prior approval from DCNO (N133D).

010112. NUCLEAR FIELD STATEMENT OF UNDERSTANDING. All applicants must read and sign NAVPERS 1070/613 NF Statement of Understanding which is available electronically on the NAVCRUITCOM SharePoint Portal forms section. The signed NF Statement of Understanding and NAVCRUIT 1133/52 Enlistment Guarantees must be placed in the recruit's enlisted service record with copies to the residual file. Additionally, NF Program enlistees may be eligible for an enlistment bonus (EB), Navy college fund (NCF), or combination of EB/NCF. Applicants cannot change their decision once an option is selected. Annotate the applicant's decision accordingly on the NAVCRUIT 1133/52 and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding per Vol. IV, chapter 3, section 5.

NOTE: For submarine volunteers: All NF applicants will be briefed on submarine duty and it's opportunities by the NF coordinator or a qualified submarine trained recruiter/classifier. Any applicants indicating an interest in submarine volunteer opportunities will be required to complete a Submarine Volunteer NAVPERS 1070/613 found in the NAVCRUITCOM SharePoint Portal forms section.

010113. NUCLEAR FIELD APPLICANT PRE-SHIP SCREENING. All NF future Sailors must be screened within 30 working days prior to shipping to re-verify eligibility. The EPDS or the NF coordinator is required to complete the NF pre-ship screening certificate (available on the NRC Directives web page). The screening can be conducted in person or by telephone. Upon screening completion the EPDS or NF Coordinator shall verify the applicant's eligibility and ensure appropriate determinations are submitted as necessary.

The completed NF pre-ship screening certificate shall be signed by the EPDS or NF coordinator and the applicant if the interview is conducted in person. A copy shall be placed in the enlistment and the residual file. Exhibit 010104 provides instructions and provides the basis for each question. It should be consulted to determine if the applicant has maintained their eligibility for the Nuclear Field. It also serves as a guide to the interviewer.

010114. NUCLEAR FIELD ACCESSION DATA COLLECTION. NAVCRUITCOM (N33) will collect data on all applicants accepted into the nuclear field for comparison with NNPTC graduation or drop data and future analysis of program eligibility requirements. This data will be used for no other purpose and shall be limited to the following: date, name, NAVCRUITDIST, education code, age, AFQT, EL and NUC composites, NAPT score (if taken), math points, high school GPA and high school class rank (if known) and NF program determinations granted.

EXHIBIT 010101. NUCLEAR FIELD PROGRAM ACADEMIC ELIGIBILITY

1. BASIC: Must pass one full year of high school or college level algebra, which may have been taken prior to high school (Reference: Article 010102a(3)). If not, the applicant is ineligible for the NF program.

2. DETERMINATION REQUIREMENTS:

a. Academic determinations are automatically required for any of the following circumstances:

(1) Greater than five years since the last qualifying math course was completed and passed.

(2) Received a final, semester or quarter grade of 'D' or below in any high school math class.

(3) Withdrew from or repeated any portion of any high school math class.

(4) Received a final or semester GPA of less than 2.0 or 'C' equivalent in the junior or senior year of high school.

(5) Applicant's EL and NUC composite scores are both <245 ($VE+AR+MK+MC<245$ and $AR+MK+EI+GS<245$).

b. 50 Point System:

(1) Assign the values from the following table to each qualifying math course the applicant has completed within the specified time frame. Point values are for FULL YEAR courses. Divide by 2 for semesters, by 3 for trimesters, etc. If partial year and final grades are assigned you can use either to calculate points. Time since is based on date of screening.

(2) Qualifying math courses are: Algebra (I, II, III), geometry, trigonometry, pre-calculus, calculus, differential equations, linear algebra, advanced algebra, number theory, theoretical math or any higher level math course as determined by the NRD EDSPEC, R-OPS or CO. Contact NRC (N33) if any doubt exists as to whether a course is a qualifying math.

(3) If the applicant takes the NAPT, award one point for every point scored above 60. For example, if the applicant scored 69 on the NAPT, add 9 to their table total.

(4) If the applicant's "Math Score" is 50 or higher, and he/she doesn't automatically trigger a determination requirement from 2.a. above, no academic determination is required.

(5) All NF applicants' Math Scores will be entered on DD Form 1966/4 remarks section. Sample entry:

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(Date): NF Math Score calculated IAW CRUITMAN Volume IV Exhibit 010101. Total Points obtained: _____.

(Type or print name, grade/title of certifying individual)

EXHIBIT 010101. NUCLEAR FIELD PROGRAM ACADEMIC ELIGIBILITY (continued)

50 POINT SYSTEM FOR MATH FINISHED WITHIN THE PAST:					
GRADE/TIME	5 YRS	4 YRS	3 YRS	2 YRS	1 YR
A	15	20	25	30	40
B	12.5	17.5	22.5	27.5	35
C	10	15	20	25	30
D	0	0	2.5	5.0	10
FAIL	0	0	0	0	0

EXHIBIT 010102. NUCLEAR FIELD PROGRAM CITIZENSHIP ELIGIBILITY

If any of the following criteria apply, send a Nuclear Field Type 2 Determination to NAVCRUITCOM (N33):

- a. Applicant is a naturalized U.S. citizen.
- b. Applicant is now, or has been, employed by or is now, or has been, an agent of a foreign country.
- c. The applicant's spouse or one or both of the applicant's parents, step-parents, or guardians can currently be considered citizens of another country.
- 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.
- e. A NF Type 1 Determination must be submitted if the applicant was born in the U.S. but their spouse or one or both of their parents, step-parents, or guardians are naturalized U.S. citizens.
- f. The citizenship flow chart below shall be used as an aid to determine citizenship eligibility and requirements for renunciation.

In the comments section of the NFEW, the format will be as such:

Request a Type (I or II) citizenship waiver for applicant. Mother and/or father was born in (country) (recognized/not recognized). Mother entered country on (date) and was naturalized at (location) on (date). Naturalization number is (include #).

Renunciation (is/is not) required and (is/is not) included with the package. Applicant (does not/ has) ties to personnel living in (country).

Exhibit 010102. NUCLEAR FIELD PROGRAM CITIZENSHIP ELIGIBILITY (continued)

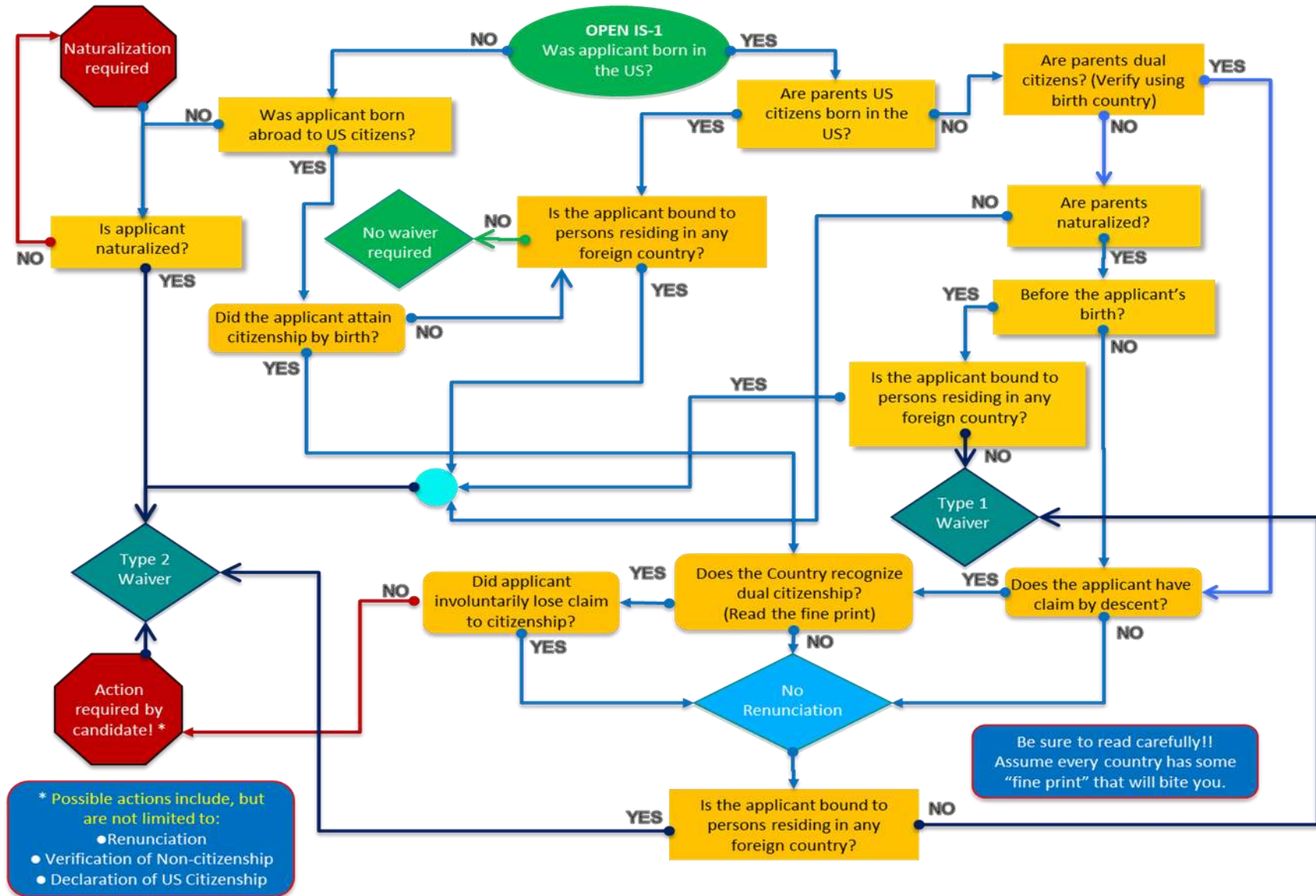


EXHIBIT 010103. NUCLEAR FIELD PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualifications	Minimum NAPT	Vision	NCP	NH	SCE	Mos Oblig Svc	US Cit	Remarks	
Nuclear Field (NF)	NFa: VE+AR+MK+MC \geq 252 Or AR+MK+EI+GS \geq 252	NAPT not required if qualified using NFa scores.		X			X	72	X	<p>ASVAB: NFb applicants must have both line scores > 235. NO DETERMINATIONS WILL BE GRANTED.</p> <p>Age: At least 17 years old but have not reached 25th birthday by ship date (case by case approval for over max age).</p> <p>Marijuana: Commander, Navy Recruiting Command (N313) (1-10X). DCNO (N133D) (more than 10X). No use in the last 6 months.</p> <p>Character: Police Record Checks required (refer to Volume III). Any offense (except minor traffic) in DEP is an eligibility determination.</p> <p>Education/Academic: Must provide complete high school transcripts.</p> <p>Must have completed one full year of algebra in HS or college or higher qualifying math with a "C".</p> <p>Note: If a submarine volunteer, must sign NAVPERS 1070/613 for Submarine Volunteer.</p>
	NFb: <div style="display: flex; align-items: center; justify-content: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 10px;"> VE+AR+MK+MC\geq235 Or AR+MK+EI+GS\geq235 </div> <div style="margin: 0 10px;">And</div> <div style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 10px;"> VE+AR+MK+MC+NAPT\geq290 Or AR+MK+EI+GS+NAPT\geq290 </div> </div>	Minimum NAPT 55 if qualified using NFb scores. (55 also for retest)								

EXHIBIT 010104. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS

1. These instructions provide a guide to help determine the eligibility of NF future Sailors and to recertify their eligibility prior to shipping. This is not an all-inclusive list of program eligibility. This list of was formulated using the questions the NF advisors will ask recruits at RTC and provides the interviewer with guidance based on the answer provided by the applicant. The completed Nuclear Field pre-ship screening certificate (available electronically in a PDF fillable format on the NAVCRUIT Forms web page) will be placed in the applicant's enlistment kit and the NF Advisors will take the applicant's integrity into account if there are discrepancies. Do not place this exhibit in the enlistment kit. Stress to the applicant that now is the time to be honest; they have choices and we can help them.

2. If this instruction sheet states that an eligibility determination "may" be required, refer to the applicable portion of COMNAVCRUITCOMINST 1130.8. If questions still remain regarding determination requirements, contact NAVCRUITCOM (N33) at (901)874-9253/9231.

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
A. Citizenship		
1. Are you a citizen of a country other than the U. S.? If yes, the applicant is not eligible for the NF.		
2. Were you born outside the United States? Data needed to determine eligibility with questions below.		
3. Are you a naturalized citizen? If YES, applicant requires a Type 2 citizenship determination.		
4. Are you a dual citizen? If YES, the applicant is not eligible for the NF.		
5. Were any of your parents, stepparents, guardians, or your spouse born outside of the United States? If YES, the applicant may require a citizenship determination. Determination required if any of the above are naturalized U. S. citizens or citizens of other countries.		
6. Are any of your parents, stepparents, guardians, or your spouse citizens of a foreign country? If YES, the applicant requires a Type 2 citizenship determination.		
7. Are any of your parents, stepparents, guardians, or your spouse naturalized U. S. citizens? If YES and applicant was born in the U.S., applicant requires a Type 1 citizenship determination. If YES and applicant was born outside the U. S., applicant requires a Type 2 citizenship determination.		
8. Is anyone in your immediate family residing outside the United States? (Family members who are employed or contracted by the U. S. government are exempt.) If YES, the applicant requires a Type 2 citizenship determination.		

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EXHIBIT 010104. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS
(CONTINUED)

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
B. Prior Service		
1. Have you ever served in the Armed Forces (i.e., active duty, Reserve, or the National Guard)? If YES, the applicant requires a Type 2 prior service determination.		
2. Have you ever been disenrolled from any ROTC program or any of the service academies? If YES, the applicant requires a Type 2 prior service determination.		
3. Have you ever been discharged from the Delayed Entry Program for any branch of the Military? If YES, requires a Type 1 Prior Service (DEP Discharge) eligibility determination.		
C. Financial		
1. Have you filed a petition under any chapter of the bankruptcy code? If "Yes," indicate type. If YES, the applicant requires a Type 2 financial determination.		
2. Have you had any possessions or property voluntarily or involuntarily repossessed or foreclosed? If YES, the applicant requires a Type 2 financial determination.		
3. Have you failed to pay Federal, State, or other taxes, or to file a tax return, when required by law or ordinance? If YES, the applicant requires a Type 2 financial determination.		
4. Have you had a lien placed against your property for failing to pay taxes or other debts? If YES, the applicant requires a Type 2 financial determination.		
5. Have you had a judgment entered against you? If YES, the applicant requires a Type 2 financial determination.		
6. Have you defaulted on any type of loan? If YES, the applicant requires a Type 2 financial determination.		
7. Have you had bills or debts turned over to a collection agency? If YES, and the debt has been paid in full the applicant requires a Type 1 financial determination. Otherwise a Type 2 determination.		
8. Have you had any account or credit card suspended, charged off, or cancelled for failing to pay as agreed? If YES, the applicant requires a Type 2 financial determination.		

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<p>9. Have you been evicted for non-payment of financial obligations? If YES, the applicant requires a Type 2 financial determination.</p>		
<p>10. Have you been delinquent on court-imposed alimony/child support payments? If YES, applicant requires Type 2 financial determination.</p>		
<p>11. Have your wages, benefits, or assets been garnished or attached for any reason? If YES, applicant requires Type 2 financial determination.</p>		
<p>12. Have you been counseled, warned, or disciplined for violating terms of agreement for a travel or credit card provided by your employer? If YES, applicant requires a Type 2 financial determination.</p>		

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EXHIBIT 010104. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS
(Continued)

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
C. Financial (continued)		
13. Have you been over 180 days delinquent on any debt(s)? If YES, the applicant may require a Type 2 financial determination.		
14. Are you more than 90 days delinquent on any debt(s)? If YES, the applicant may require a Type 2 financial determination.		
15. Have you ever experienced financial problems due to gambling? If YES, the applicant requires a Type 2 financial determination.		
16. Are you delinquent on any Federal debt? If YES, the applicant requires a Type 2 financial determination.		
D. Academic		
1. Have you ever failed, withdrawn from, repeated, or received a D in any portion (quarter, semester, or entire year) of a high school math class? This is regardless of reason, or what is stated on your transcripts. If YES and the course was not statistics, business math, or computer math, the applicant requires an academic determination.		
2. Have you received an overall GPA of less than 2.0 or "C" equivalent in your junior or senior year of high school? If YES the applicant requires an academic determination.		
3. Has it been greater than 5 years since you completed your most recent math class? If yes the applicant requires an academic determination..		
E. Non-Traditional Education		
1. Did you complete any high school course at a place other than a traditional high school or college? If YES, a non-traditional education determination may be required.		
2. Did you graduate from a non-traditional high school? If YES, a non-traditional education determination is required.		
3. Did you graduate from a foreign, non-Department of Defense high school? If YES, a non-traditional education determination is required.		
F. Civil/Civil in DEP		
1. Have you ever been charged with or arrested for anything other than a minor traffic violation, even if the charges were dropped? If YES, a civil determination may be required.		

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2. Do you have a combined total of six or more speeding tickets, parking tickets and moving violations? If YES, a civil determination may be required.		
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EXHIBIT 010104. NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS
 (CONTINUED)

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
F. Civil/Civil in DEP (continued)		
3. During your time in DEP, have you committed, been arrested for or charged with any crime whatsoever? If YES, a Civil in DEP determination may be required.		
G. Age		
1. When do you turn 25? If the ship date is after the date the applicant turns 25, an age determination is required.		
H. Drug		
1. Have you ever used marijuana? If yes, number of times? ____ 1-3 times requires CO-level NF program determination. 4-10 times requires NAVCRUITCOM-level NF program determination. >10 times requires Type 1 Drug determination. If the applicant has used marijuana even once, and requires another determination (such as an academic determination), the determination must be a drug and academic determination.		
2. Have you ever used any other illegal drugs? If yes, the applicant is not eligible for the NF Program.		
3. Have you used any illegal drugs while in DEP? If marijuana use occurs in DEP, future Sailor is no longer eligible for NF Program and must be reclassified or DEP discharged.		
ENSURE THE CLASSIFIER HAS DOCUMENTED THE DTG OF THE CURRENT EB MESSAGE.		
ENSURE THE CLASSIFIER HAS DOCUMENTED THE NAPT RESULTS, IF TAKEN, ON DD FORM 1966		
ENSURE NF COORDINATOR/EPDS HAS VERIFIED IN JPAS A NACLCTier 3 INVESTIGATION WAS FAVORABLY ADJUDICATED WITH ELIGIBILITY FOR SECRET CLEARANCE.		

EXHIBIT 010105. NUCLEAR FIELD DETERMINATIONS REQUIREMENTS MATRIX

All determinations will be routed to the highest approval authority that any one determination within an applicant's record requires.			
Example: Applicant needs an AC (TYPE1), a CIT(TYPE 2), and DR (TYPE 3) will require the entire package to be routed as a TYPE 3 determination.			
All resubmittals will include all previous determinations checked on the NFEW and the original NFEW in the supporting documentation.			
DETERMINATION REQUIREMENTS	TYPE 1 APPROVAL CNRC N313	TYPE 2 APPROVAL OPNAV N133D	TYPE 3 APPROVAL NAVSEA 08
NO ADDITIONAL DETERMINATION	ALL *NOTE 1		
ACADEMIC (AC) EXHIBIT 010101	1. May be granted by CNRC if requested for any one occurrence of the academic criteria listed in Exhibit 010101. 2. May be granted if multiple "D's" in any semester/ quarter/ final math course grade were mitigated by subsequently completing a higher level math course with a passing grade ≥ "B."	ALL Other AC Determinations not listed under TYPE 1 APPROVAL	
NON-TRADITIONAL EDUCATION (NTE) *NOTE 2	May be granted by CNRC if the applicant qualifies as a NF'A' ≥252 NUC or EL line scores	All NTE determination for NF'B' applicants (NUC and EL lines scores <252)	
CIVIL (CIV)	1. All Traffic Offenses 2. Multiple occurrences of those charges listed in 010104.d	1. All 200 Series Offenses 2. ALL alcohol related offenses	1. Any Multiple Offenses regarding Alcohol 2. All 300 Series Offenses
DRUG (DR) VOL II, EXHIBIT 020903	1 - 10 MJ USE ONLY	11 or more times MJ USE Single Marijuana Offense Conviction including paraphernalia	Multiple Marijuana Offenses (Charges, Convictions, self-admitting to, or combination of) Multiple convictions are ineligible
FINANCIAL (FIN) *NOTE 3 *NOTE 4	ALL request for financial determinations except unpaid taxes, repossessions, or bankruptcies where the accounts have been paid in full include a zero balance receipt.	All request for financial determinations except unpaid taxes, repossessions, or bankruptcies that have been since brought current with an active payment plan that includes at least 3 months payment history and are less than \$10,000.	Delinquent Debt >\$10000 with payment history and plan. All other financial determinations such as those involving unpaid taxes, repossessions, or bankruptcies
AGE (AGE)			ALL: NO AGE DETERMINATIONS WILL BE GRANTED FOR APPLICANTS THAT ARE 27 YEARS OF AGE AT SHIPPING.

EXHIBIT 010105. NUCLEAR FIELD DETERMINATIONS REQUIREMENT MATRIX (CONTINUED)

DETERMINATION REQUIREMENTS	TYPE 1 APPROVAL CNRC N313	TYPE 2 APPROVAL OPNAV N133D	TYPE 3 APPROVAL NAVSEA 08
CITIZENSHIP (CIT) EHIBIT 010102	Applicant is U. S Born and Parents are at least Naturalized Citizens. -Routed for the sole purpose of being bound by affection to someone in a foreign country and is not related to a "High Risk" security risk. OR Routed and no concerns for dual citizenship surround the country in question.	Applicant is Naturalized or Parents do not have U.S. Citizenship or Legal Visitation documents and 1. There is no question of "HIGH RISK" security. and 2. In the case of dual citizenship the applicant has provided proper certification of renunciation or non-acquisition of citizenship.	ALL others and those involving "HIGH RISK" security determinations NOTE: Adjudicated JPAS will be submitted with applicants request
CIVIL IN DEP (CID) *NOTE 5		ALL CIVIL IN DEP *NOTE 5 DRUG AND ALCOHOL RELATED OFFENSES THAT OCCUR WHILE IN DEP WILL BE INELIGBLE	
DEP DISCHARGE (DD)		ALL	
PRIOR SERVICE (PS) *NOTE 6		ALL	
NAPT RETEST (NR) *NOTE 7		ALL	
*NOTE 1. If the applicant does not require a NF eligibility determination for any requirement in section 010104 the applicant may be enlisted into the NF without further delay, however N313 may direct submission of additional documents to support NF program eligibility.			
*NOTE 2. Any applicant that requires a non-traditional education eligibility determination must be given the NAPT to better assess their ability to succeed in the NF.			
*NOTE 3. The applicants package must include a paid in full receipt from the lending agency			
*NOTE 4. The applicant's package must include a financial agreement from the lending agency or other documents such as a credit report which clearly shows the account is current.			
*NOTE 5. Any offences that occurs while the applicant is in the DEP, except for minor traffic violations, which would not normally require a determination.			
*NOTE 6. For the purpose of enlistment into the NF program, prior service applicants are defined as anyone who has served one or more days of active duty or reserve service, including National Guard, reservist, service academy. This prior service "definition" is applicable to NF only.			
*NOTE 7. Refer to Chapter 4 Section 1 for eligibility determination requirements			

SECTION 2 ADVANCED ELECTRONICS FIELD (AEF)/ADVANCED TECHNICAL FIELD (ATF)

010201. GENERAL. AEF/ATF Program options are incentives for enlistment into the regular Navy and provide Class "A" School, advancement to paygrade E2 and advanced training of various lengths. Program specifics for special warfare operator (SO), special warfare boat operator (SB), explosive ordnance disposal (EOD), navy diver (ND), and aircrew rescue swimmer (AIRR) are contained in volume IV, chapter 1, section 3. Program specifics for the Aircrewman Program (AIRC) are contained in volume IV, chapter 1, section 7. IAW MILPERSMAN Article 1133-090, New Accession Training (NAT) Sailors graduating from AEF/ATF training pipelines are eligible for advancement in the same manner as their active component (AC) counterparts.

010202. QUALIFICATIONS. Applicants must meet the following requirements:

- a. Education. Must be HSDG or HSG.
- b. Character. Refer to article 010210 for specifics.
- c. Age. Must meet BEERS age requirement with the exception of submarine volunteers who must not have reached 30 years of age at the time of enlistment.
- d. Prior Service. Refer to volume IV, chapter 1, section 8, section 9 or section 10 (as appropriate).

010203. SECURITY SCREENING FOR CTT/CTN/CTI/IS/IT RATINGS

a. Ineligibility. Applicants who are permanent resident alien and naturalized citizens born in a country whose interest are hostile to the United States; who have a relative who is a member or associate of the Communist Party, who have immediate family members or others of affection or obligation living in a country whose interests are inimical to the United States, who have been present or lived for a significant period of time in a country inimical to the United States, or who have been employed or have been an agent of a country inimical to the United States are ineligible for these programs.

b. Character. Applicants for these ratings must qualify for a Top Secret clearance with access to Sensitive Compartmented Information (SCI). In general, candidates must be of excellent character and discretion, and of unquestioned loyalty to the United States. Additionally, members of candidates' families and persons to whom the individual is bound by affection or obligation must not be subject to duress by a foreign power. Applicants whose background does not meet the following criteria will fail to meet SCI eligibility requirements and must not be considered for CTT, CTN, CTI, IS, or IT. The resident-in-charge, Navy Cyber Forces (NAVCYBFOR) Field Office conducts the final security screening at RTC.

c. Citizenship. Applicants must be U.S. citizens. If naturalized, proof of naturalization must be furnished.

d. Foreign Relatives. Applicant's immediate family members, including parents, sibling(s), and spouse, must be U.S. citizens or from a low risk country as defined by Intelligence Community Directive (ICD) 704.

Note: Applicants who have naturalized immediate family members shall provide original citizenship documents to the Navy liaison to be reproduced per the NRC commanding officer's document certification policy. Place the certified documents into the service record for RTC review (e.g., U.S. passport, certificate of naturalization or citizenship).

e. Drug Use. No person shall be selected who has been a trafficker (supplier) of illegal drugs; has abused narcotics, hallucinogenic or psychedelic drugs within one year; or has abused stimulant or depressant drugs within the past six months. Refer to Volume II for specific eligibility criteria.

f. Mental Illness. Any applicant who has been treated for mental illness must produce medical evidence of successful treatment.

g. Financial Responsibility. No person shall 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 applicant is being recruited. If indebtedness includes a long-term mortgage, total indebtedness must not exceed 2 ½ times the annual salary. A NAVCRUIT 1133/121 (Summary of Rights Under the Fair Credit Reporting Act and Credit Check Release Consent) is required for each applicant applying for an INTEL rating. Classifiers will ensure the form is submitted to the NRC INTEL Program manager (N32). A credit check is required prior to classification into INTEL ratings and may be checked again prior to shipping. Negative credit histories may cause applicants or future Sailors to be non-selected for INTEL ratings.

h. Criminal Record. No person shall 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).

i. School Record. No person shall be selected who has an established pattern of truancy, repeated difficulties with school officials, periodic suspensions, vandalism, abusive behavior, or who has, as a result of such activity, been permanently expelled.

j. Sexual Offense. No person shall be selected who has engaged in, exhibitionism, voyeurism, transvestitism, or coercive sexual behavior of any kind.

k. Employment. No person shall be selected who has established a "job-hopping" record where there is a demonstrated pattern of loafing, irresponsibility, unexplained absenteeism, theft, or an inability to get along with superiors, peers, or subordinates. Applicants will necessarily provide work history information. Classifiers must carefully review the foregoing factors to make appropriate selection decisions. A Navy Cyber Force (NAVYCYBFOR) Special Representative will interview each CTT/CTN/CTI/IS/IT applicant at RTC concerning these factors.

l. Former Peace Corps. Applicants who are former Peace Corps members shall not be given a CTI, CTN, CTT, IS, or IT school guarantee. "Former member" includes former Peace Corps volunteers, volunteer leaders, and staff members. This term does not include persons who attended Peace Corps training but were not employed 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.

010204. TERM OF ENLISTMENT. Applicants will enlist for four years and concurrently execute an agreement to extend their enlistment for 24 months. Specific narrative reason for extension is:

"Training in the Advanced Electronic Field (AEF)/Advanced Technical Field (ATF) Program and advancement to paygrade E4 per MILPERSMAN Articles 1160-040 and 1510-030. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040. In particular, I understand that when I accept advancement to E4, 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."

010205. GENERAL APPRENTICESHIP AND PAYGRADE

a. Entry Paygrade. All applicants are enlisted in paygrade E1 and are authorized advancement to E2 upon completion of recruit training. Advancement to E3 is authorized only after personnel complete all advancement in rate requirements and time in grade requirements. This does not preclude enlistment in paygrade E2 or E3 under volume IV, chapter 3, section 7.

b. Advancement. Advancement to E4 is authorized only after completion of all advancement in rate requirements, time in grade requirements, and Class "A" School. In addition, advancement to E3 and E4 is contingent upon maintaining AEF/ATF program eligibility. If an individual is reduced in rate because of disciplinary infractions prior or subsequent to advancement to E4 eligibility for E4 is terminated. Advancement to E4 requires a five-year active duty obligation as set forth in MILPERSMAN 1430-010. If an individual is reduced in rate subsequent to advancement to paygrade E4 there is no reduction in active obligated service.

c. Conditions. Disenrollment from the program due to non-volunteering is not authorized. Cancellation of enlistment extension due to disenrollment from or non-enrollment in advanced training is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:

(1) If automatic advancement to E4 has been accepted one year of the extension is binding whether or not advanced training is completed.

(2) Current paygrade is retained and the extension agreement is cancelled if the individual quits or is found undesirable for program continuation, automatic advancement has not been accepted, and advanced training has not begun.

(3) If the individual quits and advancement to E4 has not been accepted, but advanced training has begun, the member is required to repay three months additional obligated service (beyond the four-year point) for each month of advanced training received up to a maximum of two additional years obligated service.

(4) If a member completes all advanced training and advancement to E4 was not accepted the two-year extension remains effective due to completion of the advanced training.

(5) The member has a choice whether to accept E4. If E4 is accepted the individual is bound for five of the six years however, regardless of E4 acceptance, 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 the member's motivation and Class "A" School performance into account. Members who are qualified for advanced training are ordered based on their qualifications and not on their decision regarding advancement to E4.

010206. GENERAL AEF/ATF TRAINING. AEF/ATF program training is categorized by two phases:

a. Initial Skill. Phase I (initial skill) training includes appropriate preliminary/prerequisite training (e.g., electrical electronic communications and radar (EEC&R), submarine school, common core cryptology and national security), and the respective Class "A" School training (which varies in length by rating). Members must successfully complete Phase I training to remain eligible for AEF/ATF program continuation. The respective class "A" school curricula are basic to the rating and not specialized for these programs except for CTN. CTN A-school is a 26 week NEC producing specialized A-school.

(1) Trainees must successfully complete BE&E for all ratings (less CTI, CTN, IS, IT, MT and STG) before entering class "A" school.

(2) Individuals who volunteer and are selected for submarine duty will attend submarine school at a time compatible with respective source rating training.

b. Advanced. Phase II (advanced) training consists of at least Class "C" School for the AEF-AECF, CTT, IC, IS, IT, MT, and STG ratings. CTI advanced training is provided at their first permanent duty station via the apprentice cryptologic language program (ACLP) as required by cryptologic training system training standards (CTSTS) for qualification as a basic cryptologic language analyst. All class "A" school graduates who 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 assignment to general duty for one to twenty four months (usually aboard ship) may be required while awaiting assignment to advanced training.

(3) AEF-AECF, STG and selected CTT trainees are usually assigned to a sea duty tour for a period of up to two years before attending advanced training. Applicants promote to paygrade E4 before assignment to advanced training provided they are otherwise qualified.

(4) IS trainees will be scheduled for pipelined class "A" and class "C" school training and will not be designated as intelligence specialists until successful completion of Class "C" School.

(5) CTN trainees will be scheduled for pipelined class "A" school training and will not be designated as cryptologic technician network specialists until successful completion of class "A" school. Applicants promote to paygrade E4 upon successful graduation of class "A" school.

010207. OBLIGATED SERVICE. Applicants for these programs must obligate for a total of six years active service computed from time of entry onto active duty. Individuals enlist for four years and concurrently execute an agreement to extend their enlistment for 24 months.

a. Cancellation or adjustment of the extension agreement is per MILPERSMAN Article 1160-040.

b. The two-year enlistment extension is cancelled or adjusted based on amount of training completed before reassignment if a trainee is unable to complete Class "A" School.

c. If trainees are unable to complete advanced training and have been advanced to E4, they are made available for general assignment in their current rating at paygrade E4 (except CTI, CTN, IS and MT) and are required to serve five years of the six-year active duty obligation plus the appropriate repayment for the amount of advanced training received (not to exceed six years). CTI, CTN, IS and MT personnel must be converted to another rating. The active duty obligation and repayment time are the same as other ratings in this program.

010208. ADVANCEMENT

a. Applicants are enlisted in paygrade E1 and are authorized advancement to E2 upon completion of Recruit Training and to E4 per MILPERSMAN ARTICLES 1160-040 and 1430-010 upon successful completion of phase I training providing program continuation eligibility is maintained. Acceptance of E4 incurs an obligation of five years of active service. One year of the two-year extension executed for training is used concurrently to fulfill the five-year active duty obligation for advancement to E4 and may not be cancelled regardless of Phase II training completion.

b. Advancement is a program benefit. Failure to receive advancement does not reduce active obligated service.

010209. DISENROLLMENT

a. Failure to Qualify. Members who fail to remain qualified for these programs are not entitled to further training under AEF/ATF. Disenrollment authorities and procedures are specified by MILPERSMAN ARTICLE 1510-030. The following are cause for disenrollment:

(1) Failure to meet requisite physical and mental standards. Personnel with a history of suicidal attempts or 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.

b. Voluntary Disenrollment. Requests for voluntary disenrollment may be submitted, via the member's Commanding Officer, to NAVPERSCOM (PERS-4010) for consideration. Approval will depend upon program manning, the rationale for the request, and the commanding officer's recommendation. Voluntary withdrawal based on a subsequent loss of motivation is an invalid disenrollment reason due to the stringent screening and counseling prior to acceptance for training. Requests for voluntary disenrollment from members who have commenced advanced training will be disapproved.

c. Disposition of Disenrolled Members. Disenrollees are processed as follows:

(1) Those having completed class "A" school will be made available for assignment in that rating (except CTI, CTN, IS and MT). Personnel in the CTI, CTN, IS and MT ratings will be required to convert to a different rating.

(2) Those failing from class "A" school will be reclassified if they meet the provisions of MILPERSMAN article 1236-020. Assignment to another class "A" school is not guaranteed and is subject to the needs of the Navy. Members 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, NAVPERSCOM (PERS-832) may authorize discharge as an option.

(4) Those not meeting the basic eligibility criteria prescribed in article 010202 subsequent to enlisting and enrollment are subject to disenrollment even if the member is not at fault.

(5) Personnel may be disenrolled for demonstrated unreliability. Evidence includes the member's involvement with military or civilian authorities under circumstances that cast serious doubt on the individual's reliability for assignment to duty within the assigned rating. Such involvement includes offenses, the combination of offenses, and drug involvement.

(6) Submarine volunteers no longer meeting physical requirements specified in the U.S. Navy Manual of Medicine (MANMED) will be disenrolled from the submarine training track but will be retained in program with ratings having both submarine and surface training tracks. In cases where no surface training exists, the member will be counseled regarding his/her contractual options with primary efforts to retain the member in an alternate program path. Members subsequently certified as medically qualified for submarine duty may submit a submarine duty application per MILPERSMAN article 1306-402. Approval is contingent upon the advanced training received and whether the respective rating detailer concurs in release from the non-submarine community.

010210. AEF/ATF PROGRAM SCREENING. The following table portrays program conduct eligibility requirements. Any level of review authority has final eligibility determination disapproval. Refer to volume IV, chapter 4,

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section 3 for MT program eligibility determination procedures. Refer to volume IV, chapter 1, section 3 for AIRR and volume IV, chapter 1, section 7 for AIRC screening requirements.

Type of Offense	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within past two years	No determination required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Combination of Non-Traffic Offenses and Misconduct Offenses	Combination of one Non-Traffic Offense and one Misconduct Offense	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

010211. AEF/ATF PROGRAM MATRIX. Refer to Exhibit 010201.

EXHIBIT 010201. AEF/ATF PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AEF-AECF Advanced Electronics Field - Advanced Electronics Computer Field (SN)	AR+MK+EI+GS=222		X	X		X		72	X	Must meet drug abuse criteria in Volume II, Chapter 2, Section 9.
CTI Cryptologic Technician Interpretive (SN)	VE+MK+GS=162			X		X		72	X	HSDG or HSG required. DLAB score of 100 or better required. If qualified, member may be assigned to duty in submarines or duty involving aerial flying as an Aircrewman. All CTI applicants will read and sign the NAVPERS 1070/613 Volunteer for Duty in Submarines (MILPERSMAN Article 1306-402) and Volunteer for Duty Involving Flying (MILPERSMAN Article 1220-020). Applicants electing not to sign the NAVPERS 1070/613 volunteering for these duties are ineligible for enlistment as CTI. Duty involving flying requires normal color perception, but can be waived for CTI personnel. The appropriate MANMED Article and SECNAVINST 6420.1 pertain. Must meet drug abuse criteria in VOLUME II, Chapter 2, Section 9. IAW ICD 704, applicants with non-citizen immediate family members may be approved. Contact NAVCRUITCOM (N32), after completion of PSSQ, for a decision on continued processing for CTI. Further, at Recruit Training Command, applicant must participate in an in-depth personal security screening interview conducted by a

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Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
CTI Cryptologic Technician Interpretive (SN) (cont)										NAVCYBFOR special representative. Moral turpitude offense(s) are generally disqualifying (per Article 010203.) The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Applicants who are former Peace Corps members are ineligible (refer to Article 010203b(i)).
CTN Cryptologic Technician Networks (SN)	AR+2MK+GS=235 OR VE+AR+MK+MC=235	X		X		X		72	X	HSDG or HSG required. Must meet drug abuse criteria in Volume II. IAW ICD 704, applicants with non-citizen immediate family members may be approved. Contact NAVCRUITCOM (N3141), after completion of PSSQ, for a decision on continued processing for CTN. Further, at Recruit Training Command, applicant must participate in an in-depth personal security screening interview conducted by a NAVCYBFOR special representative. Moral turpitude offense(s) are generally disqualifying (per Article 010203.) The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Applicants who are former Peace Corps members are ineligible (refer to Article 010203b(i)).
CTT Cryptologic Technician Technical (SN)	AR+MK+EI+GS=223		X	X	X	X SSBI		72	X	Refer to remarks for CTN.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
IC Interior Communications Electrician (SN)	AR+MK+EI+GS=213		X			X		72	X	

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Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
IS Intelligence Specialist (SN)	VE+AR=107	X	X		X	X SSBI		72	X	Refer to remarks for CTN.
IT Information Systems Technician (SN)	AR+2MK+GS=222 OR AR+MK+EI+GS=222		X	X	X	X SSBI		72	X	Refer to remarks for CTN.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
ITS Information Systems Technician Submarines (SN)	AR+2MK+GS=222 OR AR+MK+EI+GS=222	X	X	X	X	X SSBI	X	72	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in Volume II, Chapter 2, Section 9
MT Missile Technician Submarine (SN)	AR+MK+EI+GS=222 OR VE+AR+MK+MC=222		X	X	X	X SSBI PRP	X	72	X	Refer to Note 9. Requires Personnel Reliability (PRP) Screening under SECNAVINST 5510.35. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in Volume II, Chapter 2, Section 9
STG Sonar Technician (Surface) (SN)	AR+MK+EI+GS=223		X	X	X	X		72	X	Any drug abuse other than marijuana and any drug abuse while in DEP is disqualifying.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20.
2. NCP = Normal color perception.
3. NH = Normal hearing ("1" under H of PULHES).
4. NSI = No speech impediment.
5. SCE = Must be security clearance eligible.
6. SUB QUAL = Submarine qualified.
7. MOS OBLI SERV =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 must be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualification for submarines.

SECTION 3 WARRIOR CHALLENGE PROGRAM

010301. PROGRAM INFORMATION. The Warrior Challenge program offers qualified applicants an opportunity to serve in one of the following ratings or programs: Special Warfare Operator (SO), Special Warfare Boat Operator (SB), Explosive Ordnance Disposal (EOD), Navy Diver (ND); Aircrew Rescue Swimmer (AIRR), or the Underwater Construction Team (UCT) Construction Diver. The applicant will select one of the Warrior Challenge Program ratings or programs based on his/her qualifications and interests.

Note: Warrior Challenge Program applicants shall be interviewed by the NAVCRUITDIST Naval Special Warfare (NSW)/Naval Special Operations (NSO)/AIRR Coordinator or Mentor, either in person or telephonically, prior to contracting into any Warrior Challenge rating. Complete a Warrior Challenge Program Checklist for each applicant and submit to NAVCRUITCOM (N32) NSW/NSO program managers for final approval and classification. The checklist is available electronically on the NAVCRUITCOM Forms web page.

Note: All SO and SB applicants must sign a NAVPERS 1070/613, NSW/NSO Non-Disclosure Agreement upon acceptance into the NSW/NSO program.

010302. QUALIFICATIONS. Warrior Challenge Program applicants must meet all basic enlistment eligibility requirements (volume II) and the following additional qualifications:

a. Gender. All Warrior Challenge Program options are open to male and female volunteers.

b. Age. Applicants requesting the SO option must be 28 years of age or less at time of enlistment. Applicants requesting the EOD, ND, SB, or AIRR Options must be 30 years of age or less at time of enlistment. Applicants requesting the UCT Option must be 27 years of age or less at time of enlistment.

c. Character. Applicants must be security clearance eligible and possess the basic integrity and loyalty necessary to be considered trustworthy for access to classified information.

d. Education. Open to HSDG and HSG only.

e. Physical. Applicants must volunteer for diving duty to become eligible for the SO, EOD, ND, and UCT training pipelines. Applicants for the Warrior Challenge Programs shall be made aware that their physical examination will be re-verified for diving duty eligibility.

f. Physical Fitness. Applicants must pass the Physical Screening Test (PST) prior to being classified into SO, SB, EOD, ND, AIRR and UCT ratings or program. PST shall not be administered prior to passing a physical at MEPS and having a Hold Harmless Agreement signed. Refer to Volume V for PST requirements and criteria.

g. Drug Usage. Due to the inherently hazardous nature of these programs, use of illegal or controlled substances are grounds for disapproval. Drug waivers for applicants with previous involvement, on an experimental basis, with illegal or controlled substances are considered on a case-by-case basis per the matrix of waiver policy for alcohol and drug abusers in volume II.

h. Prior Service. Refer to section 9 of this Chapter.

010303. NSW/NSO PROGRAM OPTIONS. Qualified applicants may be enlisted in one of the NSW/NSO Options listed below.

a. SO Rating Option. Open to male and female volunteers. USN enlistment assigns recruits to SO Class "A" School and follow-on training.

(1) Training Cycle. SO Option personnel transfer from one phase of training to the next without undue delay. Assignment to Class "A" School (BUD/S) will normally be made immediately after completing Recruit Training and the BUD/S Preparatory Training course. Follow-on training is contingent upon the member successfully completing Class "A" School and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate duty assignment upon completion of SO training.

b. SB Rating Option. Open to male and female volunteers. USN enlistment assigns applicants to SB Class "A" School and follow-on training.

(1) Training Cycle. SB Option personnel transfer from one phase of training to the next without undue delay. Assignment to Class "A" School (Basic Crewman Training ([BCT])) will normally be made immediately after completing recruit training. Follow-on training is contingent upon the member successfully completing class "A" school and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate duty assignment upon completion of SB training.

c. EOD Rating Option. Open to male and female volunteers. USN enlistment assigns recruits to EOD class "A" school and follow-on training.

(1) Training Cycle. EOD Option personnel transfer from one phase of training to the next without undue delay. Assignment to EOD preparatory course and class "A" school will normally be made immediately after completing recruit training. Follow-on training is contingent upon the member successfully completing class "A" school and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate duty assignment upon completion of EOD training.

d. ND Rating Option. Open to male and female volunteers. USN enlistment assigns applicants to ND class "A" school and follow-on training.

(1) Training Cycle. ND option personnel transfer from one phase of training to the next without undue delay. Assignment to ND preparatory training course and class "A" school will normally be made immediately after completing recruit training. Follow-on training is contingent upon the member successfully completing class "A" school and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate subsequent duty assignment upon completion of ND training.

010304. AIRR PROGRAM OPTION. USN or USNR (FTS) enlistment will provide assignment to the Naval Aircrewman (AW) Class "A" School following completion of Aviation Rescue Swimmer School (ARSS) and Naval Aircrew (NACCS) training.

a. Training Cycle. Trainees are normally assigned to class "A" school immediately after completion of RSS and NACCS. The normal training cycle is:

- (1) RTC (Great Lakes, IL)
- (2) NACCS (Pensacola, FL)
- (3) Aviation Rescue Swimmer School (ARSS) (Pensacola, FL)
- (4) Class "A" School (Pensacola, FL)
- (5) Survival Evasion Resistance Escape (SERE) School (San Diego, CA or Brunswick, ME)
- (6) Fleet Replacement Squadron (FRS) (locale depends on aircraft type)
- (7) Initial squadron assignment

010305. UCT PROGRAM OPTION. USN enlistment assigns applicants to a Construction Rating Class "A" School following RTC and Basic Dive School upon completion of 18 to 24 months assignment to a Naval Mobile Construction Battalion (NMCB) and earning the Seabee Combat Warfare pin. UCT source ratings are:

BU CE CM EA EO SW UT

a. Training Cycle. Trainees are normally assigned to class "A" school immediately after completion of RTC. The normal training cycle is:

- (1) RTC (Great Lakes, IL)
- (2) Class "A" school (Gulfport, MS; Port Hueneme, CA; FT Leonard Wood, MO; or Sheppard AFB, TX)
- (3) Assignment to a NMCB for approximately 18 to 24 months to learn basic construction and combat skills and to earn the Seabee Combat Warfare pin.
- (4) Underwater Construction Technician Basic (UCT-B) (Panama City, FL)
- (5) Assignment to either Underwater Construction Team ONE (Little Creek, VA) or Underwater Construction Team TWO (Port Hueneme, CA)

010306. TERM OF ENLISTMENT

a. NSW/NSO. Applicants enlist or reenlist in the U.S. Navy for four years. However, individuals electing NSW or NSO Programs require a 6 year active service obligation to meet the requirements of the advanced technical field (ATF). Warrior challenge applicants must execute two twelve month

extensions (NAVPERS 1070/621). The following narrative reason will be used for the 1st 12-month extension:

"Training in the Advanced Technical Field (ATF). MILPERSMAN 1510-030 is governing directive. I understand that this extension of active service becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040 and 1510-030."

The following narrative reason will be used for the 2nd 12-month extension:

"Advancement to rate and grade per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be cancelled except as per MILPERSMAN 1160-040."

(1) Applicants must have 36 months obligated service remaining upon graduation from EOD, SB, or Navy Diver training. All applicants must have 51 months obligated service remaining upon graduation from BUD/S training.

(2) Use the NAVCRUIT 1133/52 Annex to delineate the basic program and service guarantees.

b. AIRR. Applicants enlist in the U.S. Navy as active component (ac) or in the reserve component (RC) full time support (FTS) enlistment program for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty for 24 months using the following narrative entry:

"Training in the Aircrew Program and accelerated advancement to pay grade E4 per MILPERSMAN article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of Naval Aircrew Candidate School (NACCS), class "A" school, and fleet replacement squadron (FRS) training. I understand that this extension becomes binding upon execution and may not thereafter be cancelled except as provided in MILPERSMAN article 1160-040.

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

Note: For NAVPERS 1070/622, substitute "Total reserve active duty obligation (RADO) is 72 months."

c. UCT. Applicants enlist in the U.S. Navy for four years and execute an Agreement to Extend Enlistment (NAVPERS 1070/621) for 12 months using the following narrative entry:

"Training as an Underwater Construction team Construction Diver and accelerated advancement to paygrade E4 in accordance with MILPERSMAN Article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of Class "A" School. 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."

010307. GENERAL APPRENTICESHIP AND PAYGRADE

a. NSW/NSO

(1) Entry. Applicants accepted for the NSW/NSO Options shall be enlisted in paygrade E1 with accelerated advancement to E2 upon successful completion of Recruit Training. This does not preclude enlistment at paygrade E2 or E3 per Volume IV, Chapter 3, Section 7. The Recruit Training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for community-specific training.

(2) Advancement. Guaranteed advancement to E4 is authorized only after successfully completing BUD/S, EOD, BCT, or ND training and serving 6 months TIR as an E-3. If an individual is reduced in rate because of disciplinary infractions before or after advancement to E4, eligibility for guaranteed advancement to E4 is terminated. This does not preclude advancement from E2 to E3 based on normal advancement criteria. Guaranteed advancement to E4 alone requires a four-year active duty obligation as set forth in MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to E4, there is no reduction in active obligated service.

b. AIRR

(1) Entry. Applicants accepted for the AIRR Option are enlisted in paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per volume IV, chapter 3, section 7. The recruit training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for Rescue Swimmer School.

(2) Accelerated Advancement

(a) Individuals accepted for the AIRR option are authorized accelerated advancement to paygrade E2 upon successful completion of recruit training. Accelerated advancement to E4 is authorized only after successful completion of NACCS, class "A" school, and FRS training.

(b) If an individual is disqualified for aircrew duties prior to advancement to paygrade E-4, eligibility for accelerated advancement to E4 is terminated. This does not preclude advancement to paygrade E2 or E3 based on normal advancement criteria.

(c) Accelerated advancement to paygrade E4 requires a six-year active duty obligation as set forth in MILPERSMAN article 1220-010. If a member is reduced in rate subsequent to accelerated advancement to E4, there is no change to active obligated service.

c. UCT

(1) Entry. Applicants accepted for the UCT option shall be enlisted in paygrade E1 with accelerated advancement to E2 after successful completion of recruit training. This does not preclude enlistment at paygrade E2 or E3 per volume IV, chapter 3, section 7. The recruit training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for underwater construction training.

(2) Advancement. Accelerated advancement to E4 is authorized only after the member completes class "A" school. If an individual is reduced in rate because of disciplinary infractions before or after advancement to E4, eligibility for accelerated advancement to E4 is terminated. This does not

preclude advancement from E2 to E3 based on normal advancement criteria. Accelerated advancement to E4 alone requires a four-year active duty obligation as set forth in MILPERSMAN article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to E4, there is no reduction in active obligated service.

010308. DISENROLLMENT

a. Failure to Qualify. Members who fail to remain qualified for Challenge Program options are not entitled to further training under the Warrior Challenge Program. Cancellation of enlistment extension because of disenrollment or non-enrollment in BUD/S, EOD, BCT, Navy Diver, UCT or AIRR training is per MILPERSMAN article 1160-040. Applicants must be specifically counseled that:

(1) If an individual quits or is found undesirable for continuation in the Warrior Challenge Program the current paygrade is retained.

(2) If the individual quits during BUD/S, BCT, EOD, ND, UCT, or AIRR training he or she will be required to repay three months additional obligated service (beyond the four year point) for each month of SO, SB, EOD, ND, UCT, or AIRR training completed up to a maximum of two years additional obligated service.

(3) If disenrollment is precipitated by reason of ineligibility which was present and documented at the time of application, CNP (PERS-832) may authorize discharge from the naval service as an option.

(4) UCT personnel failing to earn the Seabee Combat Warfare Qualification during the initial 18 to 24-month NMCB duty assignment are subject to termination from the UCT Option.

b. Disposition of Members Disenrolled. Disenrollees are processed as follows:

(1) Those who fail to complete class "A" school are reclassified if they meet the provisions of MILPERSMAN article 1236-020. 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.

(2) If disenrollment is precipitated by reason of ineligibility which was present and documented at the time of application, CNP (PERS-832) may authorize the discharge from the naval service as an option.

(3) 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.

(4) 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 member's reliability for duty assignments within the assigned rating. Such involvement includes civil or military offenses or a combination of offenses and drug involvement.

(5) UCT personnel who have completed class "A" school will be made available for assignment within that rating. UCT personnel who fail to complete class "A" school and are reclassified to another construction class "A" school will remain in the UCT option provided they successfully complete the new class "A" school and receive a positive recommendation from the enlisted community manager (ECM).

010309. WARRIOR CHALLENGE PROGRAM STATEMENTS OF UNDERSTANDING. All challenge program enlistees will read and sign the statement of understanding (SOU) appropriate to their enlistment Option. AIRR applicants must read and sign both the aircrew and aircrew rescue swimmer SOUs. All SOUs are available on the NAVCRUITCOM Sharepoint Portal.

010310. WARRIOR CHALLENGE PROGRAMS SCREENING

Type of Offenses	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within past two years	No determination required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not eligible
Combination of Non-Traffic Offenses and Misconduct Offenses	Combination of one Non-Traffic Offense and one Misconduct Offense	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

010311. WARRIOR CHALLENGE PROGRAM MATRIX. Refer to exhibit 010301.

010312. WARRIOR CHALLENGE PROGRAM PSSQ SCREENING. SO, SB, EOD, and ND applicants must be PSSQ screened per volume IV, chapter 4, section 3.

EXHIBIT 010301. WARRIOR CHALLENGE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
SO Special Warfare Operator (SN)	GS+MC+EI=170 Or VE+MK+MC+CS=220 Or VE+AR=110 and MC=50	Note 1	X	Note 6		X Note 8		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 28 years of age or less at time of accession.
SB Special Warfare Boat Operator (SN)	AR+VE=103 and MC=51	Note 1	X	Note 6		X Note 8		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession.
EOD Explosive Ordnance Disposal (SN)	AR+VE=109 and MC=51 Or GS+MC+EI=169	Note 2	X	Note 6		X Note 8		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession.
ND Navy Diver (SN)	VE+AR=103 and MC=51	Note 3	X	Note 6		X Note 8		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession. Refer to Note 6.
AIRR Aircrew Rescue Swimmer (AN)	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210	Note 5	X	X	X	X Note 8		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 30 years of age or less at time of accession. HSDG and HSG only. See Note 5.
UCT Underwater Construction Team (SN)	VE+AR=103 and MC=51 Must also meet source rating ASVAB line scores.	Note 4	X	Note 6		X Note 8		60	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in Volume II, Chapter 2. Must be 27 years of age or less at time of accession. HSDG and HSG only. Refer to Note 4.

EXHIBIT 010301. WARRIOR CHALLENGE PROGRAM MATRIX

Notes:

1. SO/SB. Normal color perception. Uncorrected vision can be no worse than 20/70 in worse eye and 20/40 in best eye. Corrected vision must be 20/25 worst eye. No color deficiency waivers authorized. Applicants must meet the minimum PST standards established in Volume V.

2. EOD. Normal color perception. Uncorrected vision can be no worse than 20/200 in each eye. One eye must correct to 20/25. No color deficiency waivers authorized. Applicants must meet the minimum PST standards established in Volume V.

3. ND. Uncorrected vision can be no worse than 20/200 in each eye. Both must correct to 20/25. Lack of adequate color vision is disqualifying, although a waiver may be requested. Applicants must meet minimum PST standards established in Volume V.

4. UCT. Uncorrected vision in the better eye can be no worse than 20/200. Both must correct to 20/25. No color deficiency. Applicants must meet the minimum PST standards established in volume V.

5. AIRR. Normal depth perception which requires applicants to correctly identify up to plate "D" with no misses on the AFVT. Applicants only able to identify up to plate "C" are not eligible. Normal color perception. Uncorrected vision no worse than 20/100 in either eye. Vision must be correctable to 20/20 in both eyes. In accordance with MANMED P-117, Article 15-92, applicants must meet the hearing standards for Student Naval Aviator (SNA) (refer to chart below). Must have normal Valsalva. No speech impediment. All applicants will test for "reading aloud" in accordance with MANMED P-117 Article 15-95. In accordance with OPNAVINST 3710.37A, aviation duty minimum and maximum nude body weights are 103 pounds and 245 lbs. respectively. Applicants for aviation programs are held to strict physical standards and therefore are less likely to be recommended for waivers. All waivers to the physical standards shall be submitted in accordance with MANMED P-117, Article 15-83. Hay fever, asthma, bee sting/food allergy reaction, and chronic motion sickness are disqualifying. Will be required to pass self balance test (SBT) in order to pass flight physical. Applicants must meet the minimum PST standards established in Volume V.

AIRR Hearing Standards	
Frequency (hz)	Decibel (dB)
500	25
1000	25
2000	25
3000	45
4000	55

6. Hearing Standards for ND/EOD/SO/SB/UCT: Hearing in either ear must not be greater than 35 dB at 500/1000/2000. Hearing in either ear must not be greater than 45dB at 3000 and 55 dB at 4000. No waiver are authorized for any level of hearing loss.

7. BUMED Waiver Request: Per Manual of the Medical Department, P-117, Article 15-102, paragraphs (3) and (3)(a).

8. Security Clearance Eligibility: All Warrior Challenge Program future Sailors must have a favorably adjudicated background investigation in JPAS indicating eligibility for a Secret Clearance prior to shipping to RTC.

Additional Notes: Candidates for the Warrior Challenge Program with the following conditions are disqualified and no waiver will be approved:

1. Lack of normal color perception. No color vision waivers will be approved for SEAL/SWCC/EOD.

2. Any fracture, including stress fracture, within the preceding 3 months is disqualifying.

3. Any surgery from which cleared within last 6 months. (Must be 6 months since the date cleared from treatment).

4. Chronic Eustachian Tube Dysfunction and inability to equalize pressure in the middle ear space (Valsalva maneuver) is disqualifying.

5. More than a single kidney stone.

6. Seizures (other than childhood seizures).

7. History of severe head injury, as defined by intracranial bleeding, depressed skull fracture, prolonged cerebrospinal fluid leakage, loss of consciousness and/or post-traumatic amnesia lasting longer than 24 hours.

8. Any drug use except for Marijuana.

9. Asthma with current treatment.

10. Severe systemic allergic reaction (anaphylaxis, angioedema) to insect venom, any foods, or environmental factors (exercise) is disqualifying and will not be considered for a waiver.

11. Ulcers.

12. Pneumothorax (spontaneous).

13. Pulmonary Blebs.

14. Emphysema.

15. COPD.

16. Central blood clots (strokes, pulmonary emboli).

17. Suicidal Ideation, thoughts, or attempts.

18. ADHD (with treatment in the preceding 12 months).

19. Any history of mental health issues/disorders.

Conditions that will require considerable effort and documentation to obtain possible approval:

1. Concussions with any sort of loss of consciousness.

2. Memory loss.

3. Stress fractures.

4. All prior asthmatics of any age should have:

a. Spirometry (aka PFTs, aka Pulmonary Function Tests).

b. Methacholine Challenge Test.

c. Clearance from their doctor.

5. Any surgery on the back.

6. Migraines.

7. Pneumothorax (traumatic or surgical).

8. Any surgery on the same joint more than once (unless just really bad coincidences).

9. High blood pressure.

10. DVTs (Deep venous Thrombosis - need to prove that it is not due to a predisposition).

11. Wolff-Parkinson-White that has been surgically corrected less than 3 years ago.

12. ADHD or Adjustment Disorder at any time with treatment occurring less than 1 year ago.

13. Depression treated within the last 12 months or with any duration of treatment in excess of 6 months.

14. Anxiety disorder.

SECTION 4 SUBMARINE PROGRAMS

010401. GENERAL. Submarine Programs include AEF-MT, ATF-ITS, SECF, MMS, CSS, LSS, and YNS. Applicants must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of a nuclear powered submarine. Applicants for these programs must sign a NAVPERS 1070/613 Volunteer for submarine duty which is available electronically on the NAVCRUIT Forms web page. Once an applicant is determined to be enlistment eligible, a program eligibility waiver will be made per this section, the matrix of eligibility waiver policy in volume II.

010402. QUALIFICATIONS

a. Vision. With the exception of CSS, LSS, and YNS, applicants must have normal color perception and vision meeting general duty requirements for Navy enlistment.

b. Gender. Open to both male and female applicants.

c. Age. Must be 30 years of age or less at time of accession. Age waivers may be submitted to NAVCRUITCOM (N332).

d. Submarine Volunteer. Applicants must volunteer for duty in submarines by signing the NAVPERS 1070/613 Volunteer for Submarine Duty which is available electronically on the NAVCRUIT forms web page.

e. Physical. Assignment to submarine school is conditional on being physically eligible and otherwise qualified for the submarine service. A MEPS physical is acceptable for initial entry. Applicants must be specifically counseled that they will undergo further physical screening at RTC and Submarine School.

f. Character. Applicants must demonstrate maturity and emotional or mental stability. A Submarine program eligibility waiver may be required as delineated in the following chart:

Type of Offenses	Number of Offenses	Waiver Authority
Traffic Violations	One to five Six or more within past two years	No waiver required NAVCRUITCOM (N332)
Non-Traffic Offenses (Minor Misdemeanors)	One or Two Three to Five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N332) Not eligible
Misconduct (Serious Misdemeanors)	One or Two Three or more	NAVCRUITCOM (N332) Not eligible
Major Misconduct (Felonies)	One or more at any age	Not eligible

g. Drug Usage. Refer to volume II, chapter 2, section 9 for criteria.

h. Clearance. Applicants must be security clearance eligible.

i. Citizenship. Must be U.S. citizen. No waivers are authorized.

j. ASVAB Line Score Requirements. Refer to exhibit 010601 for CSS, MMS, SECF, and YNS minimum requirements. Refer to exhibit 010201 for AEF-MT and ATF-ITS minimum requirements.

010403. RATING PROGRAMS. Refer to the following for information on the specific Submarine Program ratings:

a. ITS, MT - Advanced Electronics Field (AEF)/Advanced Technical Field (ATF) Program (volume IV, chapter 1, section 2).

b. SECF, MMS, YNS, CSS, LSS, - School Guarantee Program (volume IV, chapter 1, section 6).

010404. WAIVERS. Submarine Program waivers shall be submitted to NAVCRUITCOM (N332) as follows:

a. Obtain the submarine program eligibility waiver (SPEW) excel spreadsheet electronically from NAVCRUITCOM (N332).

b. Complete the SPEW coversheet and obtain the required attachments (when an "X" is placed in the field for waiver requirement, an "X" will appear in the "forms attached" section for required attachments).

c. Fax or email the SPEW Coversheet and required attachments to NAVCRUITCOM (N332).

d. Monitor email for eligibility waiver.

e. Place the approved coversheet in the member's record with a copy in the residual file. Document waiver approval on DD Form 1966.

010405. CSS HOMEPORT GUARANTEE. This program provides guaranteed assignment to one of seven homeports upon successful completion of Recruit Training, CS Class "A" School, and Basic Enlisted Submarine School (BESS). The homeports are geographical area guarantees and are subject to availability. CSS homeport choices are: Norfolk, VA, San Diego, CA, Kings Bay, GA, Bangor, WA, Pearl Harbor, HI, Groton, CT, or Guam.

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

a. Qualifications. Applicants must meet all enlistment eligibility requirements delineated for CSS in this instruction.

(1) PERS-403 Liaison. Classifiers must liaison with NAVPERSCOM (PERS-403EG) for homeport availability prior to discussing the subject with an applicant. To determine each applicant's enlistment options, telephone PERS-403EG at: Commercial (901) 874-3638 or DSN 882-3638. Enlistment without PERS-403EG approval is not authorized.

b. Enlistment Incentives. Refer to volume IV, chapter 3, section 5.

c. Processing Requirements. Contact PERS-403EG for approval prior to reserving a quota in PRIDE. PERS-403EG will assign a control number to verify approval. This control number will be recorded on DD Form 1966, section VI, remarks, in the following manner:

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"Approved for enlistment in the CSS 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, Enlistment Guarantees as Annex A to DD Form 4. Option 1 should be annotated as CSS School Guarantee Program and Option 2 should be annotated with one of the following specific homeport guarantees: Norfolk, VA, San Diego, CA, Kings Bay, GA, Bangor, WA, Pearl Harbor, HI, Groton, CT, or Guam.

SECTION 5 PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

010501. GENERAL. This program provides male and female applicants a USN enlistment without guaranteed Navy Class "A" School assignment. PACT is designed to enlist Sailors into a monitored general apprenticeship program that provides apprentice level formal training and on the job training leading to a viable career field within two years on board their first permanent duty station. There are three authorized career tracks within the PACT Program:

- a. Surface/Seaman (S-PACT)
- b. Aviation/Airman (A-PACT)
- c. Engineering/Fireman (E-PACT)

NAVCRUITCOM N3 will establish authorized career tracks and goals for a given fiscal year based on CNP goaling letter. Applicants guaranteed the PACT program on NAVCRUIT 1133/53 (PACT Program Enlistment Annex) are subject to having their apprenticeship career track changed if, during recruit classification, they request and are eligible for a Navy Class "A" School that is available. The PACT program has replaced the general detail (GENDET) program.

010502. QUALIFICATIONS. PACT program applicants must meet enlistment eligibility requirements delineated in volume II, the requirements of this section, and the specific PACT Program requirements contained in exhibit 010501.

010503. TERM OF ENLISTMENT. All applicants are enlisted for four years active duty.

010504. PACT HOMEPORT GUARANTEE PROGRAM. This program provides enlistees in the PACT Program guaranteed assignment to one of six homeports upon successful completion of Recruit and Apprenticeship Training. The homeports are geographical area guarantees rather than specific locations and are subject to availability. PACT homeport choices are: Norfolk, San Diego, Jacksonville (Mayport), Pacific Northwest, Hawaii (refer to note below), and Japan (refer to note below).

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

a. Qualifications. Applicants must meet all enlistment eligibility requirements delineated in Volume II. Additionally, applicants enlisting in the Airman (A-PACT) or Fireman (E-PACT) apprenticeship must meet the requirements stated in 010502 above.

(1) Education. HSDG desired.

(2) Gender. Open to males and females. Applicants must be approved by NAVPERSCOM (PERS-4010) prior to reserving RTC seats.

(3) Apprenticeship. Open to PACT Program, Seaman, Airman, or Engineering.

(4) NAVPERSCOM (PERS-4010) Points of Contact. Classifiers must liaison with PERS-4010 for homeport availability prior to discussing the

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subject with an applicant. Contact PERS-4010 to determine applicants' enlistment options at 901-874-4449, 901-874-4583, or 901-874-2380.

Note: Enlistment without PERS-4010 approval is not authorized.

b. Enlistment Incentives. Refer to volume IV, chapter 3, section 5.

c. Processing Requirements. Contact PERS-4010 for approval prior to reserving a quota in PRIDE. PERS-4010 will assign a control number to verify 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/Airman/Engineering PACT program with guaranteed homeport assignment to (list homeport location) per phonecon between NAVPERSCOM (PERS-4010) (name of person) and (classifier) on (date). Control number: _____."

(1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/53 (PACT Program Enlistment Guarantees) as Annex to DD Form 4.

- 1 = Norfolk
- 2 = San Diego
- 3 = Jacksonville/Mayport
- 4 = Pacific Northwest
- 5 = Hawaii
- 6 = Japan

EXHIBIT 010501. PACT PROGRAM MATRIX

PACT APPRENTICE PROGRAM	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AIRMAN (AN)	AR+AS+MK+VE=185	20/100 UNCORR Note (1)	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
FIREMAN (FN)	AR+MK+MC+VE=205 OR AR+AS+MK+VE=200		X	X				48		Must have normal color perception.
SEAMAN (SN)	AR+VE=96		X					48		Must have normal color perception.

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 12 of 14 plates during PIP test or pass FALANT.
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 OBLI SERV = Obligated service/months.
8. US CIT = U.S. citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial 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 qualifications for submarines.

SECTION 6 SCHOOL GUARANTEE (SG) PROGRAM

010601. GENERAL. SG program guarantees formal training in a specific program or rating. Several Navy ratings consistently experience a supply of potential enlistees greater than the Navy's need. Consequently, the active service requirements vary with the popularity of individual ratings.

010602. QUALIFICATIONS. SG Program applicants must meet enlistment eligibility requirements outlined in volume II, the requirements of this section, and the specific school requirements contained in exhibit 010601.

a. Education. HSDG status is required for many ratings and desirable for all others.

b. Prior Service. NAVET applicants not eligible for reenlistment in their previous rating must access via PRISE III. Refer to volume iv, chapter 1, section 9. OSVET applicants with skills not directly convertible to Navy rating are eligible for enlistment in the SG Program.

c. Character. SG program applicants should exhibit the highest standards of personal conduct, reliability, and moral character. Refer to volume II, and exhibit 010601 for specific rating amplifying character requirements. Ratings requiring Personnel Security Screening Questionnaire (PSSQ) or security clearances prior to Class "A" School attendance will have more stringent character requirements. Refer to volume IV, chapter 4, section 3 for PSSQ procedures.

d. Citizenship. Many ratings require U.S. citizenship. Proof of naturalization, if applicable, will be required. No waivers are authorized. Refer to exhibit 010601 for specific rating citizenship requirements.

e. Drug/Alcohol Abuse. Refer to volume II for qualifications and waiver criteria.

f. Mental Aptitude. Applicants may be granted an ASVAB line score waiver in cases where particular aptitude is shown for a rating and they are exceptional candidates. Classifiers must use discretion in recommending waivers and waivers must only be submitted when an 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 reviewed and approved by NAVCRUITCOM (N32) only. Line score waivers will be documented on DD Form 1966. NAVCRUITCOM (N32) will consider line score waivers on a case-by-case basis using the following guidelines:

(1) No waivers are authorized for single minimum requirements, e.g., minimum MK=45.

(2) Six points on two line score combinations, e.g., VE+AR.

(3) Nine points on three line score combinations including those where one score is doubled, i.e., AR+2MK+GS.

(4) Twelve points on four line score combinations.

010603. TERM OF ENLISTMENT. Term of enlistment is four years. Additionally, applicants enlisting for training in the ratings of ABE, ABF, ABH, AC, AME, AO, BM, BU, CE, CM, CS, CSS, EA, EM, EO, GSE, GSM, HM, HMDA,

LS, LSS, MC, MMS, OS, QM, SECF, SH, SW, and UT must concurrently execute an agreement to extend their enlistment for a period of twelve months. An Agreement to Extend Enlistment (NAVPERS 1070/621) must 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 for and signed by the applicant on the day they are shipped to RTC. Specific wording of the narrative reason for the extension is as follows:

a. 5YO 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 Article 1160-040.

This is my first enlistment.

Total aggregate of extension: 12 months."

010604. APPRENTICESHIP. Applicants will be enlisted in the appropriate apprenticeship for the rating or program with the exception of applicants enlisting in Construction ratings. Construction rating applicants shall be enlisted into the Seaman Apprenticeship. Refer to exhibit 010601 for appropriate apprenticeships.

010605. SCHOOL GUARANTEE PROGRAM MATRIX. Refer to Exhibit 010601.

010606. SECURITY SCREENING

a. Personnel Security Investigation (PSI). This investigation (SF-86) is required for all applicants. Classifiers must ensure the SF-86 is completed and administer the PSSQ when an applicant considers enlisting into a rating requiring a SSBI. Pay special attention to completion of the "Relative and Associates" item in the SF-86. Refer to volume III for further details and instructions regarding the PSI and SF-86.

b. Interview. When interviewing CT, IS, IT, SECF, PRP (MT), and YNS applicants, scrutinize responses regarding financial responsibility, drug use history, and criminal record since these past activities could be targeted for potential blackmail. Applicants who are former members of the Peace Corps shall not be given school guarantees for the above ratings. A NAVCRUIT 1133/121 (Summary of Rights Under the Fair Credit Reporting Act and Credit Check Release Consent) is required for each applicant applying for an INTEL rating. Classifiers will ensure the form is submitted to the NRC INTEL Program manager (N32). A credit check is required prior to classification into INTEL ratings and may be checked again prior to shipping. Negative credit histories may cause applicants or future Sailors to be non-selected for Intel ratings.

010607. CRYPTOLOGIC TECHNICIAN INTERPRETIVE (CTI) AND RELIGIOUS PROGRAMS SPECIALIST (RP) STATEMENTS OF UNDERSTANDING. All CTI and RP applicants must read the applicable statement of understanding (refer to the classifier rating/program fact sheets). Classifiers must ensure applicants initial paragraph 5 of the appropriate NAVCRUIT 1133/52 to indicate acknowledgement of the obligations and conditions of the applicable rating.

010608. HOSPITAL CORPSMAN DENTAL ASSISTANT (HMDA) (HM-8701). All HMDA recruits will attend the Dental Assistant School upon completion of Hospital Corpsman "A" School. Dental Assistant training is 40 days in duration and provides instruction in dental infection control, dental treatment room management, preventive dentistry, comprehensive dental assisting, and intraoral radiology. Specific accession requirements are contained in Exhibit 010601.

010609. T+X ACCESSION PROGRAM. The T+X accession program began in FY11. T+X determines each Sailor's enlistment obligation by adding the average length of initial training ("T") to the calculated length of the first operational tour ("X") for each rating. Sailors in T+X ratings are assigned a five-year obligation under the "T+X" accession program instead of the School-Guarantee (SG) program (four-year obligation). T+X ratings will reflect "5YO" in the accession goaling letter and all corporate Navy IT systems (PRIDE, CeTARS, etc.). There are a total of 17 ratings included in the T+X accession program. The current T+X ratings include: ABE, ABF, ABH, AME, AO, BM, CSS, EM, GSE, GSM, MMS, QM, SH, STG, and OS. 3 new ratings/programs were added to the T+X accession program for shipping in FY14: CS, LS, and LSS. Applicants scheduled to ship in FY14 in one of these 3 new T+X ratings must have a 5YO contract. These 3 new T+X ratings will not have a SG counterpart for shipping in FY14. Paragraph 010603, term of enlistment, and exhibit 010601 have been updated to reflect all 17 T+X ratings as 5YO.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
ABE/5YO Aviation Boatswain's Mate (Launch and Recovery Equipment) (AN)	VE+AR=MK+AS=184	20/100 UNCORR Note (1)	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
ABF/5YO Aviation Boatswain's Mate (Fuels) (AN)	VE+AR+MK+AS=184	20/100 UNCORR Note (1)	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception. Must hold a valid state drivers license.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
ABH/5YO Aviation Boatswain's Mate (Aircraft Handling) (AN)	VE+AR+MK+AS=184	20/100 UNCORR Note (1)	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AC/5YO Air Traffic Controller (AN)	VE+AR+MK+MC=220 Or VE+MK+MC+CS=220	20/200 UNCORR Note (1)	X	X	X	X		60	X	Must be 18 years old upon school entry. Be physically qualified per MANMED article 15-95. No history of drug abuse. Persons convicted by federal/state statutes for drug offense(s) are not eligible. No waivers authorized. Must meet hearing standards contained in MANMED article 15-86.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AD Aviation Machinist's Mate (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	X	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AE Aviation Electrician's Mate (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
AG Aerographer's Mate (AN)	VE+MK+GS=162		X			X		48	X	
AM Aviation Structural Mechanic (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	X	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
AME/5YO Aviation Structural Mechanic (Safety Equipment) (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	X	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AO/5YO Aviation Ordnanceman (AN)	VE+AR+MK+AS=185 Or MK+AS+AO=140	20/100 UNCORR Note (1)	X	X		X		60	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AS Aviation Support Equipment Technician (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210		X					48		
AT Aviation Electronics Technician (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
AV Aviation Avionics (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
AW Naval Aircrewman	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210	X	X	X	X	X		72	X	AW rate is only available via the Aircrew Programs. Must volunteer for duty involving aerial flight and be physically qualified and psychologically adapted for flight per the appropriate MANMED Article. Must be certified as Class II swimmer prior to completion of Recruit Training, with the potential of qualifying as Class I swimmer during AW training. Rescue swimmer and sea-air rescue training included in AW guarantee, therefore strong swimmers are desired. No history of drug abuse.
<p>Aviation Weight: The maximum acceptable weight is 245 pounds. There is no waiver of this requirement since this is the maximum weight for ejection seat capacity.</p> <p>Body Fat: Males must be less than or equal to 22 percent. Females must be less than or equal to 30 percent.</p> <p>Note: Hay fever, Asthma, Bee Sting, or food allergic reaction and chronic motion sickness are general medical disqualifiers.</p> <p>All AWs will be accessed either as AIRR ATF or AIRC ATF. Refer to Section 3 Warrior Challenge Program for AIRR. Refer to Section 7 Aircrewman Program for AIRC.</p>										
AZ Aviation Maintenance Administration-man (AN)	VE+AR=102					X		48	X	

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
BM/5YO Boatswain's Mate (SN)	VE+AR+MK+AS=175 Or MK+AS+AO=135		X		X			60		HSDG or HSG required. U.S. citizenship is required for assignment to nuclear powered aircraft carriers.
BU/5YO Builder (SN)	AR+MC+AS=145			X				60		
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
CE/5YO Construction Electrician (SN)	AR+MK+EI+GS=201	X	X					60		
CM/5YO Construction Mechanic (SN)	AR+MC+AS=162							60		
CS/5YO Culinary Specialist (SN)	VE+AR=88							60		
CSS/5YO Culinary Specialist (Submarine) (SN)	AR+MK+EI+GS=200 Or VE+AR+MK+MC=200				X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Volunteer for Submarine Duty. Must meet drug/alcohol abuse criteria specified in Volume II.
CT Cryptologic Technician (SN) (CTI, CTM, CTN, CTR, CTT)										HSDG or HSG required. IAW ICD 704, applicants with non-citizen immediate family members may be approved. At RTC applicant must participate in an in-depth personal security screening interview conducted by a NAVYCYBFOR special representative. Moral turpitude offense(s) are generally disqualifying. The PSSQ is required and must be in the service record and residual file. Applicants who are former Peace Corps members are not eligible. Must meet drug abuse criteria specified in Volume II.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
CTI/ATF Cryptologic Technician Interpretive (SN)	VE+MK+GS=162			X		X SSBI		72	X	Refer to Exhibit 010201.
CTM Cryptologic Technician Maintenance (SN)	AR+MK+EI+GS=223		X			X SSBI		48	X	See remarks for CT.
CTN/ATF Cryptologic Technician Networks (SN)	AR+2MK+GS=235 OR VE+AR+MK+MC=235	X		X		X SSBI		72	X	Refer to Exhibit 010201.
CTR Cryptologic Technician Collection (SN)	VE+AR=109			X		X SSBI		48	X	See remarks for CT.
CTT Cryptologic Technician Technical (SN)	VE+MK+GS=162		X	X	X	X SSBI		48	X	See remarks for CT.
DC Damage Controlman (FN)	VE+AR+MK+AS=205 Or VE+AR+MK+MC=205		X					48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
EA/5YO Engineering Aid (SN)	AR+2MK+GS=207							60		Must have completed ½ year of high school or one college quarter or semester trigonometry. Minimum grade of "C" required. Course title must be specifically trigonometry.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
EM/5YO Electrician's Mate (FN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.
EN Engineman (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205			X				48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
EO/5YO Equipment Operator (SN)	AR+MC+AS=145		X	X				60		Must have stereoscopic vision. No Driving Under the Influence (DUI) within a one-year period of attending "A" School. Must hold a valid state driver's license. No major vehicle accident to include damages to private, state, or government property in excess of \$5000 or hitting a pedestrian.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
GM Gunner's Mate (SN)	AR+MK+EI+GS=205		X	X		X		48	X	No history of drug abuse.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
GSE/5YO Gas Turbine System Technician (Electrical) (FN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
GSM/5YO Gas Turbine System Technician (Mechanical) (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
HM/5YO Hospital Corpsman (SN)	VE+MK+GS=156							60		Applicants must be informed that they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force (FMF) for duty. Licensed physicians, dentists, nurses, or graduates of a medical, dental, or nursing school in any country are ineligible for this rating. No history of drug abuse or commission of offenses involving alcohol, narcotics, or other controlled substances with the exception of experimental or casual use of marijuana. Applicants must be of highest standards as requirements are strictly adhered to before accession into the HM community. Include all transcripts with records (used to determine subspecialties qualified for). Refer to Article 010608 for Dental Assistant training specifics.
HM Dental Assistant/5YO Hospital Corpsman (SN)	VE+MK+GS=156		X					60		
HT Hull Maintenance Technician (FN)	VE+AR+MK+AS=205 Or VE+AR+MK+MC=205		X	X		X		48	X	Applicants will attend Basic Engineering Common Core (BECC) and will attend follow-on training lasting approximately 30 days prior to assignment to their first permanent duty station.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
IC Interior Communications Electrician (SN)	AR+MK+EI+GS=213		X			X		48	X	
IS/ATF Intelligence Specialist (SN)	VE+AR=107	X	X		X	X SSBI		72	X	Refer to Exhibit 010201.
IT Information Systems Technician (SN)	AR+2MK+GS=222 Or AR+MK+EI+GS=222		X	X	X	X SSBI		48	X	IAW ICD 704, applicants with non-citizen immediate family members may be approved. Moral turpitude offense(s) are generally disqualifying. Must meet drug abuse criteria specified in Volume II. The PSSQ is required and must be in the service record and the residual file.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
LN Legalman (SN)	VE+MK=105 Or VE+MK+CS=157 Minimum VE = 52				X	X		48	X	Must be HSDG or HSG. Must type minimum of 40 WPM when enlisted. No NJP or civil involvement within past 24 months (except minor traffic). No drug or alcohol waivers above NAVCRUITDIST CO level. Must be eligible for security clearance.
LS/5YO Logistics Specialist (SN)	AR+VE=102							60		
LSS/5YO Logistics Specialist (Submarine) (SN)	AR+MK+EI+GS=200 Or AR+VE+MK+MC=200	X		X	X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
MA Master-at-Arms (SN)	WK+AR=98 and WK=43	X	X	X	X	X		48	X	Must be HSDG or HSG. Must possess valid driver's license. Must have normal depth perception. No NJP or civil involvement within past 36 months (except minor traffic). No drug, alcohol, or conduct waivers allowed. NRD CO level waivers are disqualifying. Must be security clearance eligible. PSSQ screening required.
MC/5YO Mass Communication Specialist (SN)	VE+AR=115 and VE=55	X	X			X		60	X	HSDG/HSG required.
MM Machinist's Mate (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205			X				48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
MMS/5YO Machinist's Mate (Submarine) (FN)	VE+AR+MK+MC=210	X	X	X	X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II.
MN Mineman (SN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X			X		48	X	Must be able to pass overseas screening per MILPERSMAN ARTICLE 1300-302. No pre-service drug, alcohol, or conduct waivers allowed.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks	
MR Machinery Repairman (FN)	VE+AR+MK+AS=205 Or VE+AR+MK+MC=205	X		X				48		Applicants will attend Basic Engineering Common Core (BECC) and will attend follow-on training lasting approximately 30 days prior to assignment to their first permanent duty station.	
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.											
MU Musician (SN)	Selection based on personal audition at School of Music or Navy Band. ASVAB test score qualification: 35. (no line score criteria)										Refer to Volume IV, Chapter 3, Section 12 for specifics.
OS/5YO Operations Specialist (SN)	VE+MK+CS=157 Or AR+2MK+GS=210		X	X	X	X		60	X	Must meet drug/alcohol abuse criteria specified in Volume II.	
PR Aircrew Survival Equipmentman (AN)	VE+AR+MK+AS=185 Or MK+AS+AO=140	X	X					48		Visual acuity (near and distant) must correct to 20/20 or better in each eye and correction must be worn per MANMED Article 15-99. Must meet color perception standards contained in MANMED ARTICLE 15-85. No obvious heterotropia or symptomatic heterophoria (NOHOSH).	
PS Personnel Specialist (SN)	VE+MK=105 Or VE+MK+CS=157							48		Must not have been convicted or received punishment for any crime incident to larceny or fraud by a court-martial under UCMJ Article 15 or by a civilian court within the previous 36 months.	
QM/5YO Quartermaster (SN)	VE+AR=96	X	X		X	X		60	X		

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
RP Religious Program Specialist (SN)	VE+MK=105 Or VE+MK+CS=157				X	X		48	X	Must complete favorable interview by Chaplain/RP Screening Committee at RTC. HSDG or equivalent with successful completion of 10 th grade. Repeat military offenders and personnel convicted by military or civilian authorities of any criminal offense reflecting unfavorably upon their character or integrity are ineligible for the RP rating. Moral turpitude offense(s) are disqualifying. Ministers, Priests, or Rabbis are ineligible for this rating. Must possess a valid state driver's license.
SH/5YO Ship's Serviceman (SN)	VE+AR=95							60		No conviction from any crime of larceny or fraud within previous 36 months.
STG Sonar Technician (Surface) (SN)	AR+MK+EI+GS=223		X	X		X PRP		48	X	Must meet minimum auditory requirements set forth in NAVPERS 18068. Must meet drug abuse criteria specified in Volume II.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX (cont'd)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
SECF Submarine Electronics/ Computer Field (SN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222		X	X	X	X SSBI	X	60		
SW Steelworker (SN)	AR+MC+AS=145							60		
UT Utilitiesman (SN)	AR+MK+EI+GS=201							60		
YN Yeoman (SN)	VE+MK=105 Or VE+MK+CS=157					X		48	X	
YNS Yeoman (Submarine) (SN)	AR+MK+EI+GS=200 Or VE+AR+MK+MC=200				X	X SSBI	X	48	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. PSSQ Screening Required

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 12 of 14 plates during PIP test or pass FALANT.
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 OBLI SERV = Obligated Service/Months.
8. US CIT = U.S. Citizenship required.

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9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial 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 qualifications for submarines.

SECTION 7 AIRCREWMAN PROGRAM

010701. GENERAL. This is a six-year enlistment program guaranteeing an initial flying assignment as a flight crewmember in fixed wing or helicopter aircraft and provides for training via various Class "A" Schools for a specific service rating within the Naval Aircrewman (AW) general rating. Applicants undergo some of the most demanding physical training offered by the military services. Recruits must volunteer for flying duty, be capable of passing a Class II swim test, and pass an aviation flight physical. Applicants must be made aware that their entrance physical examination will be verified for flight qualifications at RTC and Naval Aircrewman Candidate School (NACCS).

010702. QUALIFICATIONS. Applicants must meet all enlistment eligibility requirements specified in volume II, the following additional requirements, and the aircrewman qualification matrix (exhibit 010701).

a. ASVAB. Applicants must have a minimum score of VE+AR+MK+MC=210 or VE+AR+MK+AS=210. Recruits' ASVAB scores will be reviewed upon classification at NACCS to ensure further qualification for a specific source rating.

b. Age. Applicants must be 30 years of age or less at the time of enlistment.

c. Physical Fitness. While in DEP, but prior to shipping, Aircrew candidates must pass the Navy's physical readiness test (PRT) with a score of satisfactory for their age and gender (refer to OPNAVINST 6110.1). Prior to being administered the PRT, Aircrew candidates must have passed a physical at MEPS and have signed a hold harmless agreement. PRT test results shall be documented in Web RTools. Additionally, at the time of classification, all aircrew candidates must read and sign NAVPERS 1070/613 Aircrewman Statement of Understanding which outlines the physical requirements to commence and graduate from NACCS.

d. Drug Usage. Use of illegal or controlled substances is cause for application disapproval due to the inherently hazardous nature of this program. Drug waivers will be considered on a case-by-case basis per Volume II.

e. Citizenship. Must be a U.S. citizen.

f. Prior Service. Refer to volume IV, chapter 1, section 8, section 9, or section 10 (as appropriate).

g. Education. Must be a high school graduate.

010703. SECURITY CLEARANCE. Applicants must have 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 SECNAVINST 5510.30). A complete PRP screen is not required for enlistment.

010704. SERVICE RATINGS. Men and Women enlisted in the Aircrew program will be assigned to one of the following service ratings within the Naval Aircrewman (AW) general rating: Aircrewman Helicopter (AWS), Aircrewman Operator (AWO), Aircrewman Mechanical (AWF), or Aircrewman Avionics (AWV). Assignment to a specific class "A" school for a service rating within the program will be made while assigned to Naval Aircrew Candidate School (NACCS)

and will be based on the applicant's test scores, personal desires, needs of the Navy, and continued eligibility for the Aircrew program.

010705. TRAINING CYCLE. Trainees are normally assigned to Class "A" School immediately after completion of NACCS. The normal training cycle is:

- a. Recruit Training (Great Lakes, IL)
- b. Naval Aircrew Candidate School (NACCS, Pensacola, FL)
- c. Class "A" School (Pensacola, FL)
- d. Survival Evasion Resistance Escape (SERE) School (San Diego, CA or Brunswick, ME)
- e. Fleet Replacement Squadron (FRS) various locales)
- f. Initial squadron assignment (various locales)

010706. ENLISTMENT TERM. Applicants enlist in the U.S. Navy as Active Component (AC) or in the Reserve Component (RC) Full Time Support (FTS) Enlistment Program for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty for 24 months using the following narrative for entry: "Training in the Aircrew Program and accelerated advancement to paygrade E-4 per MILPERSMAN Article 1220-010. Accelerated advancement to E-4 is authorized only after successful completion of Naval Aircrew Candidate School (NACCS), Class "A" School, and Fleet Replacement Squadron (FRS) training. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as provided for in MILPERSMAN Article 1160-040.

This is my first enlistment.

Total aggregate of extension: 24 months."

Note: For NAVPERS 1070/622, substitute "total reserve active duty obligation (RADO) is 72 months."

010707. APPRENTICESHIP AND PAYGRADE

a. Entry. All accepted applicants are enlisted in Paygrade E-1. This does not preclude enlistment in paygrade E-2 or E-3 per Volume IV, Chapter 3, Section 7. The Recruit Training curriculum is the same as required for all new accessions.

b. Accelerated Advancement

(1) Individuals accepted to the Aircrewman Program, including P-3 flight engineer training, are authorized accelerated advancement to paygrade upon successful completion of FRS training and award of the appropriate aircrewman NEC designation.

(2) Eligibility for accelerated advancement to paygrade E-4 is terminated if an individual is disqualified for Aircrewman duties because of disciplinary infractions prior to advancement to E-4. This does not preclude advancement to paygrade E2 or E3 on normal advancement criteria.

(3) Accelerated advancement to paygrade E-4 requires a six-year active duty obligation as set forth in MILPERSMAN article 1220-010. If a member is reduced in rate subsequent to accelerated advancement to E4, there is no change to active obligated service.

010708. DISENROLLMENT

a. Failure to Qualify. Members who fail to remain qualified are not entitled to further aircrewman training. This includes members who drop on request (DOR) or non-volunteers from the Aircrewman Program.

(1) Canceling extension of enlistment because of disenrollment from the Aircrewman Program is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that if they DOR, request removal from flight status, or are found not desirable for continuation in the Aircrewman Program, the extension agreement may be cancelled.

(2) Since acceptance of accelerated advancement to E-4 requires a six-year active duty obligation, applicants who DOR, request removal from flight status, or are found not desirable for continuation, but who have accepted accelerated advancement, retain their extension obligation.

(3). Those who do not meet the basic eligibility criteria prescribed subsequent to enlisting and enrollment are subject to disenrollment even if the individual is not at fault.

(4) Personnel may be disenrolled for demonstrated unreliability. Evidence includes involvement with military or civilian authorities that cast serious doubt on the individual's reliability for assignment as a Naval Aircrewman.

b. Disposition of Members Disenrolled. The Aircrewman Program is voluntary. Individuals may request to be disenrolled at any time. Process disenrolled personnel as follows:

(1) RTC. Per Production Management Office (PMO) monthly reclassification guidance.

(2) NACCS. Disenrollees may be reclassified provided they meet the provisions of MILPERSMAN Articles 1236-020 and 1220-020. However assignment to Class "A" School is not guaranteed and is subject to the needs of the Navy.

(3) FRS Training. Individuals disenrolled from Aircrewman FRS training, including P-3 Flight Engineer training, are not eligible for automatic advancement to E-4 and may not necessarily be retained in the Aircrewman Program. BUPERS-321 is the final authority for determination of Aircrewman Program and/or Class "A" School eligibility.

(4) Class "A" School. Individuals who fail to complete Class "A" school for academic reasons may, if qualified, be reclassified to another Class "A" school. Inability to successfully complete Class "A" School will be cause for disqualification from the Aircrewman program.

010709. AGREEMENT TO EXTEND ENLISTMENT. This form is required for enlistment in the Aircrewman program. The applicant or future Sailor signs the prepared agreement on the day of enlistment.

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010710. AIRCREWMAN PROGRAM SCREENING. The following table portrays program conduct eligibility requirements. Any level of review authority has final eligibility determination disapproval.

Type of Offense	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within two years	No determination required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Combination of Non-Traffic and Misconduct Offenses.	Combination of one Non-Traffic Offense and one Misconduct	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

010711. AIRCREWMAN PROGRAM STATEMENT OF UNDERSTANDING. All applicants must read and sign NAVPERS 1070/613 Aircrewman Program Statement of Understanding. Classifiers must sign as witness. This document must be filed in the enlistment kit for forwarding to RTC upon the member's shipping.

EXHIBIT 010701. AIRCREWMAN PROGRAM MATRIX

Rating/ School	ASAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AIRC - Aircrewman (AN)	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210	20/20	X	X	X	X		72	X	Meet physical under U.S. Navy MANMED Articles. For PRT refer to 010702 (c). Must meet drug abuse criteria specified in Volume II. Must be 30 years of age or less at time of accession. HSDG and HSG only.

Note: Normal color and depth perception. Vision must correct to 20/20 in both eyes and correction must be worn. In accordance with MANMED P-117, Article 15-92, applicants must meet the hearing standards for Student Naval Aviator (SNA) (refer to chart below). No speech impediment. All applicants will test for "reading aloud" in accordance with MANMED P-117 Article 15-95. In accordance with OPNAVINST 3710.7, aviation duty minimum and maximum nude body weights are 103 pounds and 245 pounds respectively. Applicants for aviation programs are held to strict physical standards and therefore are less likely to be recommended for waivers. All waivers to the physical standards for AIRC applicants shall be submitted in accordance with MANMED P-117, Article 15-83. Hay fever, asthma, bee sting/food allergy reaction and chronic motion sickness are disqualifying.

Aircrew Hearing Standards	
Frequency (hz)	Decibel (dB)
500	25
1000	25
2000	25
3000	45
4000	55

SECTION 8 NAVY VETERANS (NAVETS)

010801. GENERAL. In accordance with OPNAVINST 1100.4C, NAVETs are applicants whose last tour of active duty or active duty for training (AD/ACDUTRA) was in the U.S. Navy or U.S. Navy Reserve, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA (to include Recruit Training graduation). Applicants in the New Accession Training (NAT) Program applying for enlistment in the Active Component are also considered NAVETS even though they may have completed less than 12 consecutive weeks AD/ACDUTRA. Those with less than 12 consecutive weeks of prior active duty Naval service are considered Non-Prior Service (NPS) applicants for classification purposes if they are not in the NAT Program and have not completed the full 9 week Navy Recruit Training. However, they must meet Reenlistment Code (RE-Code) eligibility requirements. All NAVET applicants are required to pass a Navy Physical Readiness Test in accordance with OPNAVINST 6110.1. Additionally, all NAVET applicants require prior approval from NAVCRUITCOM (N32) before enlistment.

010802. REQUIREMENTS AND PROCEDURES

a. NAVETs must reenlist in accordance with this section and meet the basic enlistment eligibility requirements delineated in Volume II unless otherwise stated in this instruction.

b. NAVETs with civilian experience convertible to a Navy rating may be approved for a higher paygrade from the one previously held. For example, an E4 NAVET who served as a police officer for three years may be eligible for the MA rating under the Prior Service Reenlistment Eligibility (PRISE) III Program as a MA2. All such requests require Enlisted Community Manager (ECM) approval via NAVCRUITCOM (N32). Only NAVCRUITCOM (N32) is authorized to contact the ECM for such approval. NAVCRUITDISTs will submit requests to NAVCRUITCOM (N32) via the respective NAVCRUITREG Commander. The maximum paygrade for accession via PRISE III is E3. PRISE III NAVETs will be promoted to the contracted and approved paygrade upon successful completion of the contracted Class "A" School, and if required, Class "C" School.

c. NAVETs shall only be enlisted in under-manned rates and ratings. All entry requests, including conversions, must be authorized by the applicable ECM, VIA NAVCRUITCOM (N32), due to rating manning issues. Refer to volume II for returning temporary disability retirement list (TDRL) NAVETs. These applicants will be reenlisted in their previous rating and paygrade in accordance with this instruction.

d. Depending on current manning, some ratings may have restrictions for reenlistment paygrades. NAVETS who agree to reenlist in a paygrade lower than that held at discharge must sign NAVPERS 1070/613 Voluntary Reduction in Rate.

e. NAVETs enlisting in a rate different from their previous one must be enlisted under the PRISE III Program. Refer to section 9.

f. Prior service must be verified with the original or certified copy of the DD Form 214. If an appropriate DD Form 214 is not available, or evidence of alteration exists, prior service shall be verified through the Reenlistment Eligibility Data Display (REDD) Web Application. A printed screen portrait of the applicant's military history will be acceptable for applicant processing.

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(1) NAVETs must meet RE-code requirements to be enlistment eligible. Refer to chapter 4, section 4 of this volume.

(2) NAVETs discharged under the voluntary separation incentive (VSI) or special separation benefit (SSB) programs are enlistment eligible (DD Form 214, Blocks 26/27 will list "KCA"/"RE-3Y" for VSI and "KCB"/"RE-3Z" for SSB). NAVETs separated with severance pay are eligible for reenlistment and will have their severance pay recouped from future retirement monies.

g. NAVETs must be able to complete 20 years of service by age 60. No waivers will be considered.

h. NAVETs must meet dependency requirements delineated by Volume II.

i. NAVETs discharged in paygrade E3 or below must have one year or less of prior service and no more than six years broken service.

j. NAVETs with more than one year of prior service must have been discharged in paygrade E4 or higher and have no more than five years broken service.

k. NAVETs discharged in paygrades E4 through E6 cannot have more than five years broken service without ECM waiver approval. Waiver requests should document significant Reserve service or civilian equivalent certification.

l. NAVETs accessed in paygrade E4 must have no more than four years of prior service to enlist. NAVETs accessing in paygrade E5 must have no more than 10 years of prior service and those accessing in paygrade E6 must have no more than 14 years of prior service.

m. NAVETs enlisting in their previous rating must be able to enlist/obligate for at least four years of service without reaching high year tenure (HYT) constraints. NAVETs enlisting under the provisions of PRISE III must enlist for two years and agree to extend their enlistment by at least 24 months upon completion of Class "A" School.

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 in the previously held rating. ECM and PERS-811 approval, via NAVCRUTCOM (N32), is required. NAVETs converting to a new rating via PRISE III are ineligible for reenlistment in a prior frocked paygrade.

o. MEPS may accept a separation physical examination if it is not more than one year old. This date is computed from the date of the separation examination to the date of MEPS processing. The NAVET must provide a copy of their DD Form 2808 separation physical and will be required complete a new DD Form 2807-1 at MEPS.

p. E3 personnel previously designated as a striker may enlist in a designated status with the respective N132/ECM approval via NAVCRUITCOM (N32).

q. NAVCRUITDISTs must ensure NAVETs are qualified (mentally, morally, and physically) for the rating into which they are reenlisting or converting.

r. AIRR, ND, EOD, SO, SB, and candidates for these programs must meet all eligibility criteria per MILPERSMAN articles 1220-010, and/or 1220-100 -

1220-400 which provide the requirements and guidance on assembling and submitting entry application packages. Although normally used by active duty personnel, these requirements must also be met by NAVETs. NAVETs interested in returning to or applying for Warrior Challenge Programs must submit an application package, specifying the desired program, to NAVCRUITCOM (N32) in accordance with MILPERSMAN Articles 1220-010, 1220-100 - 1220-400. Additional guidance, including EOD,,ND,,SO, and SB application package content checklist, is available at: <https://www.npc.navy.mil/enlisted/seal/>. NAVET applicants for Warrior Challenge Programs must meet Physical Screening Test requirements established in volume V.

s. Prior to entering the DER Program, the R-OPS or EPDS must review and sign the kit verifying the applicant's enlistment eligibility. The following statement, signed by the NAVCRUITDIST CO or by directional authority, is required on DD Form 1966, Section VI, Remarks:

"Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., CO NAVCRUITDIST Raleigh) as (rate). NAVCRUITDIST _____ has verified that the guaranteed rating has been approved by NAVCRUITCOM (N32) and that the applicant meets RE-code, high year tenure, and guaranteed rating eligibility requirements (mental, moral, and physical)."

t. Recruiting personnel shall make no oral or written promises or guarantees regarding Selective Reenlistment Bonus (SRB). NAVETs in a SRB eligible rating or possessing one of the SRB eligible NECs, and not reenlisting under PRISE III, must sign NAVPERS 1070/613 Selective Reenlistment Bonus (SRB).

u. NAVETs must be enlisted through the Direct Enlistment Reservation (DER) Program. NAVETS that are either SELRES or IRR require a DD Form 368 approved by NAVPERSCOM (PERS-913).

v. NAVETs are ineligible for the Navy College Fund or new benefits under the Montgomery GI Bill however, eligibility for benefits predicated on initial NPS enlistment is not affected. An Enlistment Bonus (EB) may be granted if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided in order to verify that no previous EB was awarded and the member is eligible per the current EB NAVADMIN. NAVCRUITDIST CO pre-approval of the EB is required.

010803. NAVET IN-PROCESSING SITE. NAVETs re-accessing into the Active Component do not attend Navy recruit training but are ordered to RTC Great Lakes (UIC 42125) for in-processing only (e.g., duty station assignment, administrative processing, uniform outfitting, etc.). 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 DD Forms 2808 and 2807-1 when reporting. Inform NAVETs that it may require up to 60 days to complete processing at RTC although average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

010804. ENLISTMENT REQUIREMENTS AND PROCEDURES FOR NAT. NATs in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) phase of their Military Service Obligation (MSO) may be accessed for reenlistment on active duty providing 24 months of service as a mandatory drilling obligation is fulfilled as per BUPERSINST 1001.39, section 703. Additionally, NAT accessions are also subject to the following policies pertaining to NAVETs:

a. NATs require ECM approval, VIA NAVCRUITCOM (N32).

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- b. NATs require a DD Form 368 approved by NAVPERSCOM (PERS-913).
- c. NATs are eligible for reenlistment with a guarantee for a new Class "A" school only if they are not approved to reenlist in their previous rating. NATs must be mentally, morally, and physically qualified for a new rating and quotas must be available in PRIDE.
- d. NATs reenlisting into the Active Component are not required to attend RTC.

SECTION 9 PRIOR SERVICE REENLISTMENT ELIGIBILITY (PRISE) III PROGRAM

010901. GENERAL. The PRISE III Program offers reenlistment opportunities and rating conversion to Navy Veterans (NAVETs) who apply to reenlist in the AC after being discharged or released for more than 24-hours and are not approved to reenlist in their previously held rating. All PRISE III NAVETs require Enlisted Community Manager (ECM) approval, VIA NAVCRUITCOM (N32). NAVETs reenlisting under this program must be qualified for the new rating.

010902. REQUIREMENTS AND PROCEDURES

a. Non-designated NAVETs or those designated in a rating but not approved for reenlistment in that rating by ECM must enlist under PRISE III.

b. NAVETs generally must have at least 180 consecutive days of prior naval service, but no more than six years of prior naval service to enlist under PRISE III. Exceptions may be made in ratings critical to readiness. Consult the current CREO NAVADMIN to determine whether a specific rating is critically under-manned.

c. Must have been recommended for reenlistment on date of discharge.

d. All PRISE III reenlistments will obligate for two years in the U.S. Navy (not Navy Reserve) and applicants must agree to obligate for an additional 24 months or more upon completion of Class "A" School. NAVETs must be qualified for and guaranteed a rating or program listed as critically undermanned on the current CREO NAVADMIN. Only unsold Class "A" School seats are made available for PRISE III reenlistees; seat availability will be limited.

e. The maximum paygrade for accession via PRISE III is E3, except for NAVETs guaranteed Advanced Electronics Computer Field (AECF), Cryptologic Technician Interpretive (native speaker) (CTI [N]), or the Nuclear Power Field (NF). The maximum accession paygrade for NAVETs reenlisting for AECF, CTI (N), or NF is E4. No waivers to enlist at a higher paygrade are authorized. NAVETs will enlist in the source apprenticeship of their guaranteed rating or program. PRISE III NAVETs will be promoted to the contracted and approved paygrade upon successful completion of the contracted Class "A" School. NAVETs who do not successfully complete contracted Class "A" School will be assigned to the fleet as non-designated strikers for the term of their enlistment and may strike for any rating in accordance with the current CREO NAVADMIN. NAVETs who reenlist under PRISE III are ineligible for rating conversion in the current enlistment unless entering NSW/NSO Programs. NAVCRUIT 1133/72 (PRISE III Paygrade Reduction Annex) will be used for all PRISE III NAVETs.

f. Prior to accession the R-OPS or EPDS must review and sign the kit verifying the applicant's enlistment eligibility. The following statement, signed by the NAVCRUITDIST CO or by directional authority, is required on DD Form 1966, section VI, remarks:

"Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., NAVCRUITDIST Raleigh) as (rate) with a guaranteed conversion to (rate) under the PRISE III Program. NAVCRUITDIST _____ has verified that the guaranteed rating is open to NAVETs and that the applicant meets RE-Code, High Year Tenure, test score, and guaranteed rating physical eligibility requirements."

g. NAVETS applying for entry into ND, EOD, SO, or SB, must meet all MILPERSMAN Article 1220-100 - 1220-400 eligibility criteria.

(1) Applicants will be accessed in paygrade E3 or below with a guarantee for SO, SB, EOD, or ND rating and training and will be ordered to RTC Great Lakes (UIC 42125). A service record entry must be made utilizing NAVPERS 1070/613.

(2) If an NSW or NSO candidate fails to screen or complete the contracted course they may be eligible for reclassification with the gaining ECM's approval.

(3) The PRISE III Program is not a reenlistment incentive program. PRISE III enlistees may be eligible for an SRB. Recruiting personnel, however, shall make no verbal or written promises regarding SRB eligibility. Applicants must sign NAVPERS 1070/613 Selective Reenlistment Bonus (SRB) if guaranteed a PRISE III Class "A" School that is SRB eligible.

h. Another Class "A" School will be assigned, as determined by NAVPERSCOM (PERS-4010) if the Class "A" School guaranteed at enlistment is not available once the member returns to active duty.

010903. NAVET IN-PROCESSING SITE. NAVETS re-accessing into the active component do not attend Navy recruit training but are ordered to RTC Great Lakes (UIC 42125) for in-processing only (e.g., duty station assignment, administrative processing, uniform outfitting, etc.). 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 DD Forms 2808 and 2807-1 when reporting. Inform NAVETs that it may require up to 60 days to complete processing at RTC, although average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

SECTION 10 OTHER SERVICE VETERANS (OSVET)

011001. GENERAL. In accordance with OPNAVINST 1100.4C, OSVETs are applicants whose last tour of active duty or active duty for training (AD/ACDUTRA) was in a branch of service other than the U.S. Navy, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA. Applicants discharged from another branch of service with less than 12 consecutive weeks of AD/ACDUTRA are considered non-prior service (NPS) for classification purposes. However, they must meet RE-Code eligibility requirements contained in volume IV, chapter 4, section 4. OSVETs are not eligible for enlistment under the PRISE III Program.

Note: Applicants discharged from another branch of service without having graduated from basic training (boot camp) will not be considered an OSVET and will be required to attend Navy recruit training (boot camp), regardless of how much AD/ACDUTRA the applicant has accumulated. Completion of basic training only without having twelve consecutive weeks of active duty does not constitute being an OSVET; if the applicant did not complete at least twelve consecutive weeks of active duty, he or she cannot process as an OSVET.

011002. REQUIREMENTS AND PROCEDURES

a. OSVETs must qualify for a rating or program listed as critically undermanned in the current CREO NAVADMIN to be enlistment eligible. Qualification is based on current (less than two years old) ASVAB line scores.

b. Prior service must be documented with the original or certified copy of DD Form 214, Copy 4. Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application if the DD Form 214 is not available or evidence of alteration exists.

(1) RE-Code eligibility requirements are contained in Chapter 4, Section 4. OSVETs discharged under VSI or SSB (DD Form 214, Block 26 will list "KCA" or "KCB") are not enlistment eligible.

(2) OSVETs separated with severance pay, whether voluntary or involuntary, are eligible for reenlistment and will have their severance pay recouped from future retirement monies.

c. OSVETs discharged in paygrades E1 through E3 cannot have more than five years broken service; those discharged in paygrades E4 through E6 cannot have more than six years broken service.

d. OSVETs discharged in paygrades E1 through E4 must have six or fewer years of prior service. Those discharged in paygrade E5 must have 10 or fewer years of prior service and OSVETs discharge in paygrade E6 must have 14 or fewer years of prior service. High year tenure (HYT) limits apply to OSVETs as follows:

(1) Use only total active Navy service, if any, to compute HYT limits for E-4 and below.

(2) Use all active military service to compute HYT limits for E5 and above.

e. OSVETs must be able to complete 20 years of military service for retirement by age 60. No waivers will be considered.

f. OSVETS must meet education and dependency requirements delineated in Volume II.

g. OSVETS honorably discharged in paygrades E3 and above who meet enlistment criteria will be enlisted at one paygrade lower than that held at discharge but not lower than paygrade E3. Requests to enlist OSVETS who were separated from previous service at paygrade E5 and above will be approved on a case-by-case basis by the Enlisted Community Manager (ECM). Requests to ECM will be submitted VIA NAVCRUITCOM (N32).

(1) OSVETS eligible for advanced paygrade will enlist in the applicable apprenticeship program for the new rating and, upon successful completion of training, will be promoted to the contracted paygrade and rating. Failure to complete training will result in assignment as SN in the Fleet or reclassification to a critical rating (with ECM approval). Once designated in a rating OSVETS may not request conversion for two years.

(2) Marine Corps OSVETS discharged in paygrade E2 will be enlisted in paygrade E2. Marine Corps OSVETS discharged in paygrades E3 and above who do not have skills convertible to a critically under-manned rating, as determined by ECM, will be enlisted in paygrade E3 and guaranteed a critically under-manned rating or program.

(3) OSVETS applying for AIRR, ND, EOD, SO, or SB must meet all MILPERSMAN ARTICLE 1220-010, and/or 1220-100 - 1220-400 provisions. These articles also provide requirements and guidance on assembling and submitting application packages for entry into Warrior Challenge Programs. Although normally used by active duty personnel, these requirements must also be met by OSVETS. OSVETS interested in returning to or applying for Warrior Challenge Programs must submit an application package specifying the desired program to NAVCRUITCOM (N32) in accordance with the aforementioned MILPERSMAN Articles. Additional guidance, including EOD/ND/SO/SB application package content checklist, is available at www.npc.navy.mil/enlisted/seal/. OSVET applicants for Warrior Challenge Programs must meet Physical Screening Test requirements established in Volume V. The individual must sign a NAVPERS 1070/613 (NAVET/OSVET PRISE III Navy Special Warfare/Special OPS) located on NRC directives web page. This document must be placed in the service record of OSVETS who are not required to attend Navy recruit training.

h. OSVETS are ineligible for the Navy College Fund, Modified Montgomery GI Bill, and Selective Reenlistment Bonus. An Enlistment Bonus (EB) may be granted only if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided to verify non-receipt of previous EBs and that applicants are eligible per the current EB NAVADMIN. NAVCRUITDIST CO EB pre-approval is required.

i. OSVETS must incur a minimum four-year active duty obligation.

j. All OSVETS must be enlisted through the DER Program. OSVETS in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) require a DD Form 368.

k. OSVETS who were discharged from previous service at paygrade E5 or above and enlist at paygrade E3 are entitled to promotion to paygrade E4 upon successful completion of Class "A" School (per N13 ltr 1130, Ser N1332C4/22 of 11 Jul 00).

l. Prior service applicants must meet Navy height and weight standards and are required to pass a Navy Physical Readiness Test in accordance with OPNAVINST 6110.1.

m. Enlistees must read and sign NAVPERS 1070/613 OSVET Indoctrination Training, available electronically on the NAVCRUITCOM Forms web page, with the document made part of the Enlisted Service Record prior to shipping to RTC.

011003. OSVET IN-PROCESSING SITE. OSVETs are not required to attend Navy recruit training but are required to complete a Naval Orientation Course at RTC Great Lakes (UIC 42125). Inform OSVETs that up to 60 days may be required to complete their RTC processing. Average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders. OSVETs will be transferred to RTC Great lakes (UIC 42125) for uniform outfitting and administrative processing.

CHAPTER 2 RESERVE COMPONENT PROGRAMS

SECTION 1 FULL TIME SUPPORT (FTS) PROGRAM

020101. GENERAL. The FTS Program, formerly known as the TAR Enlistment Program (TEP), provides quality Sailors to the Reserve management community. This program provides for a first enlistment as an Active Duty Sailor within the Navy Reserve and is open to male and female applicants. Recruits are guaranteed Class "A" School training followed by a continuous tour of active duty. Applicants should expect to rotate between operational billets (Surface Ships, Squadrons, Boat Groups and other Navy Expeditionary Combat Commands (NECC)) and Reserve oriented shore commands (Navy Operational Support Centers (NOSC), Reserve Air Stations, Reserve Staff billets). Opportunity also exists in other billets, such as Maintenance facilities, Class Squadrons (CLASSRONS), and other staffs. All applicants must be briefed concerning the above duty assignments before enlistment.

020102. QUALIFICATIONS. Applicants must meet all enlistment eligibility requirements set forth in volume II and rating-specific requirements delineated in Exhibit 010601.

a. Education. HSDG (Tier 1) applicants are preferred. HSG (Tier 2) and NHSG (Tier 3) applicants must meet criteria outlined in Volume II.

b. Prior Service. This program is not authorized for prior service veterans or members of any reserve component.

020103. ENLISTMENT TERM. Enlistment is for a total military service obligation (MSO) of eight years with active duty obligations as follows:

(1) Six years. AECF (ET), and AIRC.

(2) Five years. HM.

(3) Four years. AD, AM, AME, AO, AS, AV (AE or AT), AZ, BM, CS, DC, EM, HT, IC, IT, MR, PR, PS, LS, and YN.

Note 1: Use the appropriate NAVCRUIT 1133/52, with or without bonus as appropriate, to delineate basic program and service guarantees. The remainder of the eight-year MSO will be served in the Individual Ready Reserve (IRR).

Note 2: Refer to volume IV, chapter 3, section 5 for enlistment bonus entitlement guidance.

020104. PAYGRADE AND GENERAL APPRENTICESHIP. Applicants will be enlisted in paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per volume IV, chapter 3, section 7.

SECTION 2 NEW ACCESSION TRAINING (NAT) PROGRAM

020201. GENERAL. Formerly known as Non-Prior Service Basic (NPSB), NAT is designed to reduce critical Navy Reserve Selected Reserve (SELRES) manning shortfalls. NAT-specific ratings are identified and regularly revised via current goaling directives. Personnel enlisted in this program incur an eight-year Military Service Obligation (MSO). The NAT Program allows for the accession of Non-Prior Service (NPS) personnel to complete basic training, rating-specific Class "A" School (and "C" School if applicable), and affiliation as SELRES with the Navy operational support center (NOSC) closest to their permanent residence.

020202. QUALIFICATIONS. Applicants must meet all enlistment eligibility requirements delineated in volume ii and rating-specific requirements delineated in volume IV, chapter 1, section 6, exhibit 010601.

a. **Education.** HSDG (Tier 1) applicants are preferred. HSG (Tier 2) applicants must meet criteria outlined in volume II.

b. **Prior Service.** NAT is not an authorized enlistment option for prior service veterans or members of any Reserve Component. The only exception is for applicants that have served in the armed forces, but were released from such service before completing the basic training requirements of the armed force of which the person was a member and their service was characterized as either honorable or uncharacterized. These applicants may be enlisted into the NAT program.

020203. ENLISTMENT TERM. Enlistment is for a period of eight years with six years in SELRES status and the final two years in the Individual Ready Reserve (IRR). Applicants must be counseled that they may not apply for active duty until they have completed a minimum of 24 months of service of their mandatory drilling obligation as per BUPERSINST 1001.39, section 703.

020204. PAYGRADE AND GENERAL APPRENTICESHIP. Applicants are enlisted in paygrade E1 in the appropriate apprenticeship for the rating/program with the exception of applicants enlisting in medical or construction ratings. Medical or construction ratings will be enlisted into the Seaman Apprenticeship. Refer to Exhibit 010601 for appropriate apprenticeships. Enlistment in paygrade E2 or E3 may be authorized in accordance with current advanced paygrade policies as per volume IV, chapter 3, section 7. For IS rating, member will attend Class "C" school for up to 15 weeks upon completion of Class "A" school. per MILPERSMAN article 1133-090, New Accession Training (NAT) Sailors that attend and graduate from an AEF/ATF training pipeline are eligible for advancement in the same manner as their active component (AC) counterparts.

020205. PROCESSING. Applicants must sign NAVCRUIT 1110/112 (New Accession Training Program Statement of Understanding), NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees, and NAVRES 1570/2 (Satisfactory Participation Requirements). If an enlistment bonus is authorized the applicant must complete and sign the specific incentive program agreement. Agreements are available on the Navy Reserve Homeport website at <https://navyreserve.navy.mil/Pages/default.aspx>. To access the NAVRES Incentive agreement, one must sign in to the secure side of the Navy Reserve Homeport website using his or her CAC. Once logged in, select "commands" from the menu bar. Next, select CNRFC/N-Codes/N1 Manpower and Personnel. From there, select CNRFC N11 reserve pay assistance team, and then N112-enlisted incentives. On this page there are links to the current

enlisted reserve NAVADMINS and written agreements. Refer to instructions for the DD Form 1966 located in volume III for information necessary for classifiers to record the proper acquisition and program for which enlisted codes. Classifiers must use NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees and the appropriate incentive program written agreement to outline NAT enlistment guarantees. The PRIDE system will be used when making reservations for all NAT applicants. Further, classifiers shall ensure that applicants understand the content of NAVCRUIT 1110/112, they are enlisting into a Navy Reserve (USNR) program, and they will have a six-year SELRES drill obligation.

020206. ENLISTMENT BONUS. Classifiers will ensure applicants are guaranteed an enlistment bonus, if any, in accordance with the NAVADMIN in effect on applicants' enlistment date.

Note: If a NAT future Sailor is subsequently reclassified into another NAT rating or program prior to shipping, the NAVADMIN message in effect on the date of reclassification shall be used to determine an Enlistment Bonus amount, if any. This policy does not apply to changes in ship date only (roll in or out).

Warning: Classifiers must counsel applicants that if accepted as an accession to the Active Component (USN) during their initial NAT enlistment it will result in a pro-rata recoupment of any EB received, which could result in a financial hardship to the member.

020207. DELAYED ENTRY PROGRAM Program shall be administered the same as for all other future Sailors. Tier 2 future Sailors are required to complete the DEP PQS and specific program fitness assessment prior to shipping to RTC.

020208. SHIPPING AND OUTPROCESSING. The recruiter of record will provide NAT members' transportation to the MEPS or the MEPS contracted hotel for shipping and out-processing requirements. Prior to shipping, the Navy recruiter will attempt, when possible, to take NAT DEP personnel to the NOSC and introduce them to the NAT coordinator and/or the senior enlisted advisor (SEA). This process can help to ensure a smooth transition for the NAT Sailor by knowing where he or she will be reporting to for affiliation into the SELRES, and knowing who to report to. At this time the NAT coordinator and/or SEA can explain their reserve component status and obligations to them and answer any questions they may have. Ensure NAVCRUIT 1110/112 is completed and that enlistees read and understand the document before completion of the classification process.

020209. SELRES AFFILIATION. Members will not affiliate into a SELRES billet via recruiting personnel upon separation from IADT. Recruiting credit is counted upon initial enlistment of the member; post-separation SELRES affiliation will be accomplished via the NOSC's manpower department.

SECTION 3 NAVY VETERAN (NAVET) PROGRAM

020301. GENERAL. This article provides guidelines for accession of personnel who have had prior active or inactive Navy and Navy Reserve service into the Selected Reserve (SELRES). Applicants must meet all basic enlistment and rating-specific eligibility requirements.

020302. PAYGRADE. Use the following matrix for NAVETs enlisting in the same rate to determine paygrade eligibility.

NAVET Matrix

Years since Discharge	PAYGRADE	Minimum Term of Enlistment
Six or less	Same as held at discharge	Two Years
Over six less than ten	One paygrade less than held at discharge (not less than E3 designated striker (e.g., MASN, ENFN))	Three Years
Over ten	Two paygrades less than held at discharge (not less than E3 designated striker (e.g., MASN, ENFN))	Three years
Elapsed Time Waiver	PAYGRADE	Minimum Term of Enlistment
Over six less than twelve	Refer to Article 020307 for paygrade determination (Note: Refer to exhibit Volume II for waiver authority)	Three years

020303. REDUCTION IN RATE. Members previously discharged may request enlistment in a lower paygrade (reduction in rate) in order to meet Navy Reserve manning requirements. Per COMNAVRESFORINST 1001.5, applicants being reduced in rate are required to sign NAVPERS 1070/613 (located electronically on the NRC forms page) Reserve Reduction In Rate. BUPERSINST 1430.16 must be reviewed for computation of Time-In-Rate (TIR). Applicants are ineligible if reduction in rate places them under the provisions of High Year Tenure (HYT).

020304. UNDER OTHER SERVICE RESERVE CONTRACT. Applicants who are currently enlisted under any other service's ready reserve contract are eligible for enlistment. However, under no circumstances will they be enlisted at a higher paygrade than held under their current contract. Refer to Volume III for proper procedures for requesting clearance from the Other Service Reserve Component.

020305. E3 NAVETS. NAVETs in paygrade E3 (designated strikers) requesting removal of their designator must sign NAVPERS 1070/613 Removal of Designator.

020306. ELAPSED TIME WAIVER. Applicants may request an Elapsed Time Waiver to be enlisted in the same paygrade as held at discharge provided they have been working in a civilian occupation that directly relates to the former rating for, at minimum, the twelve month period preceding enlistment. Total related civilian employment must comprise at least one-half of the total

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post-discharge period. Applications must include a resumé and employer reference(s) (DD Form 370).

(1). Ensure a NAVPERS 1070/613 Elapsed Time Waiver is signed by the applicant (located electronically on the NAVCRUIT Forms page).

(2). Use NAVET matrix for "years since discharge" to determine paygrade eligibility when applicant does not meet the minimum civilian related work experience required for an elapsed time waiver.

SECTION 4 PRIOR SERVICE REENLISTMENT ELIGIBILITY-RESERVE (PRISE-R) PROGRAM

020401. GENERAL. The PRISE-R program is a Reserve affiliation program that allows NAVETs and OSVETs to affiliate with the Selected Reserve (SELRES) into Career Reenlistment Objectives (CREO) 1 and 2 ratings as listed in the Career Opportunity Matrix. PRISE-R is formerly known as Reserve Selected Conversion for Reenlistment (RESCORE) program. MILPERSMAN Article 1133-061 is the authoritative source for this policy.

020402. PROGRAM REQUIREMENTS. Applicants must meet basic enlistment eligibility and rating-specific requirements in addition to the following:

- a. Must be in pay grades (designated) E3 through E6 in CREO 2 and 3 ratings.
- b. Designated E3 applicants must have fewer than eight years of time in service, E4 applicants must have fewer than ten years of time in service, E5 and E6 applicants must have fewer than 16 years of time in service as calculated from their pay entry base date (PEBD).
- c. Must be assigned to the Individual Ready Reserve (IRR), or a NAVET or OSVET in accordance with OPNAVINST 1100.4C (must have completed at least twelve weeks of AD/ACDUTRA, graduated from recruit training, discharged or released for more than 24 hours, and be RE-code eligible).
- d. Not currently receiving any type of reserve bonus.
- e. Must have no non-judicial punishment (NJP) or convictions in civilian or military courts within the past 48 months.
- f. Hold a current rating listed in the career opportunity matrix as Category 2 or 3. Applicants with a CREO category 1 rating, or assigned a Navy enlisted classification (NEC) code in the critical skills NEC's listing, are not eligible for PRISE-R, unless the members are no longer qualified to serve in their current rating (vision impairment, loss of security clearance, etc.). Conversions are authorized from CREO category "3" to "1", "3" to "2", or "2" to "1" only.
- g. Must not have previously enlisted under the RESCORE-R, CB RESCORE-R, or CB-VET program, and failed to make rate permanent.
- h. Must have served a minimum of 24 months in their present rating.
- i. Must meet minimum armed services vocational aptitude battery (ASVAB) scores for specific rating which member is applying as prescribed in MILPERSMAN 1306-618.
- j. Must obligate in the SELRES for a minimum of four years (or up to high year tenure if less) from the date of enlistment or affiliation
- k. Applicants with a break in service greater than 10 years are not eligible for this program. PRISE-R applicants will enlist with a permanent paygrade and temporary paygrade in accordance with the following NAVET and OSVET matrices:

PRISE-R NAVET Matrix

Years Since Discharge	Permanent Paygrade	Temporary Paygrade	Minimum Term of Enlistment
Six or less	Same as held at discharge	Same as held at discharge	Four years
Over six to ten	One paygrade less than held at discharge (not less than E3)	One paygrade less than held at discharge	Four years

PRISE-R OSVET Matrix

Years Since Discharge	Permanent Paygrade	Temporary Paygrade	Minimum Term of Enlistment
Six or less	E3	Same as held at discharge	Four years
Over six to eight	E3	One paygrade less than held at discharge (not less than E-3)	Four years
Over eight to ten	E3	Two paygrades less than held at discharge (not less than E-3)	Four years

Note: Paygrade reductions may be waived by NAVCRUITCOM (N32) provided applicant has worked in a civilian related occupation that is comparable to the rating enlisting for since separation.

020403. RATING CONVERSION AND DESIGNATION. NAVET and OSVET applicants enlisting with a permanent paygrade of E3, based on the matrices above, shall be designated Seaman (SN) with a temporary paygrade in the designated conversion rating. NAVET PRISE-R applicants enlisting with permanent rates above E3 will be designated in their previous rating. For example, an EN2 separated seven years ago who enlisted into the Builder (BU) rating, would have a temporary rate of BU3 and permanent rate of EN3.

020404. PRISE-R WITHOUT CLASS "A" SCHOOL GUARANTEE

a. PRISE-R applicants without a Class "A" School guarantee must complete lateral conversion prerequisites within 18 months from the date of enlistment or affiliation unless modified by waiver from NAVRESFORCOM (N1).

Applicants for Cryptologic Technician Interpretive (CTI) must attain a minimum score of 2/2 on the defense language proficiency test (DLPT) and be eligible for a TS/SCI clearance. Aviation (ASW) technician applicants must be prior qualified aircrew and acknowledge awareness of training requirements specified in BUPERSINST 1326.4 and OPNAVINST 3710.7. PRISE-R personnel must receive documented counseling every six months until the rating is made permanent or the member is disenrolled from the program.

b. Requirements for Making Temporary Paygrade and Rating Conversion Permanent. PRISE-R participants who do not attend Class "A" School have two examination cycles within their first 18 months of affiliation to make their rate permanent by achieving a standard score (SS) of 37 following completion of all advancement prerequisites (if required). Failure to achieve an SS of

37 within two examination cycles shall result in transfer to the IRR in their permanent rate. Only designated strikers are authorized concurrent advancement through successful examination participation (e.g., boatswain's mate seaman (BMSN) to logistics specialist third class (LS3)). All other PRISE-R personnel are not eligible for advancement until their rate is made permanent. PRISE-R applicants must acknowledge the program requirements by signing a NAVPERS 1070/613, PRISE-R Program through advancement examination participation, located on the NAVCRUITCOM forms web page. Failure to complete any of the program requirements within the required timeframe or prior to reaching HYT, whichever is earlier, shall result in member's termination from the PRISE-R program. NRAs will transfer members to the IRR "not recommended for re-affiliation" within 30 days of failure.

020405. PRISE-R WITH CLASS "A" SCHOOL GUARANTEE

a. Applicants entering the Navy Reserve with an "A" school guarantee must begin Class "A" School within 365 days of contracting to meet lateral conversion prerequisites. PRISE-R personnel must receive documented counseling by the designated command career counselor every six months until the rating is made permanent or they are disenrolled from the program.

b. Requirements For Making Temporary Paygrade and Rating Conversion Permanent. PRISE-R participants who attend Class "A" School are entitled to their permanent rate upon successful completion of Class "A" School. Applicants must be enrolled and attending Class "A" School within 365 days of enlistment or affiliation and will have their temporary paygrade and rating conversion permanent upon successful completion of Class "A" School. For IS rating, applicants will be required to attend a Class "C" school of up to 15 weeks upon completion of Class "A" school. IS applicants must complete Class "C" school requirements within 18 months of completion of Class "A" school requirements. PRISE-R applicants must acknowledge program requirements by signing a NAVPERS 1070/613, PRISE-R Program with "A/C" School, located on the NAVCRUIT Forms web page. An extension may be granted by Navy Reserve Forces Command (NAVRESFORCOM), Training Division (N7) on a case by case basis if a Sailor is not able to report to the required Class "A" or "C" School within 365 days of affiliation. NRA Commanding Officers must submit requests for extensions at least 60 days prior to the 365th day. Extension request packages must include a copy of the original PRISE-R conversion package NAVPERS 1070/613 and a completed NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request signed by the NRA Commanding Officer with supporting justification. PRISE-R Sailors may be advanced meritoriously while at "A" or "C" school IAW MPM Article 1430-010.

c. Administrative Procedures for PRISE-R Applicants Who Fail to Complete Pipeline Training. Sailors who fail to attend "A" or "C" school within the prescribed 365 days or fail to complete "A" or "C" school for academic reasons will revert to their permanent rate. NRAs will transfer members to the IRR "not recommended for re-affiliation" within 30 days of failure. Refer to MILPERSMAN article 1133-061, paragraph 5 (training requirements) for Sailors that fail to complete "A" or "C" school for disciplinary reasons, injury, illness, disease, or, fail to complete a required "C" school after successfully completing "A" school.

d. Term Of Enlistment. Applicants incur a minimum four-year drilling obligation. If applicants choose to accept an authorized bonus for the requested conversion rate, they must obligate in the SELRES (drill pay status) for a minimum of 6 years from the date of enlistment or affiliation.

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Any time remaining on the member's enlistment after the OBLISERV commitment may be served in the SELRES or the Individual Ready Reserve (IRR).

e. PRISE-R applicants approved for HM rating. Upon reporting, NOSC must ensure that all PRISE-R applicants approved for HM rating attend HM Class "A" School at the earliest opportunity. No exceptions.

SECTION 5 OTHER SERVICE VETERAN (OSVET) PROGRAM

020501. GENERAL

This program provides an avenue of accession for personnel with prior active or inactive service with, or who are presently serving in, other reserve components.

020502. REQUIREMENTS. Applicants must meet all basic enlistment and rating-specific requirements and have valid ASVAB scores and must meet minimum line score requirements for the requested rating.

a. Rating Determination. The foremost consideration is the applicant's primary military occupational specialty (MOS), Air Force specialty code (AFSC), or Coast Guard rating. Consideration will be given to applicants with civilian work experience, extensive working knowledge, or extensive schooling associated with their secondary MOS, AFSC, or Coast Guard qualification code. The NAVCRUITDIST CO has direct conversion authority for a primary MOS/AFSC listed in the Occupational Conversion Index (DoD 1312.1-1) available online at <https://www.dmdc.osd.mil/owa/odb/odb>. An MOS/AFSC that does not directly convert to a Navy rating, but is in the same occupational field and applications based on a secondary MOS/AFSC, requires NAVCRUITCOM (N3) authorization and submission of a resumé and DD Form 370 documenting the applicant's experience in the requested rating. Include in the rate determination kit a category printout of the ODB website listing from chapters one and two for the OSVET MOS and the Navy rate for which applying.

(1) Acceptable source documents for MOS/AFSC/Coast Guard Rating are:

(a) DD Form 214

(b) NGB Form 22

(c) DD Form 368

(d) Letter from the other service, on letterhead, verifying the primary MOS/AFSC/Coast Guard rating

(e) MOS conversion and/or school completion documentation

(2) Applicants whose MOS/AFSC/Coast Guard rating directly convert to a Navy rating may be enlisted in the general apprenticeship program with the appropriate NAVCRUITDIST CO approval.

(3) Applicants may request enlistment in a lower paygrade when a reservation does not exist for the eligible paygrade. Applicants requesting OSVET reduction in rate must sign a NAVPERS 1070/613 Voluntary Reduction in Rate.

(4) Applicants already under a Ready Reserve contract will not be enlisted in a paygrade higher than that currently held.

(5) Utilize the below chart to determine authorized paygrade:

Years Since Discharge	Permanent Paygrade	Temporary Paygrade	Minimum Enlistment Term	Applicable Notes
Less than Four	E3	Same as held at discharge	Three years	1, 2, 3, 4
Four to six	E3	One paygrade less than held at discharge (not less than E3 designated striker)	Three years	1, 2, 3, 4
Six to ten	E3	Two paygrades less than held at discharge (not less than E3 designated striker)	Three years	1, 2, 3, 4
Over ten	E3	Not authorized	N/A	N/A

Note 1: Personnel enlisted in the Seabee or HM occupational fields will be enlisted as permanent Seaman (SN).

Note 2: Requests for approval of personnel in paygrade E7/8/9 must be submitted to NAVCRUITCOM (N3) via the chain of command.

Note 3: Coast Guard applicants in the BM rating are eligible to enlist in their permanent rating provided they are still under contract or have been discharged less than four years.

Note 4: Applicants may access into ratings requiring a Class "A" School (as annotated in the CREO listing) without attending the respective school but may be required to attend the school upon mobilization if they have not progressed in the rating beyond the "A" School provided training. Applicants must meet "A" School minimum eligibility requirements as delineated in MILPERSMAN ARTICLE 1306-618 and must meet all other rating-specific requirements as delineated in NAVPERS 18068, BUPERSINST 1430.16, and the current CREO listing posted on the Navy Personnel Command (NPC) website.

020503. OSVET DIRECT CONVERT REQUIREMENTS. Applicants will acknowledge their understanding of the applicable requirements of COMNAVRESFORINST 1001.5 by signing NAVPERS 1070/613 OSVET Permanent Rate Requirements. This page will become an Annex to the enlistment contract (DD Form 4).

020504. NAVY CLASS "A" SCHOOL GRADUATES. Personnel who have attended a Navy Class "A" School while a member of another service branch may be enlisted with the same permanent paygrade held in the other service (not to exceed E6) provided the following criteria are met:

- a. The member was assigned a MOS/AFSC/Coast Guard rating which directly converts to a Navy rating and
- b. The member is still under contract or has been discharged less than four years and
- c. The member is enlistment eligible in all other respects.

020505. ENLISTMENT TERM. Applicants currently serving on their Military Service Obligation (MSO) must enlist for a period equal to or greater than their current remaining MSO. The minimum term of enlistment in a temporary

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rate is three years. Members who have completed their MSO and are reenlisted in a permanent rate will be enlisted for a minimum of two years.

CHAPTER 3 SPECIAL PROGRAMS

SECTION 1 RESERVED FOR FUTURE USE

030101. RESERVED FOR FUTURE USE.

SECTION 2 HERITAGE LANGUAGE RECRUITING PROGRAM (HLRP)

030201. GENERAL. HLRP is designed to identify and recruit individuals from heritage communities in order to expand overall force capacity in critical foreign languages. Applicants for this program must understand that post-training duty assignments may require regular interaction with the language and dialect-specific general population through parent unit assignment or individual augmentation (IA) to a unit identified for deployment to a specific global area. Although the emphasis is on the active component, enlistment in the reserve component is authorized.

a. General Qualifications Required. Must meet all basic enlistment eligibility requirements contained in volume II.

(1) Character. Applicants must possess the basic integrity and loyalty necessary to be considered trustworthy for assignment to interact with host nationals as a representative of the United States.

(2) Prior Service. Refer to volume IV, chapter 2 of this instruction. Language/dialect skill and proficiency must be clearly annotated in the enlistment package provided for enlisted community manager (ECM) review.

(3) Gender. Open to male and female applicants.

(4) Language/Dialect Proficiency. Applicants must pass the defense language proficiency test (DLPT) or oral proficiency interview (OPI) in the target language at Interagency Language Roundtable (ILR) as follows: listening level 2 and reading level 2 on the DLPT; level 2 on the OPI. Language/dialect proficiency testing will be administered only after establishment of applicants' enlistment eligibility. Contact NAVCRUITCOM (N32), INTEL program manager, for assistance with test coordination and scheduling through the Navy Foreign Language Office (CNO N13F).

(a) Documentation. Language/dialect proficiency shall be documented on DD Form 1966, section i, page 1, item 13. DLPT or OPI testing results shall be recorded on the DD Form 1966, section VI, page 4, remarks section. Refer to volume III for sample entry. .

(b) Targeted Languages/Dialects. Navy requires increased capacity in a number of foreign languages. A listing of current eligible foreign languages will be distributed via PRIDE NEWZ by NAVCRUITCOM (N32) as necessary.

b. Eligible Ratings. Applicants with language abilities and cultural knowledge consistent with the targeted heritage communities may access with AFQT scores of 21 or higher. Applicants may enlist into any rating/program for which they qualify but should be encouraged to pursue ratings in which their language skill would most likely be applied including cryptology, information warfare, intelligence, and construction (Seabee). ASVAB line score waivers will be considered on a case-by-case basis. Submit ASVAB line score waivers to NAVCRUITCOM (N32) per Volume II.

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SECTION 3 RESERVED FOR FUTURE USE

SECTION 4 LOAN REPAYMENT PROGRAM (LRP)

030401. ELIGIBILITY. Navy ratings and programs eligible for LRP are announced by naval message and posted on the NAVCRUITCOM public website at <https://mpte.portal.navy.mil/sites/NRC/Pages/Home.aspx>. Applicants must meet the following criteria to be eligible for the LRP:

- a. Non-prior service.
- b. High school diploma graduate (HSDG) (Tier 1).
- c. Achieve a minimum AFQT score of 50.

d. Qualify for and enlist in one of the LRP qualifying ratings. Eligibility continues if a service member is reassigned to a different rating due to the needs of the Navy.

Note: Combinations of EB and LRP and combinations of LRP and NCF are prohibited.

030402. QUALIFYING LOANS. Existing education loans must meet all of the following requirements in order to qualify for repayment:

- a. Must have been made towards the education of the applicant.

b. Must qualify under part B, D, or E of Title IV of the Higher Education Act of 1965 (20 U.S.C. 1071 et seq; 1087a et seq; 1087aa et seq). Unless the recruit is listed as the student on Parent Loans for Undergraduate Students (PLUS), this type of loan is ineligible for repayment.

c. Must have been made after October 1, 1975 and before the applicant's active duty service date.

030403. APPLICATION AND APPROVAL When a future Sailor requests entry into the LRP, and meets the eligibility criteria listed above, LRP should be immediately requested via PRIDE. The LRP applicant must also sign the LRP PRIDE text file. Regardless of final LRP approval, copies of this form should be kept as part of the residual file. The LRP application is complete when the applicant selects the LRP option during the classification process and provides all items listed on LRP WORKSHEET to the NAVCRUITCOM LRP Coordinator (NAVCRUITCOM N32), and receives final approval for enrollment into LRP via PRIDE. If the applicant does not have an LRP request and approval in PRIDE, the applicant is not eligible for the LRP. Completed applications are due 60 days after entry into the Delayed Entry Program (DEP).

If applications cannot be completed within 60 days after entry into DEP, an exception to policy may be requested using NAVCRUIT 1133/103. Exceptions to LRP policy are to be scanned and sent via email from the applicable NAVCRUITDIST CO to the LRP manager. Exceptions to policy will be approved or disapproved on a case-by-case basis.

Initial requests for LRP in PRIDE must be submitted at least 70 days prior to shipping. Exceptions to policy using NAVCRUIT 1133/103 via email from the applicable NAVCRUITDIST CO may be requested.

LRP applicants who do not have an NAVCRUITCOM approved LRP application within 10 days of shipping to RTC must be rolled out to a later date, or sign a decline letter and be provided a new enlistment guarantee.

Note: All forms are good for 90 days from date of signature (applicant and lender), unless otherwise indicated.

030404. DISENROLLMENT. A service member will be automatically disenrolled from the program and forfeits all future loan repayments if any of the following occur:

a. The future Sailor and recruiter have not provided all items listed on the LRP worksheet to the LRP manager within 10 working days of shipping date.

b. The last payment has been made on loans submitted at initial enlistment.

c. The applicant receives a commission or warrant appointment.

d. The applicant is discharged or released from active duty or DEP.

030405. BENEFITS. The U.S. Navy will pay the lesser of the original loan amount or the unpaid principle balance at the time of accession (not to exceed \$65,000). Accrued interest, fines, penalties, or processing fees cannot be paid for by the U.S. Navy.

a. Loan payments will be made directly to lender(s) in payments of 33 1/3 percent of the loan or \$1,500 (whichever is greater) for each completed year of service. If the outstanding principle balance becomes less than 33 1/3 percent of the initial balance, the outstanding balance will be paid. The loan(s) must be in good standing to be eligible for repayment.

b. According to the Internal Revenue Service (IRS), loan repayments are subject to federal and state taxes. DFAS will withhold taxes so that the amount that is paid to the lender(s) will be less than the loan value. DFAS will generate W-2 forms for payments.

c. The U.S. Navy will not refund any amount of the loan paid by other parties.

030406. STUDENT LOAN DEFERMENT OR FORBEARANCE. Enrollment in the LRP does not exempt a service member from all obligations associated with the repayment of the loan. Since the first LRP payment cannot be made until the service member has completed one year of service, the service member may choose to seek loan deferment or forbearance to prevent defaulting on loans. It is the service member's responsibility to secure deferment or forbearance on their loans and must communicate such intentions directly to the lender.

030407. SPECIAL CONDITIONS

a. Service members who do not complete their initial term of enlistment may qualify for prorated credit if they completed at least one full year of enlisted service.

b. Service members who receive a commission or warrant appointment or are selected to any pre-commissioning programs lose their LRP eligibility. The Navy will prorate any eligible payment using the effective date of rank.

The prorated amount is based on the number of years completed at the time of commissioning or appointment.

c. LRP participants may use MGIB however, the law currently does not allow LRP participants to use MGIB benefits unless they enlist for a second term (and have served a minimum of 24 months of that second term). Should participants desire to utilize MGIB, they will have \$100.00 per month deducted from their pay for the first year of enlistment. This amount is not refundable if the participant does not reenlist. LRP participants that decline the MGIB may still be eligible for educational benefits under the Post 9-11 GI Bill. Service commitments for LRP participants do not count as qualifying service for the Post 9-11 GI Bill. Qualifying service will start after completion of three years of service. While at RTC, all recruits will be thoroughly briefed on their options.

d. LRP participants are not eligible for the Navy College Fund (NCF) although it may be available for their rating. There are no exceptions to this policy.

030408. PROCESSING LRP APPLICANTS

a. The recruiter shall:

(1) Use the LRP worksheet and forward, via email to cnrc_LRP-EB@navy.mil, with required documents within 60 days of reservation date. Exceptions to policy may be requested for time extensions up to 10 working days before shipping IAW the application and approval section 030403.

(2) Assist applicants in obtaining necessary documentation to ensure a complete application is submitted and received no later than 60 days after reservation date.

(3) Ensure applicant completely reads each sentence and signs the NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program) in the presence of a Navy Representative.

(4) Ensure the DD Form 2475s are properly completed:

(a) Section 1 (Personnel Officer Verification). A detailed set of instructions can be found on the Enlistment Incentives web pages on NAVCRUITCOM's web page (www.cnrc.navy.mil). Navy personnel are authorized to sign in the appropriate blocks in Section One. The DD Form 2475 should be mailed back to the recruit to ensure correctness before forwarding as part of the LRP application to NAVCRUITCOM (N32) via email.

(b) Section 2 (Service Member Data). Self-explanatory.

(c) Section 3 (Loan Data). Self-explanatory.

(d) Section 4 (Loan Verification). To be completed by the lender. Once Sections 1 through 3 have been completed, the applicant is responsible for forwarding lenders DD Form 2475s in a timely manner to meet LRP application deadline requirements. DD Form 2475 with section 4 completed by anyone other than the loan holder will not be accepted and will delay application processing.

(5) Remind the applicant of their responsibilities as outlined on NAVCRUIT 1133/75.

b. The Classifier/MLPO shall:

Note: Applicants who ship without NAVCRUITCOM (N32) approval in PRIDE are not enrolled in the Navy's LRP.

(1) Ensure NAVCRUIT 1133/52 includes LRP as an option and matches the final reservation/DEP LRP entries in PRIDE.

(2) Ensure future Sailor signs LRP PRIDE text file and LRP statement of understanding.

(3) Perform quality control check to ensure the applicant meets eligibility criteria as outlined in Article 030401.

(4) Update PRIDE record to reflect status of "requested".

(5) Ensure that in PRIDE the applicant has been enrolled or disenrolled in LRP at the time applicant is confirmed.

Note: Additional processing guidelines (prompts) will appear in PRIDE when initially classifying or updating an applicant's record for LRP. Classifiers will follow the guidelines in PRIDE in addition to the steps listed above.

c. RTC will, after accession onto active duty, complete DD Form 2366 with section 4 using the following statement: "I understand that I am eligible for enrollment in the MGIB Program now, but will not establish eligibility for benefits until I reenlist for a second term and meet the requirements of the program as stated in Section 3."

030409. PROCESSING PAYMENTS

a. NAVCRUITCOM (N32) will:

(1) Review all LRP packages, update PRIDE record to reflect status of "Granted", and send email confirmation to those listed on the LRP Worksheet.

(2) Maintain a suspense file to maintain and track all application packages. If updated DD Form 2475s are not received after 60 days of the anniversary date, attempt to contact the service member.

(3) Forward NAVCRUITCOM payment authorization requests to DFAS for processing of payments.

(4) Serve as liaison between the service member and DFAS for loan repayment issues.

(5) Upon acceptance, provide a welcome aboard letter to the future Sailor that contains specific information regarding the program.

b. The Service Member must:

(1) Within 60 days of reservation date, complete DD Form 2475, Sections 1, 2, and 3 and forward to the lender(s) to complete Section 4. The lender(s) will complete Section 4 and return to the service member to be incorporated into the final package submission. The service member must

perform this same action no earlier than 90 days prior and no later than the service member's 1st, 2nd, and 3rd active duty date anniversaries.

c. The lender will be asked to:

(1) Complete DD Form 2475, section 4.

(2) Forward DD Form 2475 to the address stated on the form in Section 1, Block b. Also forward a copy of the promissory note.

d. Defense Finance Accounting System (DFAS), upon notification by the LRP Manager, will:

(1) Issue check(s) to the lender(s) within 60 days of receipt of NAVCRUITCOM authorization.

(2) Provide verification of disbursement to NAVCRUITCOM (N32).

(3) Notify the Internal revenue Service of the amount paid.

(4) Issue W-2s to service members for all loan types paid.

030410. INSTRUCTIONS FOR LOAN REPAYMENT PROGRAM WORKSHEET

a. Complete and forward the LRP program worksheet to NAVCRUITCOM (N32). The LRP worksheet is available as a PDF Fillable document on the NAVCRUITCOM Forms web page. Please include the following with the worksheet:

(1). Copy of the NAVCRUIT 1133/52 - Enlistment Guarantees/Annex A (LRP listed as an option).

(2). Copy of the NAVCRUIT 1133/75 -Loan Repayment Program Statement of Understanding.

(3). Copy of DD Form 2475 with section 4 completed by each lender.

(4). Copy of the promissory note on eligible loans.

(5). Copy of the signed PRIDE LRP text file.

Note 1: To determine if loan is federally guaranteed, call the lending institution. They can advise the applicant/future Sailor on Block 4F of DD Form 2475.

Note 2: NAVCRUITCOM will use the lower of the original loan amount or current unpaid principle balance (at time of accession). To estimate the PRE-TAX annual payment divide total by three.

Note 3: New, completed DD Form 2475s must be received by NAVCRUITCOM (N32) on or near the recruit's anniversary date of active duty to remain qualified for repayment.

SECTION 5 ENLISTMENT BONUS PROGRAM

030501. GENERAL. The purpose of the Enlistment Bonus (EB) Program is to channel enlistments in ratings/programs characterized by chronically inadequate volunteer levels, extend enlistments beyond the four-year obligation, interest applicants that have postsecondary education, and provide an incentive for members to complete training pipelines having historically high attrition rates. The Program is administered via a variety of different bonus types that meet specific requirements. Policy and procedures are announced and controlled by Navy message and/or OPNAV/NAVCRUITCOM directives. The Enlistment Bonus Program includes:

- a. EBSR - EB for Source Rate
- b. EBSR-NCF - EB for Source Rate - Navy College Fund
- c. EBCC - EB for College Credit
- d. EBPST - EB for Physical Screening Test
- e. EBLP - EB for Language Proficiency (refer to volume IV, chapter 3, section 2, Heritage Language Recruiting Program)
- f. EBRCL - EB for Reclassification (Post Accession only)

Applicants must be HSDG or HSG as defined by Volume II of this instruction. The naval message contains existing EB Program policy guidance on the effective date of eligibility, method of payment, terms of enlistment, etc. and shall be referred to for program administration and direction. Reserve Programs listed in Volume IV, Chapter 2 are not eligible for the EBCC. College First participants cannot use college credits earned while in that program to determine the bonus amount for EBCC.

030502. TERMS OF ENLISTMENT. Applicants in the PACT Program, NF, SECF 5YO, and other programs with a total of six years obligation do not need to sign a 12-month extension for participating in the EB Program. All other applicants must execute a NAVPERS 1070/621 (Agreement to Extend Enlistment) (for active duty) or a NAVPERS 1070/622 (for Reserve) using specific wording based on the various EB/EBCC/EBLP and rate/program combinations the applicant is eligible for at the time of enlistment.

a. Applicants participating in the EB Program who are not enlisting in the PACT Program, NF, SECF 5YO, or any other program with a total six-year obligation are obligated to one 12-month extension for accepting the bonus.

b. Applicants electing an EB (EBSR/EBLP) and/or EBCC and incurring any additional extension requirement based on rating/program selection (i.e., 5YO) are obligated to two 12-month extensions, to be served consecutively, for a total aggregate of 24 months.

Use the following statement in conjunction with the required rating/program, extension statement:

"To establish eligibility for the Enlistment Bonus (EBSR/EBLP) and/or Enlistment Bonus for College Credit (EBCC), as applicable, per OPNAVINST 1160.9, COMNAVCRUITCOMINST 1130.8, and the naval message in effect at the time of initial enlistment. If I change my rating/program after accessing onto active duty, which may nullify my Enlistment Bonus (EBSR), this

extension is still in effect because of my continued eligibility for the Enlistment Bonus for College Credit.”

030503. ADMINISTRATIVE PROCEDURES. Classifiers are required to have all applicants accepting EB, EBCC, and/or EBLP read, sign and date a Statement of Understanding (NAVCRUIT 1133/102) and the NAVCRUIT 1133/52 applicable to the applicant's particular rating/program and incentive selection. The statement of understanding is necessary to make the applicant and pay personnel aware of the method of payment. The NAVCRUIT 1133/52 and NAVPERS 1070/621 or NAVPERS 1070/622 are required to document, among other things, the term of service and the maintenance and termination of the bonus. The following combinations apply:

a. FTS, SG, 5YO, AEF, ATF and NF Programs (non-prior service). NAVCRUIT 1133/52 Enlistment Guarantee with applicable guarantee annotated in option 1, and Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding.

b. NAVET PRISE III. NAVCRUIT 1133/72 NAVET PRISE III/Paygrade Reduction Annex with applicable guarantee annotated in option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding. Refer to chapter 1 of this volume, section 8 and 9 regarding enlistment bonus and SRB eligibility for NAVETs and PRISE III Program.

c. New Accession Training (NAT). NAVCRUIT 1133/52 for New Accession Training (NAT) Program Guarantee with applicable NAT guarantee annotated on option 1, bonus enlistment incentive and amount annotated on option 3, and NAVRES incentive agreement.

d. PACT Program. NAVCRUIT 1133/53 (PACT Program Guarantee) with applicable PACT Program guarantee annotated on option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding.

e. Prior Service. NAVCRUIT 1133/52 for Prior Service with applicable guarantee annotated on option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding. Refer to Chapter 1 of this Volume, section 8 and 10 regarding enlistment bonus and SRB eligibility for NAVETs and OSVETs.

f. Non-Acceptance. Applicants who are eligible for the EB Program and decline to accept must sign NAVPERS 1070/613 Decline to Accept Enlistment Bonus and annotate in option 2 of NAVCRUIT 1133/52.

Note: Combinations of EB and LRP are prohibited.

SECTION 6 COLLEGE FIRST PROGRAM (CFP)

030601. GENERAL. CFP allows qualified Active Component Non-Prior Service (NPS) Test Score Category (TSC) I-III A (AFQT \geq 50) Future Sailors to attend up to six months of post-secondary education leading towards an Associates/Bachelor's Degree or Vocational or technical certification related to the member's guaranteed program/rating prior to accessing onto active duty. Refer to the most recent naval message for eligible ratings/programs. The Navy will pay members accepted for this program the base subsistence of \$250 per month prescribed by law plus a supplement not to exceed \$225 per month. Members may be eligible for a second school term of stipend payments provided they have sufficient DEP time remaining and have proven academic performance. Members must reapply for a second school term of stipend payments. Continuation in the CFP for a second school term is not guaranteed.

a. Basic Eligibility Requirements. Members must continue to be eligible in all respects for their guaranteed rating/program.

(1) If a member has never attended a postsecondary institution, they must have a final high school Grade Point Average (GPA) of 2.8 or higher on a 4.0 scale.

(2) If a member is a past or present student of a postsecondary institution, they must have a 2.5 or higher GPA on a 4.0 scale. All CFP members must maintain a 2.5 or higher GPA (on a 4.0 scale) each school term to ensure continued CFP eligibility.

(3) Members must be TSC I-II A (AFQT \geq 50).

(4) For all participants, Degree core courses (English, History, Social Science, mathematics, etc.), Vocational/Technical courses that relate to the guaranteed rating/program, and courses that improve the member's performance in Navy training are required. Non-challenging and/or remedial course of study plans will not be approved.

(5) Members must attain a minimum of 12 semester hours (or quarter hour or vocational/technical training clock-hour equivalent) while in CFP.

(6) Members selected for CFP are required to commence their postsecondary education program within three months of their contract date or three months of their high school graduation date, whichever occurs last. Members must remain actively enrolled in such a status to obtain the required credit/clock hours. If remaining disenrolled for a continuous period of three or more months, members will be required to repay the government all money expended on the behalf.

b. Selection Process. After meeting basic enlistment eligibility and rating/program requirements, approval for CFP will be determined in a competitive process based on "whole-person" qualifications, quota availability, and Recruit Training Command (RTC) shipping requirements. The length of time an applicant may attend school prior to reporting to RTC will generally be restricted to one semester/quarter or six months (whichever is lesser) however, members with proven academic performance may be granted a second term in CFP provided sufficient DEP time remains. Acceptance for a second term is not guaranteed.

c. Member Entitlements. CFP participants will receive the base subsistence of \$250 per month prescribed by law plus a supplement not to exceed \$225 per month while in DEP for each month they attend a postsecondary educational program. The payment will not be pro-rated nor will it be retroactively awarded for any portion/month of a class currently in progress that is prior to the month of acceptance into CFP. If a participant attends class in a given month, after acceptance into CFP, they are eligible for a full stipend for that month.

d. Processing. Submit CFP applications via fax to NAVCRUITCOM CFP Manager as identified in the most recent naval message. Applications must include:

- (1) Exhibit 030601 College First Program Application with signature endorsement from the NAVCRUITDIST CO/XO only.
- (2) High School and postsecondary education transcripts.
- (3) Request for Examination (USMEPCOM Form 680 ADP).
- (4) Signed Exhibit 030602 College First Program Course of Study Plan detailing course of study for the time requested in CFP.
- (5) Waiver documentation for members requiring a rating/program waiver.
- (6) Education verification, if required.
- (7) A letter from an accredited postsecondary education institution stating the member is accepted for admission and providing a class starting date. Ensure the member is scheduled for accession into the Navy no later than 12 months (15 months if eligible) from the enlistment contract date upon DEP enlistment.

e. Administration. The NAVCRUITDIST CFP Coordinator will be designated by the Commanding Officer. CFP members must attend a postsecondary institution in the District from which they were recruited. Specific CFP coordinator responsibilities include:

- (1) Assist members in completing the exhibit 030602 College First Program course of study plan.
- (2) Assist members in completing the exhibit 030601 College First Program application and request any applicable waivers.
- (3) Assist members in completing the exhibit 030603 College First Program service agreement.
- (4) Direct approved 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) Ensure the member signs the exhibit 030603 College First Program service agreement in addition to all other enlistment documents. The NAVCRUITDIST CFP coordinator will ensure that accession documents are faxed to the NAVCRUITCOM CFP manager within 48 hours.

(6) Once enlisted, ensure CFP members attend DEP meetings in accordance with volume V of this instruction. Regulations governing contact with CFP members will be in accordance with volume V of this instruction.

(7) Assist CFP members with any administrative and/or stipend payment matters.

Note: Selection of future CFP members may be suspended for Districts that fail to assist program members with stipend payment and administrative matters in a timely fashion. Future selections will be reinstated when the NAVCRUITDIST CFP coordinator has resolved all stipend payment and administrative matters.

(8) Review student grades and records at the mid-point and end of the program entitlement period. Close monitoring and counseling is required to ensure adequate school attendance and performance.

(9) Ensure members maintain program eligibility for their rating/program. In the event a member becomes ineligible for accession while attending postsecondary education, the NAVCRUITDIST CFP coordinator must inform NAVCRUITCOM CFP manager and submit required waivers as soon as possible. Waiver criteria and submission procedures are the same as for non-CFP DEP members.

(10) Inform NAVCRUITCOM CFP Manager if a CFP member is applying for a Navy Officer Program.

f. Member's Responsibilities and Information

(1) CFP members are responsible for abiding by the terms of their contract, maintaining eligibility for their enlistment program, meeting and maintaining Navy physical readiness standards, and notifying the NAVCRUITDIST CO of any status change (including physical qualifications and civil/criminal involvement).

(2) Upon completion of the initial and, if authorized, subsequent school term, members must have official transcripts provided directly from their school to the responsible NAVCRUITDIST for submission to NAVCRUITCOM CFP Manager. 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 CFP.

(3) Members must provide a course of study plan, signed by an academic counselor, reflecting a course plan working towards an associates/bachelor's degree or vocational/technical certification. Degree core courses (English, history, social science, mathematics, etc.), vocational/technical courses that relate to the guaranteed rating/program, and courses that improve the member's performance in Navy training are required. Non-challenging and remedial course of study plans will not be approved.

(4) Members may not extend their RTC reporting date, cease classes, enter exchange programs, or transfer schools without written approval of NAVCRUITCOM CFP Manager.

(5) Members must maintain at least a 2.5 GPA (on a 4.0 scale) each term (if more than one is authorized) to remain CFP eligible.

(6) Members must maintain themselves in good standing in DEP. Failure to maintain liaison with their recruiter or failure to attend DEP functions without prior approval of their recruiter may subject them to disenrollment from the program.

g. Education Allowance Information

(1) This is a flat monthly allowance. If a member is in school for one day of the month they are entitled to the allowance.

(2) The allowance is not paid for months during which the member is not enrolled.

(3) The CFP does not pay for books and tuition. The member may use the allowance to pay for books, tuition, and other costs. Members are entitled to receive payment of qualifying loans through the Navy Loan Repayment Program (LRP) once accessed into the Navy.

(4) Members who do not satisfactorily complete CFP, are DEP losses, or do not access into the Navy will be required to repay the entire allowance. DFAS will initiate action to recover these costs upon notification. Exception to the education allowance recoupment requirement will only be granted in exceptional cases such as death or disabling injury of the applicant.

EXHIBIT 030601 COLLEGE FIRST PROGRAM APPLICATION

• College First Program Application			
• Name (Last, First, Middle):		• SSN:	• Age:
• Education Code:	• Post-Secondary Institution:		
• Degree/Certification:	• Major:	• School Term Start Date:	
• School Term End Date:	• Prospective Paygrade:	• DEP-in Date:	
• SF-86 Submission Date:	• Current PRIDE Ship Date:	• HS GPA:	• Post-Secondary GPA:
• Line Scores: • AR ___ AS ___ EI ___ GS ___ MC ___ MK ___ VE ___ AFQT ___ NAFT ___			• ASVAB Date:
• Qualification Verification:			
• 1. BEERs: _____ Yes ___ No ___ Date Verified: _____			
• 2. Rating/Program: _____ Yes ___ No ___ Date Verified: _____			
• 3. Academic GPA: _____ Yes ___ No ___ Date Verified: _____ GPA: _____			
• Documentation (attach required forms):			
• 1. High School Transcripts			
• 2. Post-Secondary Transcripts			
• 3. Request for Examination (USMEPCOM Form 680-ADP)			
• 4. Course of Study Plan			
• 5. Waiver(s) (if required; with additional documentation)			
• 6. NAVCRUITDIST ESS Education Verification (if required)			
• NAVCRUITDIST Discretionary Remarks:			
• For NAVCRUITCOM CFP Manager Use Only			
• NAVCRUITDIST CO Signature:		• Date:	
• NAVCRUITCOM CFP Manager Determination:			
• Approved: _____		• Disapproved: _____	
• NAVCRUITCOM CFP Manager Signature:		• Date:	

EXHIBIT 030602 COLLEGE FIRST PROGRAM COURSE OF STUDY PLAN

College First Program Course of Study Plan		
Name (Last, First, Middle):		SSN:
Post-Secondary Institution:		Degree/Certification:
Major:	Term Start Date:	Term End Date:
Previously Completed Post-Secondary Courses		
Course:	Grade:	Date Completed:
Proposed CFP Course of Study		
Course:	Credit Hours:	Degree/Cert Rqmnt?
This Course of Study Plan is reasonable and attainable in the time allotted. The prescribed schedule represents an advancing progression of classes towards the member's intended degree/certification.		
NAVCRUITDIST CFP Coordinator Signature:		Date:
Member's Signature:		Date:

EXHIBIT 030603. NAVY COLLEGE FIRST 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 rate/paygrade _____, under the provisions of the College First Program, I hereby acknowledge that:
- a. I am accepting entry into the College First Program. I am entitled to a base subsistence of \$250 plus a supplement not to exceed \$225 per month for every month that I attend classes under the College First Program.
 - b. In the event I fail to maintain qualifications and/or eligibility for training in my selected program or if I desired to change programs, reclassification into another rating/program may be requested via NAVCRUITCOM College First Program Manager and will be considered based upon my qualifications and the needs of the Navy.
 - c. If I remain qualified for my selected program and request voluntary disenrollment from the College First Program, I may be required to repay all money that I have received while in the College First Program.
 - d. 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 or I may discharge from the Delayed Entry Program. I understand that my new rating/program may require a different term of obligated service.
 - e. If at any time I am found not qualified, fail to maintain qualifications, or am removed from the College First Program, I may be required to repay all or some of the money I received in the College First Program. This will be considered a debt to the United States Government.
2. By enlisting in the U.S. Navy under the auspices of the Navy-College First Program
- I acknowledge that:
- a. I must maintain a term grade point average (GPA) of at least 2.5 on a 4.0 scale. If I fail to maintain the required 2.5 grade point average, I may be removed from the program and have to repay all money received.
 - b. I will be enrolled into the College First Program for one term, during the first term I may apply to extend for a second term.
 - c. I will not be allowed to increase my projected time in college, extend/or change my Course of Study Plan, or RTC reporting date, enter into an exchange program, or transfer schools without the specific permission of NAVCRUITCOM College First Program Manager.
 - d. I will enroll as a full-time student at my school during my time in the College First Program, and I am responsible for the payment of tuition, books, and related college debts.

EXHIBIT 030603 (cont'd). NAVY COLLEGE FIRST PROGRAM SERVICE AGREEMENT

(Typed or Printed Full Name)

(Social Security Number)

- e. I will have my school submit an official copy of my transcripts to NAVCRUITCOM College First Program Manager, via the College First Coordinator of the Navy Recruiting District to which I am assigned, within 30 days of completion of each semester/quarter that I am enrolled in College First or prior to shipping, whichever is earlier. I understand that failure to provide transcripts as required may result in having to pay back any money that I have received.
3. I understand that I will receive my allowance through the Direct Deposit System and that I must have a bank account.
4. No promises, either written or oral, have been made 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

SECTION 7 ADVANCED PAYGRADE PROGRAM

030701. GENERAL. All active component (AC) and reserve component (RC) non-prior service applicants are enlisted in paygrade E1 unless they qualify for enlistment in paygrade E2 or E3 by meeting one of the advanced paygrade qualifications listed in this Section. 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 Officer 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. Requests for advancement after enlistment cannot be approved by NAVCRUITCOM.

a. Documents. The recruiter shall brief all applicants that they must provide the documentation necessary to be awarded advanced paygrade before their ship 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.

b. Delays in Obtaining Transcripts

(1) When transcripts cannot be obtained prior to shipping, through no fault of the applicant, the NAVCRUITDIST Commanding (or Executive) Officer must enter the following in Section VI, Remarks of DD Form 1966:

(Date): Applicant shipped to RTC Great Lakes prior to receipt of college transcripts from (Name of Institution) due to (Reason). Upon receipt of said transcripts at PSD, RTC Great Lakes is authorized to advance the recruit to paygrade E2 or E3 effective the date the transcripts are received if credits earned meet COMNAVCRUITCOMINST 1130.8 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 or her responsibility to have transcripts delivered to PSD, RTC Great Lakes prior to graduation from RTC.

(Signature of NAVCRUITDIST CO)

(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 advanced paygrade who are currently enrolled, or will enroll, in a college program shall not be scheduled to ship less than 30 days after end of the term in which they are, or will be, enrolled.

030702. CRITERIA FOR ADVANCED PAYGRADE

a. College Credits

(1) Criteria. Persons who have satisfactorily completed 24 semester hours or 36 quarter hours of college credits may be enlisted in paygrade E2. Applicants who have satisfactorily completed 48 semester hours or 72 quarter hours of college credits may be enlisted in paygrade E3. College credits earned via classroom, online, or distant learning must be from a U.S. community college, college, or university accredited for postsecondary education and listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov>. Remedial courses are NOT authorized for use in determining whether an applicant qualifies for Advanced Paygrade.

(2) Verifying Eligibility. Either official transcripts or student copy transcripts may be used to verify advanced paygrade eligibility providing there is no evidence of any transcript tampering. A degree issued by an institution listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov> (such as Associate, Bachelor, etc.) may be used to verify completion of the required credit hours. If the applicant is enlisted as a HSDG based on satisfactory completion of 15 semester/22 quarter hours, the hours cannot also be applied to advanced paygrade.

b. Foreign Education. Applicants with college-level foreign education who have satisfactorily completed the U.S. equivalent of 24 semester (36 quarter) hours may be enlisted in paygrade E2. Applicants who have satisfactorily completed the U.S. equivalent of 48 semester (72 quarter) hours of college may be enlisted in paygrade E3. Submit foreign education documents to the NAVCRUITDIST Education Service Specialist (ESS).

c. Navy Sea Cadet Corps. Applicants from the Navy Sea Cadet Corps may be enlisted in paygrade E2 or E3 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 E2 or E3 in the Navy 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 E2.

e. Junior ROTC Program. Applicants who are accepted for enlistment, and who provide evidence of successful completion of two years of any Junior ROTC Program are entitled to enlist in paygrade E2. Those applicants who have been awarded a certificate of successful completion of three years of any

Junior ROTC Program, under any military department, are entitled to be enlisted in paygrade E3 upon presentation of the completion certificate or high school transcripts showing successful completion.

f. Scouting. Applicants who provide evidence of successful completion of Eagle Scout or the Girl Scout Gold Award requirements are entitled to be enlisted in paygrade E3. (Certificate must be the official award certificate issued by the Boy/Girl Scouts of America).

g. Sea Scouts. Applicants who provide evidence of successful completion of requirements for Quartermaster in the Sea Scouts are entitled to be enlisted in paygrade E3.

h. Young Marines. Applicants who provide evidence of having been designated an E5 in the Young Marines are entitled to be enlisted paygrade E2.

i. Vocational/Technical School. Applicants who have successfully completed 1,080 classroom hours at an accredited vocational/technical school may be enlisted in paygrade E2. Applicants who have successfully completed 2,160 classroom hours at an accredited vocational/technical school may be enlisted in paygrade E3. The vocational or technical training must 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 two years at, and successfully graduated from, an accredited high school-level military academy may be enlisted in paygrade E2. Applicants who have successfully completed three years at, and subsequently graduated from, an accredited high school-level military academy may be enlisted in paygrade E3.

k. DEP Referrals. Future Sailors who refer qualified applicants that subsequently DEP into the Navy may be authorized advanced paygrade to E2. The current program requirements can be found in Volume V of this instruction.

(1) Definition of a Referral. A referral provided by an applicant to qualify for advancement must fall into one of the following categories:

(a) A future Sailor provides the recruiter with the name of a new prospect or introduces the recruiter to a new prospect. This includes referrals provided up to six months before the future Sailor's enlistment date, when it is documented that the future Sailor could not DEP-in earlier through no fault of his or her own (e.g., age, temporary medical reject, etc.).

(b) A future Sailor 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 six months after the unsuccessful follow-up and the future Sailor's efforts must be documented as the reason for successfully contracting the prospect.

(2) Effective Date. The effective date of advancement will be the date the qualifying referral enlists (including DEP enlistment) or the date the future Sailor who made the qualifying referral 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) are not credited toward advancement.

(4) No Credit. No credit is awarded when:

(a) The future Sailor is answering the telephone in the recruiting station for the recruiter.

(b) The future Sailor is calling names of people unknown to him/her from a list provided by the recruiter.

(c) The future Sailor helped the recruiter with an applicant that they are currently working.

1. Completion of DEP Guide Personal Qualification Standards (PQS) and Initial Fitness Assessment (IFA)

(1) Criteria. E1 recruits who pass a written test at Recruit Training Command (RTC), and pass an uninterrupted PFA with a score of satisfactory will be advanced to E2 effective from their Active Duty Service Date (ADSD). Completion of the DEP GUIDE PQS will be confirmed by the Classifier in PRIDE under the "TPCON" column using one of the following codes:

N = DEP PQS process has not been started

I = DEP PQS process is started but is incomplete

Y = DEP PQS process is complete

(2) Verifying Eligibility. Any Navy Recruiting personnel may sign off PQS line items. When the new recruit ships to RTC, MEPS Liaison personnel must annotate completion of the PQS in the "CONFIRM" subroutine of PRIDE.

(3) Although Commanding Officer, Recruit Training Command, has been granted advancement authority, Commander, Navy Recruiting Command retains overall responsibility for program management. CO RTC is authorized to advance E-1 Recruits to E-2 without a page 13 contingent upon their passing the written test and the first uninterrupted PFA with a Satisfactory.

030703. DOCUMENTATION. To document advancement authorization, make an entry in Section VI, Remarks, of DD Form 1966 for all eligible members as shown in Volume III.

SECTION 8 NAVY COLLEGE FUND PROGRAM (NCF)

030801. GENERAL. NCF is a program that offers enlistees in selected programs education incentives in addition to the basic 36-month MGIB benefits. All enlistment contracts require a four, five, or six-year obligation.

030802. QUALIFICATIONS. All applicants for enlistment in this program must meet basic enlistment eligibility requirements delineated in Volume II and rating/program requirements as applicable. The following additional criteria apply:

a. Test Score Category. Applicants must be in test score categories I-III A (AFQT \geq 50).

b. Education. Applicants must be HSDG as described in Volume II of this instruction. High school seniors may be enlisted in DEP under the NCF Program provided there is a reasonable assurance that they will graduate.

030803. OBLIGATED SERVICE. Total military service obligation is eight years. The initial four, five, or six-year enlistment will be performed on active duty. The remaining obligation is performed in the Individual Ready Reserve (IRR).

030804. DISBURSEMENT OF FUNDS

a. Montgomery GI Bill. Enlistees in NCF must participate in MGIB by having \$100 per month deducted from the pay during their first 12 months of active duty. This \$1,200 is non-refundable.

b. Disbursements. Payment is made through the Veteran's Administration. The NCF entitlement ranges from \$150 to \$950 monthly, in addition to the regular MGIB benefit. Actual amount will depend on the program and/or accession date guaranteed to the applicant at the time of DEP. The incentive levels are specified in the current GENADMIN NCF and LRP message. Payments for part-time enrollment are based on the number of classes taken. Individuals must 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 eight years for the NCF program. Any subsequent modification made to the individual's program or accession date while in DEP could have an adverse effect on 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 begin collecting benefits after completing two years of continuous active duty service. Payments made while the enlistee is on active duty or while in an education program 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.

030805. LOAN REPAYMENT PROGRAM. Applicants electing NCF are not eligible for the Loan Repayment Program. There are no exceptions to this policy.

SECTION 9 BUDDY PROGRAM

030901. GENERAL. The Buddy Program provides for the enlistment of small groups (not more than four males or four females) who desire to remain together throughout Recruit Training. The program is designed to stimulate enlistment by fellow high school graduates and others from a local area and to assist enlistees during the civilian to military adjustment period. Mutual assignment under the Buddy Program is restricted to Recruit Training only.

a. Enlistment is restricted only in that all individuals commence recruit training on the same date. Any mixture of enlistment ratings or programs is authorized. Recruiters shall make clear that recruit training is approximately eight weeks in durations and does not include subsequent apprenticeship training.

b. Program Restrictions

(1) Buddy groups shall not consist of more than four individuals.

(2) All members of any one Buddy Group must be enlisted on the same day, at the same MEPS, and arrive at RTC together.

c. Documentation. NAVCRUIT 1133/52 is used to delineate basic program and service guarantees.

d. Separation by Extenuating Circumstances. All applicants enlisting under this program are guaranteed assigned to the same recruit company however, recruiters must explain to enlistees that extenuating circumstances may require that they separate during or subsequent to the Recruit Training period due to:

(1) Illness or other medical reasons.

(2) Failure to show satisfactory progress in Recruit Training.

(3) Failure of one or more of the group to meet minimum requirements for Recruit Training.

(4) Failure to meet minimum water survival qualifications.

(5) Request of any member of a Buddy Group to be dropped from the group. Guarantees remain in effect for the other members of that particular Buddy Group.

(6) Other circumstances resulting in a delay during or subsequent to Recruit Training.

e. Reports of Buddy Separation. In the event information is received that an enlistee is prematurely separated from the guaranteed buddy group, NAVCRUITDIST personnel must expeditiously determine whether the separation was justified, related to extenuating circumstances outlined above, or the result of administrative error. When the separation is due to administrative error, personnel of the appropriate NAVCRUITDIST must initiate corrective action. In this regard, direct liaison with RTC recruit coordinating office is authorized. If the NAVCRUITDIST cannot resolve the matter, assistance from NAVCRUITCOM (N32) should be requested. To prevent such situations, recruiters shall counsel all buddy program enlistees concerning action to

take when a recruit believes that he/she has been wrongfully separated from his/her Buddy Group. Such counseling shall include:

(1) The importance of reporting separation from the group to the liaison petty officer as soon as possible after arrival at RTC.

(2) Notifying the Receiving Officer in cases of assignments to different recruit companies.

f. Review. Prior to the recruits' departure from MEPS on the day of enlistment the MLPO or other NAVCRUITDIST personnel must physically review NAVCRUIT 1133/52 to ensure that the Annex is completed correctly.

SECTION 10 SPECIAL RECRUIT COMPANIES

031001. FORMATION. NAVCRUITCOM (N32) may authorize the formation of Special Recruit Companies. Requests must be received at NAVCRUITCOM HQ at least six months in advance of the desired enlistment date. 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.

a. The size of a recruit company at Recruit Training Command is governed by the size of RTC berthing facilities. For this reason, the size of special recruit companies is limited to 78 minimum and 88 maximum. The minimum size is specified to utilize available berthing space properly. Any excessive attrition of recruits during training due to medical causes, dental treatment, or the need for special preparatory training will require dilution of the special recruit company by assigning other recruits, thereby detracting from their special designation.

b. Commanding officers are encouraged to make maximum use of local facilities to determine the water survival qualifications of as many recruits as possible, e.g., requiring Red Cross or YMCA swimming certificates. Water survival qualification is the single greatest cause of remedial training that violates special recruit company integrity.

031002. PROCEDURES. Upon NAVCRUITCOM (N32) special recruit company approval, the NAVCRUITDIST CO and NAVCRUITREG commander will be advised of the approved date via letter. All special recruit company applicants will receive program reservations or guarantees through classification within PRIDE. No school seats are set aside specifically for these companies as this practice is incompatible with optimal classification.

a. 15 days before enlistment of a Special Recruit Company the NAVCRUITDIST CO notifies Recruit Training Command via message with information copies to NAVCRUITCOM (N32 and N9), the Navy region commander, the Navy service training command, and the NAVCRUITREG commander of the following information (in code form):

- (1) ALFA - Estimated number that will be enlisted
- (2) BRAVO - Planned enlistment date
- (3) CHARLIE - Estimated time of arrival at RTC
- (4) DELTA - Designation of special recruit company

031003. PUBLICITY. The publicity effort given this program is the key to its success. Every means available to the commands concerned must be fully utilized to ensure that each drive culminates with the enlistment of a full company on the day the 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 NAVCRUITDISTs, Naval Service Training Command, Recruit Training Command, and region commanders. Appropriate publicity in local newspapers, radio and television stations, and by bands, parades, demonstrations, and exhibits are only a few of the methods that may be featured in these drives. The publicity effort must continue through the training and recruit leave periods. RTC will provide detailed

weekly progress reports to the Region Commander and NAVCRUITDIST CO, as applicable, with the best possible new material. RTC will also provide ample notification of graduation dates and provide the NAVCRUITDIST with all available information on the return of any group. The NAVCRUITDIST 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 as a group.

031004. VIP INTEREST. If any prominent person is interested in the formation of a Special Recruit Company, the NAVCRUITDIST CO shall inform NAVCRUITCOM (N32) of the particular case. This information shall be forwarded to NAVCRUITCOM at the earliest opportunity in order that NAVCRUITCOM may render necessary assistance.

031005. IMPLEMENTATION AND FOLLOW-UP. NAVCRUITREG Commanders will supervise the implementation of this program within their region. If, in the opinion of the NAVCRUITREG commander, any unusual methods or procedures have been used in the formation of a particular Company that might be of value to other NAVCRUITDISTs, a report summarizing the procedures employed shall be submitted to NAVCRUITCOM (N32 and N9) with a copy to all NAVCRUITREG Commanders.

SECTION 11 U.S. NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

031101. GENERAL. The NAPS Program provides for enlistment of eligible Naval Academy candidates in the Navy Reserve 2YO Program. The candidate selection and notification process is normally completed by late May of each year. Superintendent, U.S. Naval Academy sends an individual letter to the accepted candidate (with copy to CO, NAVCRUITDIST) providing authorization and instructions. The candidate must telephone the nearest NAVCRUITDIST to facilitate enlistment processing before a date established by the Naval Academy and no later than 10 July. The NAVCRUITDIST schedules any pre-enlistment requirements and all appropriate planning for the enlistment ceremony (before the 10 July enlistment date deadline). The letter of selection will include an information packet with instructions to the candidate and additional instructions for NAVCRUITDIST enlistment processing. Also included are forms and active duty order blanks to be completed upon enlistment of the candidate. Candidates provide for their own transportation, at their expense, for all pre-shipping processing unless the NAVCRUITDIST or local recruiter desires to provide such transportation. NAPS enlistees do not count toward NAVCRUITCOM accession goals.

031102. ENLISTMENT PROCESSING. If a candidate intends to accept the NAPS nomination, the NAVCRUITDIST R-OPS schedules enlistment processing for the 2YO Program (delayed active duty) subject to the following modifications:

a. ASVAB. Not required.

b. Physical Examination. No physical examination is required. Individuals have been found medically qualified by the Department of Defense Medical Review Board (DODMERB).

c. Enlistment with Advanced Paygrade. NAPS candidates are enlisted in the Seaman Apprenticeship and are authorized to be enlisted E2 or E3 if qualified per volume IV, chapter 3, section 7.

d. Special Situations. Any questions that cannot be resolved at the NAVCRUITDIST level (such as moral waivers or applicants found not enlistment eligible for any other reason) must be directed to the Naval Academy guidance office (telephone: (410) 293-1858 or Toll Free (888) 249-7707, extension 31840, in CONUS (excluding Maryland)).

e. Forms. The NAVCRUITDIST retains one copy of the following enlistment documents, in the residual file, for a period of two years.

(1) DD Form 1966

(2) DD Form 4

(3) NAVPERS 1070/613 entries are provided with the Naval Academy letter of selection. No other NAVPERS 1070/613 entries are required.

(4) NAVPERS 1070/602 (Dependency Application/Record of Emergency Data) entries are provided with the Naval Academy letter of selection. If no NAVPERS 1070/602 is attached or if the form is lost, complete a DD Form 93 (Record of Emergency Data).

(5) Eight copies of the active duty orders, prepared using order blanks provided with the selection letter. Forward one copy of the active duty orders to Superintendent, U.S. Naval Academy (Attn: Candidate Guidance

Office), Annapolis, MD, 21402, and one copy to NAPS, Naval Education and Training Center (NETC), Newport, RI, 02841.

f. Complete and mail a NAVPERS 7041/1 (Travel Information Card) per BUPERSINST 7040.6 (Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy), Financial Management Guide).

g. 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 member's paygrade. PSD Newport sends verified and corrected original enlistment documents directly to NAVPERSCOM (PERS-31) for creation of the electronic personnel record.

031103. REPORTING ENLISTMENT. After the candidate is enlisted, the NAVCRUITDIST must immediately report the enlistment by telephone to the Naval Academy guidance office. The NAVCRUITDIST must also ensure that the provisions of this instruction are closely followed when processing 2YO enlistments through the MEPS.

031104. 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
Telephone: Comm: (401) 841-6966/4303

b. NAPS candidates are authorized to travel to Newport, RI by private automobile. They are reimbursed for mileage allowance after reporting. If the candidate desires government transportation, complete a U.S. Government travel 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.

SECTION 12 NAVY MUSIC PROGRAM

031201. GENERAL. The Navy Music Program provides for both DEP and immediate enlistment/reenlistment of qualified male and female applicants with guaranteed training for ultimate assignment to official Navy Fleet Bands. 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 detailed separately in article 031204. United States Navy Band, Washington, DC, and U.S. Naval Academy Band, Annapolis, MD, are designated premier bands.

Applicants cannot enlist or reenlist for the MU rating without prior approval of Director, Fleet Band Activities. Due to fluctuating NEC (instrument) accession requirements, initial contact with the MU Detailer or MU audition supervisor at Fleet Band Activities is essential.

Director, Fleet Band Activities
NSA Mid-South Bldg. 780
5722 Integrity Drive
Millington, TN 38054-5015
Telephone: (901) 874-4316
Facsimile: (901) 874-2614
Toll Free: 1-866-827-5672
Website: <http://www.navyband.mil/navymusic.html>

031202. ELIGIBILITYa. Application and Audition Procedures

(1) The applicant's musical qualifications are determined by an on-site performance audition.

(2) Contact the Fleet Band Activities MU audition supervisor at (901) 874-4316 to schedule an audition. Audition sites are listed in Article 031202c, or found online at: <http://www.navyband.mil/navymusic.html>. Prior to scheduling the audition, each applicant should receive a basic preliminary screening by their recruiter to determine enlistment eligibility. Applicants should not sign a Delayed Entry Program (DEP) contract prior to scheduling an audition.

(3) Following the audition, the audition site will fax or email the applicant's performance report, application for the Navy Music Program (NAVPERS 1130/11), any pertinent letters of recommendation (not required), and DVD of audition to the Fleet Band Activities office. After processing, Fleet Band Activities will fax or email letters of approval or disapproval to the appropriate NAVCRUITDIST listed on the application. Recruiters must contact the applicant with the results of the audition.

b. Technical Qualifications

(1) Performance Ability. Applicants must demonstrate competent performance ability on a major instrument through a live audition. Proficiency on multiple instruments is not a requirement. The following table lists the instrumental NECs.

NEC	Primary Instrument
3801	Flute Note: Must also display proficiency on piccolo as part of the audition.
3802	Oboe
3803	Clarinet
3804	Bassoon
3805	Saxophone
3806	Trumpet
3807	French Horn
3808	Euphonium
3809	Trombone
3811	Tuba
3812	Guitar
3813	Percussion
3814	Piano/Keyboard
3815	Electric Bass
3825	Voice (Vocalist/Entertainer)

(2) General Skills and Knowledge Requirements(a) All woodwind and brass instrumentalist applicants:

Perform a minimum of one solo of their choosing. The solo should be considered standard repertoire for that instrument and should highlight the candidate's technical and lyrical proficiency. If candidates have a jazz background, they are encouraged to perform a jazz etude, transcription, or a standard with a backing track CD as part of their prepared material. Perform major and all forms of minor scales, with arpeggios throughout the range of the instrument, SIGHT-READ "first chair" parts of intermediate to difficult concert and stage band literature at a reasonable level. Music will contain various articulations, tempi, key signatures, etc.

(b) Keyboard, Guitar, and Electric Bass Instrumentalists:

Requirements for rhythm section players revolve around competency and versatility. Perform a minimum of one solo of their choosing. The solo(s) should highlight the candidate's technical and lyrical proficiency. Strong consideration is given to candidates with a jazz or commercial music background and who demonstrate these abilities during the prepared music portion using backing tracks. Perform major and all forms of minor scales with arpeggios throughout the range of the instrument. Applicants must demonstrate working knowledge of chords and common chord symbols; ability to perform standard and currently popular, contemporary styles (rock, latins, swing, funk, etc.). Candidates must demonstrate correct performance and accompaniment in the various styles and ability to SIGHT-READ single line and chord changes from standard sheet music of contemporary styles. Sight reading will include lead sheets, chord progressions, single note melodies,

etc. Keyboard and guitar applicants should expect to solo. Keyboard applicants must also be able to SIGHT-READ standard grand staff piano music.

(c) Percussionists: The percussion audition consists of 3 parts: Snare, mallets and drum set. Within each of these sections is prepared material and sight-reading.

- Snare: 26 rudiments from memory, and rolls in both open and closed positions. Prepared solo for both concert and rudimental snare. SIGHT-READ intermediate to advanced music from marches, concert band, and method book excerpts.
- Mallets: Perform prepared solo, 2 octaves major and all forms of minor scales and arpeggios. SIGHT-READ intermediate music.
- Drum set: Demonstrate typical patterns in a variety of standard and currently popular contemporary styles to include rock, funk, swing, Latins, etc. Sight read off a lead sheet and demonstrate ability to set up kicks.

(d) Vocalist/Entertainer: Vocalists should be comfortable jumping from one style to another, moving on stage, and entertaining the audience. Applicants must demonstrate capability to sing appropriately within various styles and must be comfortable as a front-line entertainer. Candidates will perform the National Anthem in B Flat and six prepared songs of different styles chosen from the song list posted on our website: <http://www.navyband.mil/navymusic.html>. An accompaniment CD for their selected songs will be sent to the applicant two weeks prior to the audition. Perform major and all forms of minor scales with arpeggios two octaves. SIGHT-READ single melodic lines from standard sheet music. Applicants will be judged on vocal and mic technique, and stage presence. Although not required, an ability to perform basic accompaniment styles on keyboard or guitar is encouraged as part of the audition. Auditions for vocalist/entertainer will be videotaped and submitted to Fleet Band Activities with the application package.

c. Official Audition Sites

Naval Academy Band
U.S. Naval Academy
101 Buchanan Road
Annapolis, MD 21402-5080
(410) 293-1253

Navy Band Northeast
Naval Station Newport
347 Easton Street
Newport, RI 02841-1516
(401) 841-2479/2506

U.S. Fleet Forces Band
370 8th Avenue
Norfolk, VA 23151-4298
(757) 444-6777

PACIFIC Fleet Band
380 Neville Way
Pearl Harbor, HI 96860-4910
(808) 474-4151

Navy Band Great Lakes
2815 Barry Place
Building 150
Great Lakes, IL 60088-2816
(847) 688-4760

Navy Band Southwest
NBC North Island
Box 357021
San Diego, CA 92135-7021
(619) 545-6478/98

Navy Band Southeast
P.O. Box 62

Navy Band Northwest
1103A Hunley Road

VOLUME IV - PROGRAMS AND CLASSIFICATION

COMNAVCRUITCOMINST 1130.8K

JULY 2016

Naval Air Station Jacksonville
Jacksonville, FL 32212-0062
(904) 542-5611/16/21

Silverdale, WA 98315-1103
(360) 315-3447/48/52/55

SEVENTH Fleet Band (Yokosuka, Japan)
PSC 473, Box 86
FPO AP 96349-0086
011-81-46-816-6979

U.S. Naval Forces Europe Band (Naples,
Italy)
PSC 817, Box 47
FPO AE 09622-0047
011-39-081-568-6728

U.S. Navy Band
617 Warrington Avenue SE
Washington Navy Yard, DC 20374-5054
(202) 433-2864/6107

031203. ENTRY-LEVEL PAYGRADE AUTHORIZATIONS

a. High School Diploma Graduates. Authorized E2 upon entry onto active duty.

b. Some college and college graduates. Eligible applicants may also qualify for advanced paygrade per Volume IV, Chapter 3, Section 7.

031204. APPLICATION FOR ASSIGNMENT TO NAVY PREMIER BANDS

a. United States Navy Band, Washington, DC, is a special-duty Presidential support command, and U.S. Naval Academy Band, Annapolis, MD, is a special duty activity in support of the Navy's military academy. Members of these preferentially staffed 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, 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 Leader/Commanding Officer.

(1) Applicants interested in auditioning specifically for openings for U.S. Navy Band may write or call:

Audition Supervisor
United States Navy Band
617 Warrington Avenue SE
Washington Navy Yard, DC 20370-5054
Phone: (202) 433-2840/6107
Website: <http://www.navyband.navy.mil>

(2) Applicants interested in auditioning specifically for openings for 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) 293-3283/1253
Website: <http://www.nadn.navy.mil/USNABand>

b. Notes Regarding United States Navy Band Accessions

(1) Civilian applicants selected for assignment to the U.S. Navy Band do not attend Class "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 authorized advanced paygrade enlistment at E6 (MU1) effective upon completion of Recruit Training.

c. Notes Regarding U.S. Naval Academy Band Accessions

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(1) Civilian applicants selected for assignment to the U.S. Naval Academy Band do not attend Class "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 E6 (MU1) effective upon completion of recruit training.

031205. NAVCRUIT 1133/52 (ANNEX TO DD FORM 4). This form provides the service and training guarantee annex to the DD Form 4 and must be prepared in accordance with this instruction. When applicants are approved for enlistment as an MU, Fleet Band Activities will attach a sample NAVCRUIT1133/52 to the NAVPERSCOM authorization letters, which will list applicable guarantees. Refer to NAVCRUIT 1133/52 (Enlistment Guarantees), with option 1 properly annotated to indicate a guarantee for MU/SG with either Class A School, Naval Academy Band, or U.S. Navy Band.

SECTION 13 DIRECT PROCUREMENT ENLISTMENT PROGRAM (DPEP)

031301. PROGRAM INFORMATION. DPEP provides for the enlistment of applicants with civilian acquired postsecondary vocational or technical training and/or significant work experience. DPEP requirements apply to both Active and Reserve Component applicants except where component-specific criteria are identified.

a. Vocational/Technical Training. Applicants who have completed accredited civilian vocational/technical postsecondary training at an accredited institution comparable to the rating enlisting into, but have no significant work experience, may be eligible for enlistment in paygrade E3 as a designated striker.

b. Training and/or Experience. Applicants who have completed accredited civilian vocational or technical training and/or have one or more years of significant work and supervisory experience in a civilian field may be eligible for enlistment in paygrades E3 through E6 in critically manned (CREO Group 1 or 2) ratings. The applicant's training, work and/or supervisory experience must correlate directly to the rating for which enlisting. Refer to the most recent CREO NAVADMIN listing for rating entrance availability.

(1) Documentation of Self-Employment. Applicants must include at least two letters of reference (DD Form 370) documenting skills and experience comparable to the requested rating. Additional letters may be required to address the minimum time period for the requested paygrade. In addition, at least two of the following must accompany the application:

- (a) Current business or state license
- (b) Advertisement in telephone directory
- (c) Billing statement addressed to the applicant's business address

(2) Documentation of Employment. Document rating related civilian employment as follows:

(a) A resume detailing the training, work and supervisory experience required for the requested paygrade.

(b) A DD Form 370 from a minimum of 3 employers listed on the PSI/SF-86 that are applicable to the rating applying for.

Note: This information will be used to assist in determining the applicant's paygrade. Refer to section 031303.

c. Navy Rating/Civilian Occupation Equivalency Resource. The Occupational Information Network (O*NET Online) provides access to four occupation classification systems: Dictionary of Occupational Titles (DOT), Military Occupational Classification (MOC), Registered Apprenticeship Information System (RAIS), and Standard Occupational Classification (SOC). O*NET Online is accessible at <http://online.onetcenter.org/>. Click on the "Crosswalk" button to access the above classification systems. The Military Occupational Classification system allows entry of either the rating abbreviation (AE, etc.) or the rating long title (Aviation Electrician's Mate, etc.). If there is a corresponding civilian occupation, the system will return a listing of occupation(s) coupled with the respective Standard

Occupation Classification(s). Additionally, each listing contains an associated link for occupation details encompassing tasks, knowledge, skills, abilities, work activities, work context, job zone, interests, and work values. Compare the applicant's occupation qualification level with rating and paygrade requirements listed in NAVPERS 18068 (Navy Enlisted Occupation Standards) to determine the recommended rating and paygrade. All applications are considered on a case-by-case basis.

Note: The mere listing of occupations does not mean the applicant is qualified for the rating. Each individual's training and work history must be reviewed closely to determine the exact nature of the job and the rate and paygrade for which they may be best qualified.

031302. BASIC ELIGIBILITY. Applicants must meet all basic enlistment and specific program/rating eligibility requirements.

a. ASVAB. Applicants must meet ASVAB line score eligibility for entry into the requested rating.

b. Prior Service. Open to non-prior service and prior service. Personnel currently under a Navy Selective Reserve (SELRES) contract are ineligible. Skills obtained through previous military training and experience will be considered.

Note: Personnel who have served in the USN/USNR or other branches of service whose MOS/AFSC/NEC directly converts to a Navy rating are not eligible for enlistment under the provisions of the DPEP Program in the same rating unless they have been discharged for more than two years.

c. Physical. Meet prescribed physical standards for Navy service and rating entry requirements.

031303. TRAINING EXPERIENCEIn addition to the training and work experience requirements delineated below, applicants must meet the ability and knowledge requirements identified for the requested paygrade by NAVPERS 18068 (Navy Enlisted Occupational Standards). NAVCRUITCOM (N32) will make final paygrade determinations based on specific Enlisted Community Manager (ECM) input.

Paygrade	Minimum Years Work Experience	Minimum Supervisory Experience	Minimum Vocational or Technical Training Hours
E3	1	0	1,080
E4	2	0	1,080
E5	4	2	2,160
E6	7	4	2,160

Note 1: The vocational/technical training must be accredited and not part of a high school curriculum.

Note 2: Work experience and vocational or technical training compensation.

a. Every two additional years of work experience may be substituted for one year (1,080 hrs) of vocational/technical training.

b. Every additional 1,080 hours of training may be substituted for one year of work experience.

Note 3: College Education Compensation. 24 semester hours or 36 quarter hours of college credit earned in qualifying courses may be substituted for 1,080 vocational or technical training hours. College credit compensation may be substituted for vocational/technical training hours only for those credit hours earned in courses that are specifically related to the occupational field/rating in which the member is enlisting. For example: If a member is applying for the HM rating and has 3 semester credits in each of the following courses (English 100, Humanities 101, Biology 120, Emergency Medical Technician-EMT1, Statistics, Basic College Study Skills, Anatomy 100, and World History), then only the nine credits earned for the Biology, EMT, and Anatomy courses can be applied. The other credits were earned in subjects that are not specifically related to the HM rating.

Note 4: Supervisory experience cannot be substituted.

031304. TERM OF ENLISTMENT

a. Non-Prior Service

(1) DPEP enlistees incur an eight-year military service obligation (MSO) with a four-year commitment for Active component or a six-year SELRES commitment for reserve component (via NAT Program). Use NAVCRUIT 1133/52 to delineate basic program and service guarantees.

(2) Active component E-3 DPEP applicants may be provisionally DEP enlisted with NAVCRUITCOM (N32) approval if within 180-days of completing the 2,160 hours of required vocational/technical training. E3 DPEP applicants must sign a DD Form 1966, Section VI, Remarks entry if provisionally enlisted in DEP.

(3) DPEP enlistees will not be considered for other rating conversion programs until completion of their initial active duty or SELRES obligation.

b. Prior Service. Applicants will incur a minimum four-year commitment for Active Component or minimum three-year commitment for Reserve Component.

031305. RATES/RATINGS AUTHORIZED. Active and reserve component DPEP enlistment is restricted to only those ratings listed as CREO Group 1 or 2 in the most recent CREO NAVADMIN. The only exception is the Active Component for Hospital Corpsman (HM) NEC HM-8708 (Dental Technician) and HM NEC 8496 (Mortician). The following link will provide access to the most current SELRES CREO listing: <http://www.npc.navy.mil/NR/rdonlyres/24C24FAD-AB5B-4F31-A983-6E62588F379F/0/EnlistedSELRESManning24JUL07.xls>

031306. PROCEDURES

a. Program Qualification Determinations. Recruiters shall ensure potential DPEP applicants bring their vocational or technical school transcripts, resume of work experience, and previous or current employer letter(s) of recommendation to MEPS during initial enlistment processing.

The classifier will interview and screen the applicant to determine program qualification and submit a DPEP application to NAVCRUITCOM (N32).

b. Approval Authority. NAVCRUITCOM (N32) is final approval. In cases where the applicant's qualifications are deemed insufficient, lower paygrades and/or alternate ratings may be considered.

c. Enlistment Application

(1) Process DPEP enlistment application (EXHIBIT 031301) and forward to NAVCRUITCOM (N32). Requests must include a completed DPEP application, pre-enlistment kit, and the following:

(a) Licenses, certificates, and other credentials that would demonstrate that the applicant meets NAVPERS 18068 requirements for the requested rating and paygrade.

(b) Copy of vocational and/or technical school transcript(s) and a copy of course curricula.

(c) Copy of applicant's resume and employer references.

(d) Statement of security clearance eligibility and citizenship certification, if required for the recommended rating.

(e) Statement certifying that any special physical requirements have been met.

(f) Navy Occupation and Training History (Page 4) for NAVET personnel.

(g) Copy of all DD-214s, if applicable.

d. Reservations

(1) Active Component. Reservations for DPEP non-prior service and prior service applicants will be made through PRIDE and they will be classified into an Active Component Class "A" School seat for the rating in which approved for enlistment.

(2) Reserve Component.

(a) Reservations for DPEP non-prior service applicants will be made through PRIDE and they will be classified into a New Accession Training (NAT) Class "A" School seat for the rating in which approved for enlistment. They are entitled to any enlistment bonus authorized to NAT accessions.

(b) Reservations for prior service will be processed through CIRIMS and they will be classified into the rating for which approved.

031307. GENERAL APPRENTICESHIP AND PAYGRADE.

a. Active Component. All Active component applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E4 through E6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in article 031308.

b. Reserve Component.

(1) Non-prior service applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E4 through E6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in Article 031508.

(2) Prior service NAVET applicants will enlist in their approved paygrade as determined by NAVCRUITCOM (N32) with the exception of those previously separated in paygrades E3 and below. These member's must attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E4 through E6.

(3) OSVET applicants will enlist in their permanent paygrade, however, they must complete all requirements before a bonus will be paid.

031308. TRAINING TRACK

a. Non-Prior Service (Active and Reserve Component).

(1) Applicants attend recruit training at RTC, Great Lakes.

(2) Accessions will receive Navy Military Training (NMT) during the training pipeline and service record entries will be made on NAVPERS 1070/613 indicating the NMT subjects completed.

(3) Accessions will complete Sailor Development Continuum (SDC), Apprenticeship Core Curriculum, Course Identification Number (CIN) A-500-1000, prior to transfer to their first permanent duty station.

(4) Accessions approved for paygrades E4 through E6 will attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first duty station.

b. Prior Service.

(1) Active Component DPEP applicants attend Prior Service Indoctrination Training at TPU, Great Lakes.

(2) Reserve Component DPEP applicants will be ordered to the NOSC where they will be required to drill upon affiliation or enlistment.

(3) Active and Reserve Component accessions previously separated in paygrades E3 and below will attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E4 through E6.

c. All DPEP accessions that are required to report to RTC or TPU Great Lakes will be administered a rating assessment prior to commencing their technical training pipeline (Class "A" School) and may have the training tailored based on their knowledge, skills, and abilities. In most instances, this accelerated training is to fill in the gaps between their civilian acquired experience and specific rating requirements.

031309. SERVICE RECORD REQUIREMENTS

a. Enter the appropriate Program Enlisted For Code (PEFC) on the DD Form 1966. Utilize the appropriate PEFC in blocks 17f and 18m. The only exception is for prior service Reserve Component applicants who require "DPEP" to be entered in item 18m. Refer to Volume III for DD Form 1966 instructions and PEFC's.

b. NAVETs should have a copy of their original Navy Occupation and Training History (Page 4). Applicants who are in possession of these record pages are required to provide them for inclusion in their new Enlisted Service Record at the time of reenlistment. Complete a NAVPERS 1070/613, Administrative Remarks if the applicant did not receive these pages or if they have been lost or destroyed.

c. Insert a copy of the submitted report of availability in the member's service record.

d. A copy of DPEP related correspondence must be included in the individual's service record.

f. The front cover of the Enlisted Service Record must be distinctly marked or stamped "DPEP". Also stamp the cover with "NAVET" or "OSVET", as applicable, if the applicant has previously completed 12 or more consecutive weeks of active duty.

031310. RATING SPECIFIC REQUIREMENTS

a. Hospital Corpsman (HM)

(1) Civilian trained and certified surgical technicians, radiology technicians, laboratory technicians, pharmacy technicians, and cardio-pulmonary technicians may be enlisted under the following conditions. (

(a) Must possess a current, valid certification in their respective field.

(b) Must have proof of training from an accredited institution.

(c) Must provide two letters of recommendation from a civilian medical facility.

(d) A vacant billet must be available with the NEC for which the applicant is enlisting. NECs will be awarded when applicant's gain has been reflected in IMAPMIS. EPMAC 1221/2 (Navy Enlisted Classification (NEC) Change Request) is to be submitted with the enlistment kit. The form is available in CIRIMS.

NOTE: Upon reporting, NOSC must ensure that all RC DPEP applicants approved for HM rating attend HM Class "A" School at the earliest opportunity. No exceptions.

(e) Under no circumstances will a technician be enlisted into a general duty HM billet.

(2) Medical Assistants. Certified Medical Assistants (CMA) may be enlisted into a general duty HM billet. They must have a current

certification in Medical Assisting from the American Association of Medical Assistants.

(3) Nurse Assistants. Certified Nurse Assistants (CNA) are not eligible for enlistment as an HM under the DPEP Program.

b. Mortician (HM-8496)

(1) Must satisfactorily complete a mortuary science course at a school accredited by the American Board of Funeral Service Education, Inc.

(2) Must hold a current license to practice as a mortician from one of the 50 States or the District of Columbia.

(3) Refer to the most recent Enlistment Bonus GENADMIN to determine any bonus eligibility.

(4) Applicants will be assigned the HM-8496 NEC upon successful completion of HM "A" School.

c. Dental Hygienist (HM-8708)

(1) Must have completed an Associate's Degree in Dental Hygiene (Associate's in Science or Applied Science Degree (AS or ASS)). The institution must be accredited by an accrediting group, which is recognized by the commission on recognition of post-secondary accreditation (CORPA).

(2) Must have normal color perception and vision correctable to 20/20.

(3) If currently a student, provide the following:

(a) Letter of recommendation from the Director, Dental Hygiene program.

(b) Documented interview with two clinical supervisors. Phone interviews are acceptable.

(c) Copy of transcript prior to entering active duty showing program completion and award of degree.

(4) If working in field less than one year, provide a letter of reference from school program director or current employer.

d. Master-at-Arms (MA)

(1) Law Enforcement Officer with Experience. The applicant must possess a certificate indicating graduation from a course of instruction by one of the following:

(a) Federal Law Enforcement Training Center, Glynco, GA and not in a "recruit police officer" or "probationary police officer" status.

(b) State government law enforcement academy and not in a "recruit police officer" or "probationary police officer" status.

(c) Approved county and local government law enforcement academy and not in a "recruit police officer" or probationary police officer" status.

(d) Graduates of State, county, or local academies must possess a certificate indicating successful completion of Peace Officer Standards Test (P.O.S.T) at either the basic, intermediate, or advanced level.

Note: Certificates from a non-governmental, private, for profit, or non-profit academy (e.g., ABC Law Enforcement Academy, ABC Criminal Justice Academy, etc.) are not acceptable.

(2) Corrections, Probation, Parole Officer with Experience. Applicants must possess a certificate indicating graduation from a course of instruction by a government criminal justice, corrections, probation, or parole academy as listed below:

(a) Federal Law Enforcement Training Center, Glynco, GA, and not in a "recruit" or "probationary" status.

(b) Approved State governmental criminal justice, corrections, probation, or parole academy and not in a "recruit" or "probationary" status.

(c) Approved county/local governmental criminal justice, corrections, probation, or parole academy and not in a "recruit" or "probationary" status.

Note: Certificates from non-governmental, private, for profit, or non-profit academies (e.g., ABC Corrections Academy, ABC Criminal Justice Academy, etc.) are not acceptable.

(3) Security Practitioners with Experience. Applicants must possess a Certified Protection Professional certificate and will be considered on a case-by-case basis.

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EXHIBIT 031301. DPEP APPLICATION

NAVCUITDIST:		NAVCUITSTA:		Date:		
Applicant:				SSN (LAST 4):		
DOB/Age: /		Requested Rating:		Requested Paygrade:		
Related Civilian Work Experience						
Employer	Occupation Title	Years	From	To		
Supervisory Experience						
Position/Title	Number Of Subordinates	Years	From	To		
Vocational/Technical Training						
School	Location	Hours	From	To		
Certifications/Credentials Earned						
Type	Purpose/Use	Issuing Authority	Date			
Prior Military Service						
Branch	Component	From	To	MOS/Rate	Paygrade	Re-Code
Rating Requirements						
Does the applicant meet moral, physical, citizenship, security clearance, ASVAB line score, and all other rating requirements?					Yes	
					Needs Waiver	
Type Of Waiver Required, If Any:			Waiver Authority:			
Comments/Recommendation:						
NAVCUITCOM (N32) Use Only						
Meets NAVPERS 18068F Requirements? Yes No		Approved	Disapproved	Returned	Rating: Paygrade:	
Signature:			Control Number:		Date:	
Special Comments/Remarks:						

CHAPTER 4 ACTIVE COMPONENT CLASSIFICATION

SECTION 1 NAVY SUPPLEMENTARY TEST ADMINISTRATION

040101. TESTING RESPONSIBILITIES. As set forth in COMNAVCRUITCOMINST 5400.1, testing responsibilities are:

a. Classifiers identify security requirements for all test materials; administer, score, and verify the Navy Advanced Programs Test (NAPT), the Defense Language Aptitude Battery (DLAB), and Typing tests; and convert raw scores to Navy Standard Scores.

b. Education Services Specialists establish positive relationships between Navy recruiting personnel and the education community; maintain detailed records of the Student ASVAB; conduct NAPT or DLAB testing as required; and train all newly reporting recruiters on education liaison functions.

c. NAVCRUITDIST Testing Personnel shall be designated in writing by the NAVCRUITDIST CO. Only the below listed personnel shall be designated as testing personnel authorized to administer Navy Supplemental Tests:

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers
- (3) Enlisted Processing Division Supervisors (EPDS)
- (4) E7 and above personnel attached to the NAVCRUITDIST.
- (5) E6 and above NAVCRUITDIST Nuclear Field Coordinators (NAPT only).
- (6) Test Control Officer (TCO)/Assistant Test Control Officer (ATCO).

Note: Written authorization must be in the format of Exhibit 040101. NAVCRUITDIST CO may designate one officer to be the NAVCRUITDIST TCO, and one or more officers to be the ATCO for both enlisted and officer programs. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual - Enlisted) and COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual - Officer). All personnel authorized to administer/monitor aptitude and screening tests must be thoroughly knowledgeable of, and adhere to, correct test procedures and security measures to ensure test results provide a reliable measure of applicants' abilities.

d. TCOs and ATCOs must be commissioned officers. One or more ATCOs may be designated to assist and be directly accountable to the TCO. TCOs are responsible for:

- (1) Establishing and maintaining procedures for adequate test security per Article 040104.
- (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 materials.

(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) Periodically reviewing the testing practices of Test Administrators.

(7) Each time an applicant is tested the Test Administrator must:

(a) Check the applicant's Social Security Number (SSN) (refer to Volume II for allowable documents) and ensure that the applicant's name and SSN are written on the answer sheet.

(b) Ensure the applicant signs 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)."

(c) Sign the applicant's statement as a witness.

Note: Applicants whose score is very close to qualifying, and who might otherwise be entirely acceptable, will likely be disappointed by being rejected for their desired program. For this reason, all test administrators must emphasize to applicants that there is no passing or failing grade. Avoid use of language in conversations and correspondence with applicants that indicate failure such as "did not make a qualifying score" or "did not score above the cut score."

040102. NAVY SUPPLEMENTARY TEST PROCUREMENT

a. To request NAPT materials, see Article 040108e.

b. Request DLAB materials by letter to the Deputy Chief of Naval Operations (N13F) via Naval Education and Training Professional Development and Technology Center (NETPDTC N3217) and NAVCRUITCOM (N3).

040103. TRANSMITTAL OF NAVY SUPPLEMENTARY TEST MATERIALS

a. Packaging and Mailing. All test materials must be double-wrapped and tape-sealed on the top, bottom, and at the ends of the inner wrapper so as to expose any attempt to compromise contents. Materials must also be transmitted by USPS registered mail and a delivery receipt must accompany each package.

b. Labeling. The inner and out envelopes must reflect the address of both the sending and receiving commands. The inner wrapper must be plainly marked.

- on the tape seal, and
- on both sides at the top and bottom, and

- at both ends,

"TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO
HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL"

c. DLAB Material. The inner wrapper must be plainly marked with the following:

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

040104. SECURITY OF NAVY SUPPLEMENTARY TESTS AND TEST MATERIAL

Note: For the NAPT, see section 040108.

a. Classification testing material and answer keys shall be maintained in storage containers located with authorized Test Administrators. Written accountability of test material shall be maintained at all times. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 provide guidance regarding secure item proper storage requirements. A complete inventory shall be conducted each time the safe or container is opened. At a minimum, include the following in the log entry when accessing test materials:

- (1) Time and date of opening and closing.
- (2) Name, rate, and signature of individual accessing the material.
- (3) List of material(s) removed and the date and time of return.
- (4) Reason for removing material(s).
- (5) Complete list, by title and serial number, of each item currently stored.
- (6) A signed entry stating the safe/container was not opened on workdays the safe/container is not accessed.

b. Do not reproduce test material in any manner without written authorization. Violations are punishable under the UCMJ.

c. DLAB tests shall only be graded at locations where the answers keys are stored and only by those individuals authorized to administer the test(s).

d. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.

e. Properly designated NAVCRUITDIST testing personnel are authorized to transport tests other than the NAPT (but not answer keys) without prior approval from DCNO or NAVCRUITCOM provided the below procedures are followed:

- (1) Do not leave any test material unattended in vehicles, motel rooms, etc. If it will be impractical to store the exams in an authorized location (a recruiting station's safe or locking metal file cabinet) during overnight travel, do not perform the travel.

(2) Transport test materials in separate locked containers and store them in Navy recruiting stations when overnight storage is required. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 apply. A locking hard-sided brief case in good repair is acceptable for use as a locked container when it is necessary to transport tests to a remote testing site.

(3) Recruiting station personnel may only accept material from Test Administrators in a locked container. Overnight storage must be in accordance with SECNAVINST 5510.36 and MILPERSMAN article 1236-030, which specify a minimum of a non-portable locking metal file cabinet or safe.

(4) The test administrator must conduct a complete inventory of the test material after retrieving the locked container.

(5) DLAB materials must be returned to the storage location from which they were originally obtained with 45 days of removal.

f. Test materials are not permitted on overnight trips if the specified recruiting station does not have an appropriate storage container.

040105. DESTRUCTION OF NAVY SUPPLEMENTARY TEST MATERIAL

a. The NAVCRUITDIST retains DLAB answer sheets for two years. Properly designated personnel shall supervise the burning or shredding of these materials.

b. When test materials become so worn or defaced as to be unfit for further use, transmit materials as specified by MILPERSMAN Article 1236-030 for disposition.

(1) Forward DLAB material to NETPDTC (N3217).

040106. DEFINITIONS OF TEST COMPROMISE

a. Prohibited Actions. The following actions and situations are expressly prohibited, constitute possible test material compromise, and require investigation or resolution under pertinent regulations:

(1) Oral or written discussion of test material contents with any individual not authorized material access.

(2) Oral or written discussion of test material contents by an examinee with any other individual under any circumstances.

(3) Examinee questioning of any official designed to gain knowledge of test material contents.

(4) Development, construction, reproduction, distribution, or possession of any local test, practice test, or pretest except as authorized by NAVCRUITCOM (N3).

(5) Reproduction or copying of any test material, in whole or in part, except blank Enlistment Screening Test (EST) or NAPT answer sheets.

(6) Removal of any test material from the examining room by an examinee.

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(7) Leaving an examinee or group of examinees unsupervised during a testing session with the exception of the EST.

(8) Failure to account for the location or disposition of all test materials at any time.

(9) Transferring test material except as delineated by Article 040103.

(10) Destruction of test material except as delineated under this section.

(11) Conduct of any official, unofficial, formal, or informal training session or course designed to "teach the test" or which emphasizes knowledge or other information known to be covered by any Navy Supplementary Test. This does not include issuing the Navy Correspondence Course Math-Volume I or NKO based math courses to future Sailors and applicants before taking or retaking the NAPT. Recruiters shall not provide any explanation of the methods used to derive correct answers in the pamphlet entitled Your Career Starts Now. This action constitutes a training session.

(12) Opening or tampering with any package containing test materials by any individual not officially authorized to handle Navy Supplementary Test material.

(13) Improper storage of test material.

(14) Accessing any safe, filing case, vault, or other approved storage facility by any individual not specifically authorized access to test materials. Only CO's, XO's, TCO's, ATCO's and other NAPT test administrators may possess the keys or combinations to testing material storage containers.

(15) Theft or unauthorized use or possession of test material by any individual.

(16) Intentional changing of test scores or knowingly making erroneous test score entries on official records.

(17) Appointment of individuals as alternate, associate, temporary, emergency, or non-permanent TCOs or the similar appointment of any other official authorized test material access for the purpose of gaining knowledge of test contents for any reason or for the purpose of circumventing any provisions of this instruction.

(18) Taking any action that could result in unauthorized disclosure of test material and/or its contents.

(19) For the NAPT: administering an NAPT at any location other than where the NAPT is authorized to be stored.

(20) For the NAPT: any failure to properly maintain two-party inventory for the checking out or checking in of the NAPT per article 040108.

(21) For the NAPT: administration of an NAPT by anyone who is not properly qualified as NAPT test administrator, or who is not designated in writing by the CO, or who has been qualified and designated for over one year without receiving periodic NAPT training from NAVCRUITCOM N313 or N7.

040107. LOSS OR COMPROMISE OF NAVY TESTS. Immediately notify NAVCRUITCOM (00IG) and (N3) upon discovery of loss or compromise of recruiting activity-held test material. Include the appropriate senior(s) as information addressee(s) if the loss or compromise occurs at other activities with recruiting authority. Additionally, if directed by NAVCRUITCOM, report loss or compromise of NAPT material to DCNO (N133D) and loss or compromise of DLAB material to DCNO (N13F) and NETPDTC (N3217) via the chain of command per MILPERSMAN Article 1236-030.

040108. NAVY ADVANCED PROGRAMS TEST (NAPT)

a. The NAPT is a two-hour, service-unique, supplementary test for potential Nuclear Field (NF) Program applicants who do not qualify based solely on ASVAB line scores. NAPT scores are valid for two years. The Navy administers the NAPT to prospective applicants when they meet any of the following minimum pre-screening criteria:

- (1) Score 65 or higher on the AFQT.
- (2) Rank in the top one-third of their high school class.
- (3) Maintain a "C" average or better in one year of algebra.

b. NAPT Storage. NAPT materials (other than the NAPT test control log) must be stored in a suitable non-portable, locking bar metal file cabinet or combination locked safe, but should be stored in the most secure lockable container available at the storage location, which is usually a testing location. One example is a locking bar file cabinet in the senior classifier's office. Another possible example is exams stored in the test control officer's safe with a three-tumbler or digital combination lock. This container must be locked at all times when it is not directly guarded by an NAPT Test Administrator.

c. NAPT Custody Control.

(1) Primary custody of NAPT exams and answer keys at the NAVCRUITDIST level rests with the Commanding Officer. When new NAPT materials are sent from NAVCRUITCOM to the NAVCRUITDIST, the CO must sign the materials receipt and return it to NAVCRUITCOM N313. Sub-custody of the exams can then be transferred to the properly designated TCO. The TCO must maintain the original NAPT materials receipt until the exam series is retired.

(2) Sub-custody transfer letters should be in the format of Exhibit 040103 "Sample NAPT Sub-Custody Transfer Letter" which can also be found electronically on the NAVCRUITCOM website in the "Forms" section. The First Endorsement section which is signed by the person taking custody shall be recorded on a NAVPERS 1070/613. For military members, a copy of this page 13 will be submitted for inclusion in the permanent service record.

(3) Sub-custody of NAPT materials may be granted by the CO to the TCO, and by the TCO to the ATCO or any other test administrator who is properly qualified and designated as an NAPT Test Administrator. Sub-custody must be delegated to a single responsible qualified individual whenever NAPTs will be stored away from the normal working location of the TCO; however, any qualified NAPT Test Administrator may still have access to the materials.

(4) Any individual who is granted sub-custody of NAPT materials must maintain these materials in accordance with the requirements of this section for handling, storage, access, security, accountability and administration.

(5) When the TCO grants sub-custody of NAPT materials to a qualified NAPT Test Administrator, he will retain a record copy of the sub-custody letter and forward a copy to the CO for retention while the letter is in effect.

(6) NAVCRUITDIST COs will sign a new sub-custody letter prior to TCO relief which is effective upon relief.

(7) Upon an NAVCRUITDIST change of command, the relieving CO must sign a new complete inventory of NAPT materials issued to the command and submit this inventory to NAVCRUITCOM (N313). The relieving CO will also sign a new sub-custody letter for the TCO.

d. NAPT Access. The NAPT storage containers may only be accessed by the NAVCRUITDIST commanding officer (CO), executive officer (XO), TCO, ATCO and other individuals who are properly qualified and designated as NAPT test administrators. Storage container keys and/or combinations may only be in the possession of the NAVCRUITDIST CO, XO, TCO, ATCO and designated NAPT test administrators.

e. NAPT Security and Accountability. Written accountability of NAPT exams and answer keys shall be maintained at all times using the NAPT Test Control Log, Exhibit 040105, also found electronically on the Navy iPortal/NRC directives. NAPT materials checked out of the storage container must be checked back into the container within the same day. NAPT check out/in must be performed by two individuals, one of whom must be an authorized NAPT administrator. The other individual can be any personnel permanently assigned to the NRD. Both individuals must print their name and rate (or position for civilian personnel) on the test control log and sign the entry for check-out and for check-in. A complete inventory of all NAPT exams and keys shall be conducted each time the safe or container is opened. Inventory shall be by serial number and number of each item on board and may be recorded by referring to a pre-printed inventory list, but must actually be performed item-by-item, every time.

Note: The NAPT Test Control Log is separate from and in addition to the security container access card SF-702. The NAPT test control log may be stored outside the security container but must be safeguarded in a manner to prevent it's loss.

f. NAPT Exam Materials. There are normally two current NAPT test versions issued to the field. It is recommended that the two versions be used alternately to prevent possible test compromise. The Standard Navy Four-Choice Answer Sheet (NAVPERS 1236/12, Stock Number 0106-LS-012-36609) remains a stock item in the Navy Supply System and is procured through normal supply channels, or may be copied locally.

(1) Ordering. Request NAPT exams and answer keys by letter to NAVCRUITCOM (N3). Do not reproduce NAPT materials in any manner without written authorization from NAVCRUITCOM (N3) and DCNO (N133D). Violations are punishable under the UCMJ. Blank answer sheets are not considered NAPT exam materials and may be locally reproduced.

(2) Receiving. When NAPT exams or answer keys are received by the NRD, the NRD CO must sign the receipt of these materials and return a copy of the signed receipt to NAVCRUITCOM (N313). This function cannot be delegated. Sub-custody of the exams can then be transferred to the properly designated TCO per paragraph b. The TCO must maintain the original NAPT materials receipt until the exam series is retired per paragraph b.

(3) Destruction. When test materials become worn or defaced as to be unfit for further use, inform DCNO (N133D) via NAVCRUITCOM (N313). Permission will be granted to transmit materials to DCNO (N133D) as specified by MILPERSMAN Article 1236-030 for disposition or to perform destruction on site. If approved for destruction on site, a proof of destruction letter must be provided to DCNO (N133D) via NAVCRUITCOM (N313). For filled-in answer sheets that are greater than six months old, burn or shred them per MILPERSMAN 1236-030. The TCO must retain the destruct certification until two years after the exam versions are retired.

(4) Retention. Retain NAPT Test Control Logs for two years. Retain filled-in answer sheets and associated scratch paper in the NAPT storage container for six months. Properly designated personnel shall supervise the burning or shredding of these materials.

(5) Transmittal. For transmittal via USPS registered mail, see section 040103. For initial delivery to or relocation of permanent storage and testing locations, NAPT materials may only be hand carried by the CO, XO, TCO, or the ATCO. Observe the two-party check-out and check-in requirements of section 040108.c.

g. NAPT Test Administrators. TCO's, ATCO's and all NAPT Test Administrators must be qualified per COMNAVCRUITCOMINST 1136.2 "NAPT Test Administrator" PQS and designated in writing by the NRD Commanding Officer. The designation letter must be in the form of Exhibit 040101 and recorded on a NAVPERS 1070/613. Retain one copy in the member's NRD training record and for military, submit one copy for inclusion in the permanent service record. The following personnel may be qualified and designated by the CO as NAPT test administrators

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers.
- (3) Enlisted Processing Division Supervisors (EPDS).
- (4) E7 and above NAVCRUITDIST personnel.
- (5) E6 and above NAVCRUITDIST Nuclear Field Coordinators.
- (6) Test Control Officer (TCO)/Assistant Test Control Officer (ATCO).

h. NAPT Study Material. Authorized NAPT study material is limited to the Chemistry Periodic Table of the Elements, Math/Physics RAD items, the Correspondence Course *Math-Volume I* and NKO e-learning based math courses. These items are prohibited in the examination room during NAPT administration.

i. NAPT Testing Locations. The NAPT may only be administered at authorized storage locations and may not be transported for testing purposes. For example, the NAPT may be administered at the NRPS or within the NRD

headquarters, if properly stored there. The NAPT may not be transported to Navy Recruiting Stations, schools or any other remote testing site. If NAPT's must be transported due to an NRD Headquarters or MEPS relocation, they must be hand carried by the Commanding Officer, the Test Control Officer or the Assistant Test Control Officer only. Observe the two-party check-out and check-in requirements of section 040108.c.

j. NAPT Test Procedure.

(1) The Test Administrator must be one of the two personnel who signed the NAPT out of storage and must be present in the testing room throughout the testing period. The second individual signing for exam check-out is not required to be physically present during the test.

(2) Before commencing the test, The test administrator must verify the identity of the examinee. The examinee's SSN is not required on the answer sheet. The applicant must sign the following statement on the reverse of the answer sheet:

"I have not taken this or any other NAPT except as follows: (None or explain)."

The NAPT test administrator signs the applicant's statement as a witness.

(3) The test administrator must also:

(a) Ensure that applicant's use only approved calculators (basic four-function, scientific, or graphing). Testing personnel are responsible for checking the examinee's calculator prior to commencing the examination. If the examinee has a calculator with a raised or large (one inch or more) display, seat the examinee where his/her calculator cannot be seen by other examinees. The following types of calculators are not authorized during 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 transfer data or information.
7. Models that require a power cord.
8. Models that use magnetic media (disks, tapes, cards, etc.).

(b) Ensure that any applicant who leaves the room during the test is escorted.

(c) Ensure that no applicant leaves the room during or at the end of the test without first turning in their test booklet and answer sheet.

(d) Examine each test booklet for missing pages and stray marks before and after administering the test. Conduct an immediate search should any discrepancy be noted and report loss or compromise per Article 040107. If stray marks are identified that cannot be removed which indicate an answer, an alternate test must be used.

(e) No examinee cell phones of any kind are allowed in the testing room during the NAPT.

(4) The NAPT shall only be graded at locations where the answers keys are stored. The NAPT shall only be graded by NAVCRUITDIST TCOs/ATCOs, classifiers, recruiter-classifiers, EPDS' and ESS' who are designated in writing by the NAVCRUITDIST CO to administer the NAPT. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.

(5) The test administrator shall examine trash material before securing the room upon test completion. Recruiting personnel must not divulge the correct answers to questions answered incorrectly.

(6) The Navy classifier enters the actual score attained on DD Form 1966, section VI, remarks and in the PRIDE system. These entries are required regardless of whether applicant passes or fails the test and regardless of whether they enlist in the Nuclear Field Program. Use one of the following entries as applicable:

(Date): Applicant not required to take the NAPT due to line scores \geq 252. Applicants line scores were (score) EL and (score) NUC.

(Date): Applicant scored a (score) on the NAPT. Test version (version) was administered on (Date).

k. NAPT Retest Policy. A single retest may be authorized if an applicant's initial test score was 40 or higher. The minimum passing score for a NAPT is 55. Submit a NF Type 1 Waiver request for eligibility to NAVCRUITCOM (N33) if an individual qualifies for the NF Program on the basis of the retest. A retest using an alternate version of the NAPT may be authorized by the NAVCRUITDIST CO 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 040102 to request CO authority for a NAPT retest. exhibit 040102 shall be retained in the applicant's residual file.

(1) For high school, college, community college, or summer school courses completed by the applicant since the initial test, include certified transcripts from the school showing the final course grade..

(2) If an applicant seeks a retest based upon completion of a course in which they were already enrolled at the time of 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 a correspondence course) 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.

1. NAPT Reports. In order to remain eligible to administer NAPT's, each NAVCRUITDIST must submit a quarterly NAPT program audit report to their respective NAVCRUITREG. A consolidated report (including copies of each NAVCRUITDIST report) will then be forwarded to NAVCRUITCOM N313. The audit may be conducted by the NRD CO, XO, CR, ACR, TCO, or ATCO (or the Senior Classifier or EPDS for remote NRPS's) but the audit report must be signed by the CO or XO. The report must include the following items:

(1) Complete inventory of all NAPT's and NAPT answer keys issued to the NAVCRUITDIST with the storage locations indicated for each.

(2) A statement verifying proper use of the NAPT Test Control Log per section 040104.

(3) A list of all the NAVCRUITDIST's NAPT administrators, their initial qualification or designation date and a statement verifying they are properly designated in writing by the CO and military members have a 1070/613 on file per section 040101. For those who have been designated as NAPT Test Administrators for over one year, include status of receiving periodic NAPT training.

(4) A statement verifying that all NAPT security containers meet the requirements of paragraph section 040108.a.

EXHIBIT 040104 is a sample report that can also be found on the NRC directives web page in the "Forms" section.

The quarterly NAPT audit report will be due to N313 by the middle of the first month of each new quarter (50% gate day for October, January, April and July). Any NRD's failing to submit this audit report by the due date may request an extension, in writing, from N313, Branch Head, Nuclear Recruiting Programs. The request for extension must be submitted and approved by NAVCRUITCOM N313 prior to the due date or NAPT use must be suspended by the NRD pending N313 extension approval. If no extension is granted, the NRD must suspend all use of the NAPT on the due date until the report is received by N313, reviewed and found to be satisfactory.

NOTE: For remote testing locations more than 200 miles from the normal working location of the CO, XO, TCO, ATCO, CR and ACR, the quarterly audit may be performed by the Senior Classifier, EPDS, or whoever is the NAPT custodian for that location. However, if the remote testing location is visited by the CO, XO, TCO, ATCO, CR or ACR and it is anticipated to be the only such visit in any quarter, that individual should conduct an NAPT audit even if it is not the first half-month of a new quarter.

m. NAPT Compromise.

(1) Definitions of NAPT exam compromise: see section 040106.

(2) Action in case of NAPT exam compromise: see section 040107.

n. Periodic NAPT Training.

(1) NAVCRUITCOM N313 will conduct NAPT handling, storage, access, security, accountability and administration training at least annually. This

training will be delivered to all TCO's, ATCO's, NF Coordinators and all other NAPT Test Administrators either in-person at a conference or via webinar/DCO type teleconference. This training may be delivered by NAVCRUITCOM N7 after being generated and/or approved by N313.

(2) An NAVCRUITDIST's NAPT program will be considered compromised and all NAPT testing suspended if annual training is not completed by all NAPT test administrators and TCO/ATCOs at least every 15 months. Initial qualification and designation as NAPT test administrator is considered equivalent to periodic NAPT training.

040109. 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 battery (DLAB) are administered at the MEPS. MEPS does not stock the DLPT; chief testing management (CTM) section must order each specific language test; administer, score, and verify the test(s); and return the test(s) by registered mail. The DLPT should be requested of the MEPS prior to the applicant's physical examination being scheduled.

(1) MEPS administers the DLAB to screen individuals who have a potential to study a foreign language under the Defense Language Program. DLAB scores are valid for two years from the test administration date.

(2) MEPS and RTC administer the DLPT to individual claiming native or near-native proficiency in a foreign language.

(3) The CTI rating requires only two parts of the DLPT (reading and listening) which requires 4 ½ hours to administer, grade, and verify. The MEPS' CTMs perform the verification. It is recommended that the physical and DLPT be accomplished over two days due to the length of time involved.

(4) The DLAB should not limit the enlistment of native linguists into the CTI program however, applicants must take the DLAB to determine aptitude for future additional training on other languages.

(5) Make a DD Form 1966, section VI, remarks, entry for all applicants administered the DLAB. Refer to volume III for details.

(6) DLAB Retest Policy. An individual may take a DLAB retest six months after the date of the latest test per USMEPCOM Regulation 611-1.

b. Typing Test. Applicants for the LN rating must be able to type a minimum of 40 words per minute (WPM). Verification shall be accomplished by either a school transcript showing attainment of no less than this standard, or by successfully completing a typing test. This qualification shall be documented on DD Form 1966, Section VI, Remarks.

(1) Test Administration. The NAVCRUITDIST Classifier administers, scores, and verifies the typing test.

(a) LN applicants may use word processing software in a regular typing mode but are prohibited from using features such as spell check, word wrap, or backspace.

(b) LN candidates may be administered the typing test by using a web-based service available at: www.speedtypingonline.com/typing-test.

EXHIBIT 040101. SAMPLE NAVY SUPPLEMENTARY TEST ADMINISTRATOR DESIGNATION

From: Commanding Officer, Navy Recruiting District _____
To:

Subj: DESIGNATION AS NAVY SUPPLEMENTARY TEST ADMINISTRATOR

Ref: (a) COMNAVCRUITCOMINST 1130.8
(b) MILPERSMAN Article 1236-030

1. You are hereby designated as a Navy Supplementary Test Administrator. You are authorized to administer the (NAPT, DLAB, Typing) test(s) only.
2. You are directed to become intimately familiar with the requirements of references (a) and (b).
3. This designation remains effective only while you are serving in a billet designated by reference (a), Article 040101 of Volume IV. The authority to administer the designated test(s) is automatically revoked once 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.

(NAVCRUITDIST CO Signature)

Date

FIRST ENDORSEMENT (NAPT Test Administrator only - to be recorded on NAVPERS 1070/613))

From:
To: Commanding Officer, Navy Recruiting District

I have read and fully understand all requirements in COMNAVCRUITCOMINST 1130.8 series and MILPERSMAN 1236-030 for the handling, security, storage and administration of the NAPT. I understand that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

(NAPT Test Administrator Signature)

EXHIBIT 040102. SAMPLE NAPT RETEST REQUEST

From: Nuclear Field Coordinator
To: Commanding Officer, Navy Recruiting District _____

Subj: REQUEST FOR NAPT RETEST AUTHORIZATION

Encl: (1) Copy of DD Form 1966 page 4, section VI remarks 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 score: _____ (must be 40 or above)
- c. Composite line scores based on initial NAPT and current ASVAB
_____/_____
- d. Previous NAPT version: _____
- e. NAPT retest version: _____ (may not be same as line d above)
- f. Date of initial NAPT: _____ (minimum of 90 days 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, I must submit a NF Type 1 Waiver request with a copy of this letter attached to validate the retest.

4. 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 040103. SAMPLE NAPT SUB-CUSTODY TRANSFER LETTER

From: Commanding Officer, Navy Recruiting District XXX (for sub-custody transfer to TCO, or) Test Control Officer, NRD XXX (for sub-custody transfer to all other NAPT Test Administrators)

To: (TCO or any other NAPT Test Administrator, as applicable)

Subj: TRANSFER OF SUB-CUSTODY OF NAPT MATERIALS

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, Volume IV, Chapter 4
(b) MILPERSMAN Article 1236-030

1. You are hereby directed to take sub-custody of the NAPT materials listed below, in accordance with reference (a) Volume IV, Chapter 4, Article 040108.
2. You are directed to become intimately familiar with the NAPT handling, storage, access, security, accountability and administration requirements of references (a) and (b).
3. This sub-custody remains effective only while you are serving in a billet designated by reference (a), Article 040108.f. The authority to administer the designated test(s) is granted via separate designation letter.
4. You are cautioned that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

(NAVCRUITDIST CO Signature) or (TCO Signature), date

NAPT Exams:

M150001
M150002
M150003
N150001
N150002
N150003
and no others

NAPT Answer Keys:

M150001
N150001
and no others

EXHIBIT 040103. SAMPLE NAPT SUB-CUSTODY TRANSFER LETTER (continued)

Date

FIRST ENDORSEMENT (to be recorded on NAVPERS 1070/613)

From: (TCO or any other NAPT Test Administrator, as applicable)
To: Commanding Officer, Navy Recruiting District XXX (for sub-custody transfer to TCO, or) Test Control Officer, NRD XXX (for sub-custody transfer to all other NAPT Test Administrators)

I have read and fully understand all requirements in COMNAVCRUITCOMINST 1130.8 series Volume IV, Chapter 4 and MILPERSMAN 1236-030 for the handling, storage, access, security, accountability and administration of the NAPT. I understand that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

TCO or NAPT Test Administrator Signature, date)

EXHIBIT 040104. SAMPLE QUARTERLY NAPT PROGRAM AUDIT REPORT

From: Commanding Officer, Navy Recruiting District Xxx
 To: COMNAVCRUITREGXXXX

Subj: 1ST QUARTER 2012 NAPT PROGRAM AUDIT REPORT, NRD Xxx

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, Volume IV, Chapter 4
 (b) COMNAVCRUITCOMINST 1136.2 series

IAW ref (a), an audit of NRD Xxx's NAPT program was conducted by the Operations Officer, LT J. J. Jones with the following results:

1. NAPT Materials Inventory:

NAPT Exams:

NAPT Answer Keys:

a. NRD Headquarters, OPS Officer's safe, 4th deck room 165:	
M150001	N150001
M150002	N150002
and no others	

M150001
N150001
and no others

b. MEPS Buckland, Senior Classifier's safe, 2nd deck NRPS room 25:

M150005	N150005
M150006	N150006
and no others	

M150002
N150002
and no others

2. NAPT Test Control Logs at both test storage locations were inspected and found to be in compliance with ref (a), Article 040104.

3. The following is a list of all the NRD's NAPT administrators and their initial designation dates. All are qualified per ref (b). Each is designated in writing. The military members have a 1070/613 on file per ref (a), Article 040101:

LT J. J. Jones 3/2010 EM1 S. S. Smith 9/2009 Mr. R. R. Roberts 2/1998
 PS1 T. T. Thomas 8/2010 PSCS F. F. Fox 5/2010 Mr. L. L. Lincoln 6/ 2006

All of the above received periodic NAPT training during the 10/21/2010 DCO.

4. All NAPT security containers meet the requirements of paragraph section 040108.

5. No discrepancies noted IAW Ref (a) 040108 **OR** The following discrepancies were identified and the following actions are being taken.

(NAVCRUITDIST CO Signature)

SECTION 2 ACTIVE COMPONENT RESERVATION ENTRIES

040201. GENERAL. The following reservation categories pertain to the PRIDE Reservation System:

a. Delayed Entry Program (DEP). DEP reservations are made for all non-prior service applicants for whom a DEP contract is executed, regardless of when they are actually shipped. Prior military service is defined as having served for one or more days of active duty. Applicants with prior military service are not eligible to be in the DEP. For reservation purposes these applicants must have a reservation made using the Delayed Entry Reserve (DER) Program. This does not mean that all applicants with prior military service will be considered NAVETs or OSVETs. Please refer to those sections of the manual for determining eligibility for specific programs.

b. Direct Ship (DIR). DIR reservations will be made for non-prior service applicants who will begin active duty within 24 hours.

c. Direct Deposit DEP (DDD). A DDD is a reservation with a signed contract that does not count as a new contract until the applicant is converted to a DIR or DEP during the following out months, typically the first processing day of the following month.

d. Delayed Entry (DEL). 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 DEL is when applicants want to discuss enlistment options with their parents. In no case shall a DEL reservation be held in PRIDE for more than three calendar days or beyond midnight on Mission Day, whichever is shorter.

(1) Qualified no jobs (QNJ) and qualified not enlisted (QNE) applicants are allowed to be telephonically classified by use of the DEL reservation option for their initial PRIDE reservation. Telephonic DEL reservation procedures are as follows:

(a) Classifier must directly contact the QNJ or QNE applicant and blueprint to ensure the applicant's status has not changed and the QNJ or QNE applicant is fully qualified for enlistment and eligible for the rating or program being offered. Upon verbal consent of applicant, the classifier will DEL the seat and inform applicant of requirement to return to MEPS within 72 hours to complete the DEP process.

(b) Classifier will make the following entry in the Remarks section of DD Form 1966: "DEL reservation conducted telephonically on (DATE) with member's consent. Member informed of requirement to return to MEPS within 72 hours to complete DEP processing."

e. Delayed Entry Reserve (DER) Program. Reservations for all prior service and Reserve Component members must be made via the DER program regardless of whether an approved DD Form 368 is obtained. An approved DD Form 368 must be obtained prior to shipping all reservists (all services), National Guard, or Air National Guard members. Selected Reserve members enlisted via the DER option are required to continue drilling with their respective units until they are accessed or gained. DER reservations are converted to DIR upon shipping to RTC.

f. Delayed Entry Full (DEF) Kit Waiver Program. The DEF Program allows provisional DEP enlistment based on a NAVCRUITCOM (N32) determination while the full kit is in process at NAVCRUITCOM. The NAVCRUITDIST must reserve a ship date at least 45 days from the processing date and shall receive an approved NAVCRUITCOM waiver prior to shipping the member.

g. Delayed Entry Medical (DEM) Program. The DEM Program allows provisional DEP enlistment based on a NAVCRUITCOM (N32) determination while the medical waiver is in process at NAVCRUITCOM (00M). The NAVCRUITDIST shall reserve a ship date at least 30 days from the date of processing and must receive an approved NAVCRUITCOM waiver prior to shipping the member.

h. Delayed Entry Nuclear (DEN) Field Program. DEN allows provisional enlistment of applicants into DEP while awaiting disposition of Nuclear Field (NF) Type 2 waivers. Only those applicants with a high probability of approval will be permitted DEN enlistment. Members must be reserved a ship date at least 30 days from the processing date.

040202. APPLICANT REQUIREMENTS. Applicants shall meet the following requirements prior to initiating a classification interview or executing a reservation:

a. Applicants shall be physically present for the initial classification interview and reservation process. Subsequent reclassifications or changes in reservation may be completed telephonically only with the applicant's consent and approval of the NAVCRUITDIST R-OPS.

b. A complete enlistment kit must be present at the Navy Liaison Office.

c. Applicants must have a complete, valid enlistment physical examination and have been determined to be physically qualified. Applicants with an approved DEM are also permitted.

d. All required waivers (with the exception of DEM, DEF, and DEN) must be completed and documented on enlistment documents before a reservation is made.

e. Applicants must be determined to be completely qualified in all respects for enlistment in the rating/program being offered.

f. Applicants shall have only one reservation in PRIDE at any one time. Multiple reservations for any one applicant is prohibited.

g. The NAVCRUITDIST Recruiting Operations Officer is responsible for tracking all reservations and ensuring abuse does not occur.

SECTION 3 PERSONNEL SECURITY SCREENING QUESTIONNAIRE (PSSQ)

040301. General. The Personnel Security Screening Questionnaire (PSSQ) is used for applicants enlisting or affiliating in select sensitive Navy and Navy Reserve ratings.

a. Procedures. PSSQ will be administered to all applicants enlisting or affiliating in the following ratings/programs: AIRR, CT, EOD, IS, IT, ITS, MA, MT, ND, SB, SECF, SO, and YNS. The PSSQ is available electronically as a PDF fillable document on the NAVCRUITCOM Forms web page. Completed PSSQs will be retained in the service record with a copy maintained in the residual file. Only classifiers, MLPOs and EPDS's may administer PSSQ, with the exception of prior service applicants who are processing for affiliation, who may have the PSSQ administered by a Reserve Recruiter. Authorized administrators shall use the following procedures with PSSQ:

(1) Administer the PSSQ questionnaire to all DEP-in, Reserve and direct ship applicants who enlist or affiliate in a rating/program that requires a security clearance.

(2) DEP-out applicants should be asked whether there have been any changes of status while in DEP on any of the responses to items in PSSQ. If there have been any changes in the applicant's status, document the changes on a separate sheet of paper and attach it to the PSSQ.

(3) PSSQ interviewers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who respond "yes" to any question on the PSSQ and/or document a history of psychiatric counseling, bankruptcy and/or indebtedness. Contact one of the following agencies for guidance concerning continued processing of the applicant:

(a) For CT, IS, and IT, ratings, contact NAVCRUITCOM (N3141) at (901) 874-9133.

(b) For the MA rating, contact the MA enlisted community manager (BUPERS-325E), Millington, TN (901) 874-2080 for active and reserve component.

NOTE: For the MA rating only, Blocks 3, 5, 6, 7, and 18 are not applicable.

(c) For Warrior Challenge Program (AIRR, SEAL, EOD, SWCC and Navy Diver) contact NAVCRUITCOM (N323) at (901) 874-9468.

(d) For ITS, MT, SECF, and YNS program/ratings contact NAVCRUITCOM (N332) at (901) 874-9211/9253.

(4) Retain one copy of the summary form in both the applicant's service record and residual file.

040302. PRIOR SERVICE SCREENING REQUIREMENTS.

Processing personnel shall ensure the applicant completes a PSSQ if reenlisting into the AW, CTI, CTM, CTR, CTT, ETS, IS, IT, ITS, MA, MMS, MT, STS, and YNS ratings. Classifiers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who answer "yes" to any question and/or document a history of psychiatric counseling, bankruptcy, and/or indebtedness.

SECTION 4 PRIOR SERVICE REQUIREMENTS

040401. ENLISTMENT OF FORMER OFFICERS. Recruiters shall not solicit former officers of the Armed Forces to enlist in the Navy and former officers shall not be approved should they volunteer; however, an individual is considered non-prior service and eligible for enlistment if their appointment was terminated by an entry level separation in their enlisted status from Officer Candidate School (OCS), ROTC, or one of the Service Academies. In some cases, these recruits may have received a RE-4. NAVCRUITCOM may waive RE-4 code restrictions in this case.

040402. PROCESSING INFORMATION AND RECOMMENDATIONS. Review the following information with each prior service applicant:

a. Opening a Navy pay record may take time. Members must take enough personal funds to cover miscellaneous living expenses for approximately two weeks after arrival at the processing activity. A minimum of \$150 is recommended.

b. Regular travel or advance pay will not be paid upon arrival.

c. Uniform issuance and tailoring may take some time. Members should take appropriate civilian clothing for admittance to Navy Exchanges, open and closed messes, and service clubs.

d. Dependents cannot accompany members to processing activities because no temporary dependent quarters are available. Additionally, members will not be reimbursed for dependent travel to processing activities. Remind the veteran that the first payday should not be expected for at least two weeks after arrival at the processing activity.

e. Prior service members traveling via POV must conform to Naval Training Center/Naval Station regulations governing current vehicle registration, liability insurance, and valid driver's license.

f. NAVETs should bring the following:

(1) Navy Occupation/Training and Awards History (NAVPERS 1070/604).

(2) History of Assignments (NAVPERS 1070/605).

(3) Any and all serviceable uniform items.

(4) Direct Deposit System (DDS) enrollment forms.

040403. WAIVERS AND ENLISTMENT ELIGIBILITY DETERMINATIONS. NAVCRUITCOM (N32) must approve all prior service applicants for enlistment/reenlistment if they require one or both of the following:

a. RE-Code Waiver. No waiver is authorized if the veteran's RE-Code cannot be verified. Refer to RE-CODE Chart for RE-CODES requiring a waiver.

b. Enlistment eligibility (rate and paygrade) determinations. These determinations are also referred to as "ECMs". This is required for all NAVETS and OSVETS.

c. Field Procedures:

(1) NAVCRUITCOM (N32) staff are the only personnel authorized to contact the enlisted community managers (ECMs) to determine prior service eligibility.

(2) NAVCRUITCOM (N32) will determine which documents are required to be submitted for review. Requests for RE-code waivers and/or ECM determinations will include, at a minimum, the following documents:

(a) For RE-code waivers, NAVCRUIT 1133/39 (Waiver Briefing Sheet) with recommendations, signature of the NAVCRUITDIST CO or acting, and must be dated.

(b) Prior service enlistment eligibility (rate and paygrade) determinations (ECMs) only require the ECM checklist (this includes all requests for prior service applicants previously discharged with an RE-4 due to homosexual conduct under DADT). A waiver briefing sheet is not required.

Note: All waivers and/or eligibility determinations must include alternate rating choices.

(c) Last two performance evaluations including the separation evaluation.

(d) All DD Form 214 Copy 4 (original or certified true copy) and NGB Form 22 from National Guard/Air National Guard (if applicable).

(e) All other separation documents (as available).

(f) Hand-written statements (why applicant previously separated, why applicant desires to enlist, criminal or civil offenses and non-judicial punishments [NJPs], as applicable).

(g) DD Form 368 if selected reservist or individual ready reservist.

(h) Verification of valid driver's license if required by the desired rating. The following ratings currently require possession of a current valid driver's license: ABF, EO, MA, and RP.

(i) A completed PSI/SF-86.

(j) Statement of what applicant has been doing since discharge for broken service, high year tenure (HYT), and RE-code eligibility.

(k) DD Form 2808.

(l) USMEPCOM 680-ADP with current test scores (within last two years). Additionally, proof of physical qualification is required.

(m) Prior service applicants that require a medical waiver and a prior service determination must have the medical waiver approved prior to submitting the prior service determination to NAVCRUITCOM (N32).

(n) All NAVCRUITDIST level waivers and determinations must be completed and documented prior to submission to NAVCRUITCOM. All

NAVCRUITDIST waiver documentation must be included in the NAVCRUITCOM level waiver package.

(o) A completed enlistee financial statement must be provided if the applicant has dependents.

d. Basic enlistment eligibility and Program requirements apply to the applicant's entire life. If a NAVET is returning to the same rate or program as their original enlistment all waivers previously granted remain valid. If the NAVET is changing rates all circumstances requiring a waiver, including those that required a waiver for previous enlistments, must be reconsidered to establish new rate/program eligibility. The level of waiver authority is based on the applicant's cumulative record should additional waivers be required.

e. Non-Mandatory Drilling Reservists. Navy Operational Support Centers use a NAVPERS 1070/613 entry to record RE-Codes for certain non-mandatory drilling reservists upon discharge from their Reserve Unit. Reservists in a non-mandatory drilling status that are assigned a RE-4 Reenlistment Code for failure to participate in drills are eligible for reenlistment in the Regular Navy with prior approval from NAVCRUITCOM (N32) and the appropriate ECM. Waivers will only be considered for non-mandatory drilling Reservists assigned the RE-4 via a NAVPERS 1070/613 for unsatisfactory drill participation. RE-4 Codes documented on a DD Form 214 shall not be considered.

040404. ADDITIONAL PRIOR SERVICE ELIGIBILITY REQUIREMENTS. In addition to basic enlistment eligibility requirements, prior service applicants must meet the following prerequisites:

a. Alcohol and Drug Dependency. Level II or Level III treatment by a residential or outpatient rehabilitation treatment facility while on active duty can be an indicator of dependency.

b. Separation Documentation. The original or certified copy of the applicant's DD Form 214 Copy 4 must be used to verify prior service for individuals released from active duty and active duty for training. Follow the below procedures if the DD Form 214, Copy 4 original or certified copy is not available or alteration exists.

(1) Advise NAVETs who are Selected Reservists, and those who were discharged as USN or USNR within the past six months, that a certificate or duplicate of their last separation document may be requested from NAVPERSCOM (PERS-312)

(2) For all other veterans, a certified copy of DD Form 214 can be obtained from the National Personnel Records Center (NPRC), St Louis, MO. The following website is provided for applying on the internet: <http://www.archives.gov/st-louis/military-personnel/>. If the NPRC indicates that the 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 the 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.).

(3) Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application.

(a) Designated personnel at each NAVCRUITDIST may log onto REDD and verify prior service status.

(b) Contact NAVCRUITCOM (N32) or (N35) if designated NAVCRUITDIST personnel are unavailable.

(c) Print the screen and use this document for enlistment purposes if prior service information is found.

(d) Do not interpret a lack of prior service information in the database as proof the applicant was not recommended for reenlistment. The individual Services submit DD Form 214 or DD Form 215 information to the DMDC System on a monthly basis. Information may not be available for approximately 45 days after the applicant's date of separation.

(e) When no REDD information is available for recently separated applicants, the NAVCRUITDIST CO may utilize the Electronic Military Personnel Record System (EMPRS) (NAVETs only) or send a naval message to the veteran's separating command requesting RE-Code information to preclude delays that may cause exceeding the continuous service period.

(f) Compromises of REDD access codes and/or eligibility information must be immediately reported to the Manager, Recruit System, Defense Manpower Data Center (DMDC), Monterey, CA, by telephone (800) 538-5916 or (900) 683-4825 (California only) within 24 hours of occurrence. Information on the compromise must include corrective action initiated by the affected command. The NAVCRUITDIST must also notify the Navy Liaison Officer, DMDC by telephone (408) 375-4131 and NAVCRUITCOM (N32) within 24 hours. The NAVCRUITDIST must submit a letter explaining the conditions surrounding the compromise and corrective actions initiated to NAVCRUITCOM (N35) within two working days of the occurrence.

(g) NAVCRUITCOM will provide a letter to the Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA, 93940, Attention: Manager, Recruit System, with information copy to OASD/MM&PP (Accession and Retention), Pentagon, Washington, DC 20350 Attention: Director, DoD Accession Policy, within five working days of occurrence.

c. Service Reenlistment Codes. Refer to the below chart.

REENLISTMENT CODE (RE-CODE) CHART	
INELIGIBLE TO REENLIST WAIVERS NOT AUTHORIZED AND WILL NOT BE CONSIDERED	
NAVY & USCG	RE-2, RE-3A, RE-3C, RE-4 (Note 1)
AIR FORCE	RE-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 3S, 3V, RE-4 (Note 1)
ARMY	RE-3C, RE-4 (Note 1), RE-4A, RE-4R
MARINE CORPS	RE-2, RE-2B, RE-2C, RE-3A, RE-3S, RE-4 (Note 1), RE-4B
ELIGIBLE TO REENLIST	
NAVY & USCG	RE-1, RE-R1, RE-1E, RE-1J, RE-5, RE-7
AIR FORCE	RE-1, 1J, 1M, 1P, 1Q, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3K, 6B, RE-12, 13, 14
ARMY	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2, RE-2A, RE-2B, RE-2C, RE-3A
MARINE CORPS	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2A
INELIGIBLE TO REENLIST WITHOUT A NAVCRUITCOM WAIVER	
NAVY & USCG	RE-2*, RE-3, RE-3B, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3M, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6, RE-8
AIR FORCE	RE-1A, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N
ARMY	RE-3, RE-3B
MARINE CORPS	RE-3B, RE-3C, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3M, RE-3N, RE-3O, RE-3P, RE-3R, RE-3S, RE-3U, RE-3W

*Only for personnel released for commissioning and subsequently fail to commission.

DD Form 214, Blocks 24, 26, and 27 will provide characterization of service, separation code (SPD), and re-entry code. An individual who received an Other Than Honorable, Bad Conduct, or Dishonorable Discharge is not eligible for reenlistment. BUPERSINST 1900.8 provides the narrative description for each separation and reenlistment code used by the Navy.

Note 1: Prior service applicants issued a Reenlistment code of RE-4 (or equivalent) upon separation, solely for homosexual conduct may be eligible for re-enlistment/enlistment. (Note: Member's record must be reviewed to assure the sole supported reason for processing was Homosexual Act, Conduct, or Marriage). The following applies:

(1) Eligibility Requirements.

(a) Applicant's prior service DD 214 (most recent) must reflect a narrative reason of Homosexual Act, Homosexual Conduct, or Homosexual Marriage in block 28.

(b) One of the following Separation Codes (SPD) must be in block 26: GRA, GRB, GRC, HRA, HRB, or HRC.

(c) Character of Service must be Honorable (no other misconduct was a basis for their discharge).

(2) Processing Procedures.

(a) Prior service applicants that meet the eligibility criteria listed in item one above may be accepted for further processing. All prior service applications accepted for enlistment or reenlistment with an RE-4 (or equivalent) due to homosexual conduct will be processed in accordance with paragraph 040403 as an enlistment eligibility (rate and paygrade) determination (not an RE-Code waiver).

(b) Recruiters will ensure that applicants also meet all basic enlistment eligibility requirements (BEERS) listed in this volume, and volume II, as applicable.

(c) Schedule applicants for processing at MEPS. Upon meeting all qualifications, Navy liaison office will initiate enlistment eligibility (rate and paygrade) determination to NAVCRUITCOM (N32).

(d) NAVCRUITCOM (N32) will ensure that all documentation is reviewed in depth. All documentation required in paragraph 040403 must be included, no exceptions. If any documentation is not available, recruiting personnel may assist the applicant in obtaining it if possible. If documentation cannot be provided, the application will not be processed.

(e) NAVCRUITCOM (N32) will be the final approval authority for all eligibility (rate and paygrade) determinations submitted for applicants with RE-4 codes (or equivalent) due to homosexual conduct. NAVCRUITDIST's will receive written notification of final approval or disapproval for each applicant.

(f) It must be emphasized that due to the needs of the Navy and manning constraints, not all applicants will be accepted even though they meet the above criteria. For any questions regarding this policy, recruiting personnel should contact NRC (N35) at (901) 874-9465.

(g) Classifiers will not document an RE-4 code into any IT system or on any documents. Should it be necessary to document or enter an RE Code on documents or an IT system, Classifiers will enter RE-R1 for prior service applicants previously discharged for homosexual conduct that receive NRC (N32) approval to enlist/reenlist.

d. ASVAB and AFQT. NAVETs accessing directly into their previous rating are not required to retake the ASVAB. NAVETs reenlisting via PRISE III shall be classified into eligible ratings based on current (less than two years old) ASVAB line scores. OSVETs must retake the ASVAB and be classified in eligible ratings based on ASVAB line scores. There is no minimum AFQT requirement for NAVET/OSVET applicants.

e. Medical. MEPS will accept a separation physical DD Form 2808 if it is one year or less old. Compute the one year from the date of the separation physical to the date of DER. MEPS will require the applicant to complete a new DD Form 2807-1.

f. Initial Fitness Assessment (IFA) or Physical Fitness Assessment (PFA). Veterans must be available for worldwide assignment upon reporting for duty. There is no grace period after reporting for affiliation or active duty to meet Navy physical fitness standards. For this reason, Navy Recruiting Command must ensure all Veteran applicants will be able to meet in service standards immediately. Since Veterans are not required to attend RTC, all NAVETs (AC and RC) must provide proof of having passed a PFA prior to discharge or separation. Status of PFA will be documented on most recent evaluations. If more than 6 months have passed since discharge or separation, NAVETs will be required to pass an IFA. All OSVETs (AC and RC) must pass an IFA. Documentation of PFA or IFA must be included with the submitted application kit. When it is necessary to administer an IFA for a NAVET or OSVET, recruiting personnel must follow policy guidance in volume V, chapter 2, section 1, paragraph 020112. There are no exceptions.

040405. RESERVISTS ENLISTING ON ACTIVE DUTY

a. Clearance and Discharge. DoD policy requires that a member be discharged from a Reserve Component before enlisting in another Armed Service. Recruiters must first obtain clearance from the specific Reserve Component allowing the member to process for enlistment in the gaining service. DD Form 368 is the proper document for this transaction and must be obtained prior to scheduling the applicant for MEPS processing. DD Form 368 is to be used to enlist any applicant in the below Reserve categories (including National Guard and Air National Guard). Refer to Volume III for DD Form 368 specifics.

(1) Reservists serving part of an initial eight-year MSO in the Selected Reserve (drill pay status), Individual Ready Reserve (IRR) (non-pay drilling status or non-pay, non-drilling status), or standby reserve-active (S1 status) (non-pay, prohibited from drilling status).

(2) Reservists who have completed their statutory eight-year MSO and are currently members of the selected reserve, IRR, or S1 status.

(3) Recruiting personnel must counsel selected reservists that they are required to maintain satisfactory participation in the unit until discharged. An approved DD Form 368 does not relieve members from their drill responsibilities. DD Form 368 is approval for release contingent upon shipping to Recruit Training Command. This provision 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) All prior service applicants including those actively drilling or with a remaining MSO in the IRR must be enlisted via the DER Program. Applicants who have not received proper clearance must not be reenlisted. No waivers will be granted however, program reservations can be made through the DER Program. Waivers for time-in-rate may be requested from NAVCRUITCOM (N32).

040406. ENLISTED SERVICE RECORD. Mark the enlisted service record (NAVCRUIT 1070/3) by stamping or distinctively writing "NAVET" or "OSVET" on the front cover. Prior service personnel should be encouraged to obtain documentation

of their educational achievements for inclusion in their service record as educational achievement information is used for a variety of career reasons.

040407. TRAVEL INFORMATION CARD (NAVPERS 7041/1). The reenlistment coordinator or other designated NAVCRUITDIST support personnel must ensure that all prior service personnel complete NAVPERS 7041/1 prior to departing the MEPS. Specific instructions for completion and disposition of NAVPERS 7041/1 are in NAVPERS 15892.

CHAPTER 5 RESERVE COMPONENT CLASSIFICATION

SECTION 1 NAVY RESERVE CATEGORIES

050101. READY RESERVE. The Ready Reserve is comprised of military members of the Reserve organized in units or as individuals and liable for involuntary order to active duty in time of war or national emergency under Title 10 USC 12301, 12302, and 12304. The ready reserve consists of the selected reserve (SELRES) and the individual ready reserve (IRR).

a. SELRES. Consists of units and individuals in the Ready Reserve, designated by the CNO and approved by the Chairman, Joint Chiefs of Staff, as so essential to initial wartime missions they have priority over all other Reservists. All SELRES are in an active status. SELRES are required to participate in inactive duty training (IDT) and annual training (AT).

(1) SELRES Units. Units manned and equipped to serve and/or train either as operational or Augmentation units. Operational units train and serve together. Augmentation units train together but, when mobilized, lose their unit identity and become part of the active component (AC) command or activity. Commissioned units are operational units with their own organic or pre-staged equipment such as aircraft squadrons, ships, fleet hospitals, construction force, and cargo handling battalions. These commissioned units are tasked to deliver a complete, operational entity to the fleet.

(2) Individual Mobilization Augmentees (IMAs). IMAs are individual members of the SELRES who are trained and pre-assigned to a reserve component (RC) billet, in an AC or non-DoD organization (such as the Federal Emergency Management Agency (FEMA)) which must also be filled on or shortly after mobilization.

b. Individual Ready Reserve (IRR). The IRR is a manpower pool comprised principally of former AC or SELRES members who are under a military service obligation (MSO) or other contractual commitment. Per public law, these individuals are subject to recall for Full (Title 10 USC 12301) or Partial (Title 10 USC 12302) mobilization on the same basis as SELRES, or those who qualify and volunteer may be called as part of a Presidential Reserve Call-up (PRC) authority (Title 10 USC 12304). IRR members may voluntarily participate in training, with or without pay, for retirement points and promotion. Involuntary training for IRR members may not exceed 30 days per year.

050102. STANDBY RESERVE. The standby reserve consists of personnel who maintain their military affiliation but are not in the ready reserve. These individuals are not required to perform training and are not part of units. The standby reserve serves as a pool of trained individuals mobilized when needed to fill manpower requirements in specific skills.

050103. RESERVE NON-PRIOR SERVICE DEFINED. Applicants that either have no military experience or have been discharged from any branch of service and have not completed the below listed requirements are considered Non-Prior Service (NPS) applicants and are required to complete Navy Recruit Training.

a. Recruit basic military training; or

b. Completed 84 calendar days of inactive duty training (IDT) (including the Navy Reserve Accession Course (NRAC) for NPS applicants accessed prior to the termination of NRAC).

c. Other service recruit basic military training fulfills the Navy Recruit Training and/or previous NRAC requirement for other service veterans (OSVETs) accessed into the Navy Reserve.

050104. ATTRITES. Attrition is an end-strength loss for the Navy Reserve and shall be recorded by NAVCRUITDISTs on the fifth working day of each month. "A1" through "A5" CIRIMS gain code losses are defined as a member claimed for attainment credit that fails to drill within two months following the attainment credit month. The NAVCRUITDIST may request a NAVCRUITREG extension of this requirement not to exceed a total of 60 calendar days from the date of the member's accession.

a. NAVCRUITCOM will generate a 60-Day "Attained Not Drilled" report of the fifth working day of each month. NAVCRUITCOM will attrite all applicants over 90 days on the 15th of the month. NAVCRUITREGs may request a NAVCRUITCOM exception to policy, however the extension shall not exceed the current month.

b. NAVCRUITREGs will contact NAVCRUITCOM (N32) for previously attrited applicants who subsequently drill during the attrition month to have the attrite removed. Attrites will remain in effect if the applicant in question fails to drill prior to the last day of the attrition month.

050105. CROSS-COUNTRY GAINS. Cross-country gains do not count as end-strength losses for the Navy Reserve and focus on applicants who relocate from one recruiter's territory to another. The applicant must have completed at least eight "regularly" scheduled drills (as assigned by the Navy Operational Support Center (NOSC)) in order for the initial recruiter to retain the applicant as a gain. Approval authority level and/or the accession program are unaffected when applicants relocate from one NAVCRUITDIST to another. Attainment dates will never change. Cross-country gains spanning fiscal years will retain the initial attainment date. The concerned NAVCRUITDIST Chief Recruiter(s) (CR) shall contact NAVCRUITCOM (N32) for permission to reassign the gain. If the respective CRs disagree the matter shall be referred to the concerned NAVCRUITREG CR(s) for determination. In the event the NAVCRUITREG CR(s) disagree, the matter will be forwarded to NAVCRUITCOM National CR and National Enlisted Programs Officer (EPO) for resolution.

Note: Under no circumstances shall a Full Gain become a "Touch and Go" after CIRIMS closes on Mission Night. The Full Gain will be accredited to the Reassigned recruiter. If the accession is a "Touch and Go" only the "Go" portion gain and points will be reassigned.

050106. "TOUCH AND GO" RECRUITING. "Touch and Go" recruiting allows a recruiter ("Touch") to process an applicant who will not be assigned or drill in the local area to receive points and a Half Gain. The "Touch" recruiter will not receive points or Half Gain until the applicant is accepted and gained in CIRIMS by the recruiter ("Go") in the assignment or drill locale. The "Go" recruiter will also receive points and a Half Gain upon completion of the transaction. The "Touch" recruiter shall complete all paperwork and obtain all required documents to complete the gain transaction. The "Touch" recruiter must immediately inform the "Go" recruiter if the accession package

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is incomplete (documents and waivers are not available until the applicant has been received by the "Go" recruiter). Communication between the recruiters is crucial to smooth transfer and proper handling of the applicant.

Note: Under no circumstances shall a Full Gain be converted into a "Touch and Go" after CIRIMS closes on Mission Night.

SECTION 2 ERRONEOUS OR FRAUDULENT ACCESSIONS

050201. DESCRIPTION. Erroneous or fraudulent accession waivers will be required when an applicant has been accessed without meeting all applicable accession criteria contained in this instruction. The NAVCRUITDIST will investigate violations of recruiting standards, practices, and/or procedures to determine culpability under the UCMJ. Naval Military Personnel Manual (MILPERSMAN) and NAVCRUITCOM instructions provide guidance on what constitutes an erroneous or fraudulent accession and what constitutes an acceptable accession. All erroneous and fraudulent accessions will be submitted within 30 days of discovery to NAVCRUITCOM (N32) with a copy to NAVCRUITCOM (00IG), via chain of command, for review and retention. Cases that would have required NAVCRUITDIST, NAVCRUITREG, or NAVCRUITCOM waiver approval will be forwarded, with recommendation, by NAVCRUITCOM (N32) via chain of command to Navy Personnel Command (NAVPERSCOM) (PERS-91) for adjudication.

a. When an investigation reveals an erroneous or fraudulent accession, the recruiter will submit a letter, via chain of command, explaining the circumstances of the accession error/fraud. Exhibits 050201, 050202, and 050203 will be used as guidance.

EXHIBIT 050201. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION RECRUITER LETTER

Date

From: LPO/LCPO, Navy Recruiting Station, City/State
To: Commander, Navy Recruiting Command (N3)
Via: (1) Divisional LCPO, Div. #, Navy Recruiting District ____, City/State
(2) Chief Recruiter, Navy Recruiting District _____, City/State
(3) Commanding Officer, Navy Recruiting District _____, city/State
(4) Commander, Navy Recruiting Region _____, City/State

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

Ref: (a) COMNAVCRUITCOMINST 1130.8
(b) List other applicable references (i.e., COMNAVRESFOR or other instruction). Specific format is provided in SECNAVINST 5216.5.

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

1. Per reference (a), enclosure (1) is forwarded.
2. On date, Rate/First Name, Middle Initial, Last Name was accessed under the provisions of the (specific program). Per references (a) and (b), (provide a short synopsis of the reason(s) for the erroneous or fraudulent accession and how the error or fraud was discovered detected).
3. I have been appropriately counseled about this mistake. I regret any inconvenience and request that Rate/First Name, Middle Initial, Last Name be authorized to continue Inactive Duty for Training in the Navy Reserve.

Signature

Copy to:
NAVCRUTCOM (00IG)

**EXHIBIT 050202. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION ENDORSEMENT FROM
DIVISIONAL LEADING CHIEF PETTY OFFICER**

FIRST ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

Date

From: Divisional LCPO, Div. #, Navy Recruiting District _____, City/State

To: Commander, Navy Recruiting Command (N3)

Via: (1) Chief Recruiter, Navy Recruiting District _____, City/State

(2) Commanding Officer, Navy Recruiting District _____, City/State

(3) Commander, Navy Recruiting Region _____, City/State

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

1. Per reference (a), enclosure (1) is forwarding recommending approval.
2. Provide the Divisional Leading Chief Petty Officer's comments and recommendations.

Signature

Copy to:
NAVCRUITCOM (00IG)

EXHIBIT 050203. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION ENDORSEMENT FROM NAVCRUITDIST

(MUST BE ON LETTERHEAD)

1130
Ser N31/
Date

SECOND ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

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

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

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. Provide Chief recruiter's comments and suggestions.

Signature

THIRD ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

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

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

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. (Description of actions taken to prevent a recurrence).

Signature

Copy to:
NAVCRUTCOM (00IG)

SECTION 3 SELECTED RESERVE AFFILIATION

050301. DESCRIPTION. Selected Reserve (SELRES) affiliation relates to a member of the Ready Reserve, with a remaining incurred obligation, accessing into a pay drill billet with an established drilling unit or Individual Mobilization Augmentee (IMA) billet of the Navy Reserve. Ideally, SELRES are assigned to programs and units of the Navy Reserve consistent with their background, experience, and training. Per DoDD 1200.7, it is DoD policy that members of the Ready Reserve meet the provisions of Title 10 USC 10149 and provide a Ready Reserve force composed of members who:

a. Meet military service wartime standards of mental, moral, professional, and physical fitness.

b. Possess the military qualifications required for their rank, rating, specialty.

c. Are available immediately for active duty (AD) during a mobilization or as otherwise required by law.

Note: OPNAVINST 1001.21 stipulates that the mission of the Reserve Component is to "provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency and at such times as the national security may require." To that end, the Selected Reserve must "be prepared to respond to the entire spectrum of requirements, including war or national emergency, contingency operations, Military Operations Other Than War (MOOTW), Peacetime Contributory Support (PCS), humanitarian operations, full or partial mobilization (including pre and/or post mobilization) and at such other times as the national security may require."

050302. GENERAL ELIGIBILITY GUIDELINES. All applicants for SELRES drill pay billet affiliation must be under a current contractual obligation must continue to meet basic enlistment eligibility requirements set forth in volume II, and must meet the specific requirements for the program under which they are affiliating. Applicants having been in a drill pay status within the last 90 days are ineligible. Per BUPERSINST 1001.39, recruiting personnel must verify an individual's reenlistment eligibility as part of the affiliation process.

a. Personnel discharged from the SELRES of any Service with a characterization of "Not Recommended for Reenlistment" require NAVCRUITCOM (00) via NAVPERSCOM (PERS-913) approval prior to reenlistment or reaffiliation.

b. Personnel transferred from the SELRES due to unsatisfactory participation and not recommended for reaffiliation require prior approval to reaffiliate from NAVCRUITCOM (N32) via NAVPERSCOM (PERS-913).

c. Reaffiliation of Unsatisfactory Participants. Members terminated or separated from the SELRES with a characterization of "Not Recommended for Reaffiliation" require written endorsement from the Navy Operational Service Center (NOSC) to which the member will be assigned using the format in Exhibit 050302. The NOSC CO must conduct a personal interview to determine the member's motivation, intentions, and their Navy Reserve asset potential. Final approval authority is NAVCRUITCOM (N32) via NAVPERSCOM (PERS 913).

d. Enlisted personnel released from active duty (not Initial Active Duty for Training (IADT)) in paygrades E1 and E2 are not eligible for affiliation in a drilling status without prior approval of NAVCRUITCOM (N3).

e. Individuals who received a disqualifying reenlistment code from any Service component require NAVCRUITCOM (N32) approval prior to affiliation. This criterion also applies to personnel who are or have been members of other Active or Reserve Components since the disqualifying reenlistment code was assigned.

f. Personnel who exceed High Year Tenure (HYT) criteria are ineligible for affiliation with the SELRES per MILPERSMAN ART. 1160-120. Personnel who do not exceed HYT criteria, but are retirement eligible, may only be affiliated with NAVCRUITCOM (N3) approval via the chain of command. Refer to Exhibit 050301. Waivers will only be considered for retirement eligible members who are in a critical rating or possess a critical Navy Enlisted Classification (NEC) Code. Personnel who will reach their HYT date within 18 months of affiliation may only be affiliated with NAVPERSCOM (PERS-913) approval via NAVCRUITCOM (N32).

EXHIBIT 050301. HYT BY PAYGRADE FOR NAVY RESERVE

PAYGRADE	YEARS OF SERVICE
E9	30
E8	26
E7	24
E6	22
E5	20
E4	12
E3	10
E2/E1	6 (NOT ELIGIBLE FOR A WAIVER)

g. Reserve Transition Benefits (RTB). Personnel in receipt of, or having previously received, RTB **are not eligible** for affiliation. Refer to BUPERSINST 1001.39.

h. ASVAB Requirements. Prior Service (PS) applicants may enlist with ASVAB scores attained from their previous enlistment, regardless of their AFQT score, provided they enlist in the same rating last held or they meet line score eligibility for the new rating in which they are enlisting. PS applicants not line score eligible shall be re-administered the ASVAB and processed with the new line scores regardless of the AFQT obtained.

Note: Minimum ASVAB line score requirements are based on ASVAB test form designators or versions. ASVAB test scores obtained after July 2004 are considered PAY 97. This includes but is not limited to test versions 01E, 02E, 03E, 04E, 05E, 06E, 23F, 23G, 24F, 24G, 25F, 25G, 26F, 26G, 27F, 27G, 28I, 18F, 19G, and 19W. ASVAB test versions 17A, 17B, and any other test taken prior to July 2004 are considered PAY 80. Chapter 1, Section 6 of this Volume contains ASVAB line score requirements for PAY 97. For assistance in determining PAY 80 rating entry requirements please contact NRC (N32R).

050303. AFFILIATION WITH THE SELECTED RESERVE. While serving in the Navy Reserve, members will maintain the standards of performance outlined in

BUPERSINST 1001.39 to ensure their personal readiness for mobilization. All members must sign NAVRES 1570/2 (Satisfactory Participation Requirements/Record of Unexcused Absence) upon assignment to the SELRES.

a. Orders. Navy Reservists must be issued individual orders assigning them to perform Inactive Duty for Training (IDT). NOSC Commanding Officers are authorized to issue pay or non-pay IDT orders using CNAVRES 1326/4 (enlisted application and orders to a Navy Reserve Unit (Non-Obligor)). IDT orders for qualified personnel performing hazardous or special duty will specify that performance of such duty involving their particular specialty is authorized. MILPERSMAN ARTICLE 7220 AND Department of Defense Financial Management Regulation, Volume 7A, Ch 8.

b. Service Records. For NAVETS, once affiliated with a NOSC the member will establish an Electronic Service Record (ESR) account through NSIPS and print all required service record pages.

c. Billet Assignment. NAVETS will be assigned per unit manning priorities to mobilization billets which match their rating, paygrade, and if applicable, specialized skills such as NEC Codes. Hospital Corpsman with NECs HM-8404 and HM-8701, who reside within a reasonable commuting distance of a Navy Reserve unit in support of the U.S. Marine Corps, will be assigned to that unit if a local billet exists per COMNAVRESFORINST 1001.5, Chapter 2.

d. TRICARE Reserve Select. Navy Reservists, regardless of current status and those in the process of deactivation, having served on named contingency orders (i.e., Southern Watch, Noble Eagle, Enduring Freedom, etc.) are eligible for TRICARE Standard coverage provided they remain in/return to SELRES status during the period of coverage eligibility. Eligibility is extended to members activated on or after 11 September 2001 who continue to serve on contingency orders and those previously deactivated from such orders. Recruiters may encounter deactivated/deactivating Navy Reservists seeking reaffiliation to utilize this entitlement. TRICARE Reserve Select eligible Reservists must continue to meet basic eligibility and program requirements as provided in Volume II and Volume IV in order to affiliate with a drilling Navy Reserve unit. Additionally, these Reservists are subject to any community constraints established by current accession/affiliation goal directive(s). In cases where TRICARE Reserve Select eligible Navy Reservists are unable to affiliate with a drilling Navy Reserve unit, recruiters shall offer to make referral to, or advise that SELRES opportunities may exist with, other Service's Reserve Components. This step is considered an adjunct to the "Blue to Green" transition program. Additional TRICARE Reserve Select information/assistance may be obtained from the local NOSC and the Defense Manpower data Center (DMDC) website at www.dmdc.osd.mil. The DMDC website will provide self-service links where Reservists can obtain program information, declare their intent to enroll, and obtain the required commitment form to initiate the entitlement. Individual eligibility/entitlement issues that cannot be resolved via the DMDC website are to be referred to the appropriate local NOSC personnel.

050304. PREVIOUS UNSATISFACTORY PARTICIPATION

a. Other Service Veterans (OSVETs). OSVETs removed from drill status due to unsatisfactory participation require NAVCRUITCOM (N3) accession authorization.

b. Navy Veterans (NAVETs)

(1) Personnel Still Under Navy Reserve Contract. NAVET personnel transferred from the SELRES to the IRR due to unsatisfactory participation and are still under contract require the NOSC CO's endorsement. This endorsement must be from the activity CO shown on the NAVRES 1326/2 or the NAVRES 1326/4, as appropriate, to which the applicant will be affiliating. Forward the affiliation kit with the NOSC CO's endorsement letter using the format in Exhibit 050302 to NAVCRUITCOM (N32). NAVCRUITCOM (N32) will forward the package to NAVPERSCOM (PERS-913) for approval and reserve system update.

EXHIBIT 050302. SAMPLE UNSATISFACTORY PARTICIPATION REAFFILIATION WAIVER

(Date)

From: Recruiter
To: Commanding Officer, Navy Recruiting District _____
Via: NOSC (Where applicant will perform IDT)

Subj: REAFFILIATION WAIVER

Ref: (a) COMNAVRESFORINST 1001.5

Encl: (1) Copy of NAVRES Form 1326/2 or 1326/4 as appropriate
(2) Copy of DD Form 214

1. Enclosures (1) and (2) are forwarded. Authority to reaffiliate the below named individual is requested:

- a. Name:
- b. Social Security Number:
- c. Rate/rank:
- d. Primary Navy Enlisted Classification Code:
- e. Date last terminated from inactive duty training status:

Recruiter's Signature

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, Navy Operational Support Center _____
To: Commanding Officer, Navy Recruiting District _____

1. Requested waiver is recommended for approval/disapproval.

NOSC CO's Signature

(2) Personnel Off Navy Reserve Contract. Personnel who have received a RE-4 for unsatisfactory drill participation require NAVPERSCOM (PERS-913) approval via NAVCRUITCOM (N32). Personnel who are not recommended for reaffiliation on their last NAVRES 1326/2 transferring them to the IRR, and are then subsequently discharged by NAVPERSCOM and not recommended, require NAVPERSCOM (PERS-913) approval via NAVCRUITCOM (N32).

(3) Previous Waivers. Applicants who received a RE-Code waiver, then during a subsequent Navy Reserve affiliation are transferred to the IRR in an UNSAT status or are not recommended for reaffiliation, require a new NAVCRUITCOM (N32) waiver for the RE-Code prior to reaffiliation.

050305. RESERVE RECOMMENDATIONS. Documentation of reserve recommendations shall be as follows:

a. Personnel released from active duty that are still under contract but who have had no reserve participation must sign a NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on the NAVCRUITCOM Forms web page).

b. NAVET personnel released from active duty that are still under contract and who have had reserve participation must have one of the following:

(1) NAVRES 1326/2

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (Exhibit 050304) and an adjudicated NAVPERSCOM records request

c. OSVET personnel released from active duty, whether still under contract or discharged, and have had reserve participation require one of the following:

(1) Reserve recommendation document

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page), handwritten statement by the applicant providing a detailed explanation of the circumstances that led to members transfer to the IRR for unsatisfactory participation, and a personal statement from the NOSC CO providing a waiver recommendation based on the CO's personal interview with the applicant.

d. NAVET personnel released from active duty with a subsequent reserve discharge on or after 1 January 1998 require one of the following:

(1) NAVPERS 1070/615

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page) and an adjudicated NAVPERSCOM records request

e. NAVET personnel released from active duty with a subsequent reserve discharge before 31 December 1997 require one of the following:

(1) Reserve recommendation document

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page), handwritten statement by the applicant providing a detailed explanation of the circumstances that led to members transfer to the IRR for unsatisfactory participation, and a personal statement from the NOSC CO providing a waiver recommendation based on the CO's personal interview with the applicant.

050306. KEY EMPLOYEES. A "key employee" is defined as someone who cannot be recalled to active duty because their employment is considered more critical than the needs of the Navy Reserve. These members have been transferred from the Ready Reserve (USNR-R) to Standby Reserve-Active (USNR-S1).

a. Key Federal Employees. Reservists employed by the Federal government whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Examples: Members of Congress, certain Federal law enforcement officials, and civilian appointees such as Cabinet officials and military department leaders.

b. Key Non-Federal Employees. Reservists who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization.

Examples: A physician who is the only health care provider for a remote community that is not served by other health care agencies, or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

c. Affiliation. Reservists designated as Key Employees (Federal or Non-Federal) by NAVPERSOM (PERS-91) are ineligible for affiliation.

050307. HIGH YEAR TENURE (HYT) FOR RESERVIST. Per MILPERSMAN ART 1160-120, Reservists whose length of service (LOS) meets or exceeds HYT for their paygrade are ineligible to remain in a pay status and are ineligible for SELRES affiliation. The start date used for computing inactive duty HYT is the pay entry base date (PEBD) whereas the start date used for active duty HYT is the active duty service date (ADSD). Due to this difference, a reservist will have all periods spent under contract counted towards their HYT limits, including periods in the IRR. The following is provided for clarification:

a. Length of Service (LOS). The number of years of combined active and inactive Federal military service, regardless of branch of service, computed from PEBD. Inactive military service covers all periods of inactive duty (NOT to include delayed entry) served under a qualifying enlistment contract.

b. HYT. The maximum years of service authorized for each paygrade. Determination of HYT is based on LOS computed from PEBD.

c. Exhibit 050303, An HYT waiver matrix is provided for determining HYT review authority. This is a review of HYT computations for accuracy purposes only and not a waiver for HYT. An applicant reaching HYT during their drill status is required to submit a HYT waiver package per MILPERSMAN article 1160-120. This is clarified and documented by having all applicants

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COMNAVCRUITCOMINST 1130.8K

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affiliating within three years of their actual HYT sign NAVPERS 1070/613 High Year Tenure, located on the NRC Directive page.

(1) Personnel who apply for enlistment in a temporary rate and will exceed HYT criteria during the time period authorized to complete rate permanency requirements are not eligible for affiliation.

Note: HYT limits are reflected in exhibit 050301. The limiting date for removal from pay status is the end of the month HYT is reached. Example: An applicant with over 9 years of service is eligible for accession in temporary paygrade E4 provided they have a full 18 months to achieve rate permanency prior to the last day of the month of the calendar year in which they reach HYT. If the applicant does not have the requisite 18 months, s/he is ineligible.

d. NAVET applicants who reach HYT in the current calendar year are ineligible for affiliation without a PERS-913 HYT waiver. Waiver requests must be submitted via NAVCRUITCOM (N3).

EXHIBIT 050303. HIGH YEAR TENURE (HYT) WAIVER MATRIX

Paygrade (See Note 1)	Number of Years	Review Authority
E1/2	Less than	No review required
	3 less than 5	NAVCRUITDIST
	5 less than 6	PERS-913
	6 or more	Not Authorized
E3	Less than 6	No review required
	6 less than 9	NAVCRUITDIST
	9 less than 10	PERS-913
	10 or more	Not Authorized
E4	Less than 8	No review required
	8 less than 11	NAVCRUITDIST
	11 less than 12	PERS-913
	12 or more	Not Authorized
E5	Less than 16	No review required
	16 less than 19	NAVCRUITDIST
	19 less than 20	PERS-913
	20 or more	Not Authorized
E6	Less than 18	No review required
	18 less than 21	NAVCRUITDIST
	21 less than 22	PERS-913
	22 or more	Not Authorized
E7	24 or more	Not Authorized
E8	26 or more	Not Authorized
E9	30 or more	Not Authorized

Note 1: All waiver requests to PERS-913 shall be submitted via NAVCRUITCOM (N32).

Note 2: Personnel who are accessed with a temporary rate will have their HYT calculated using the temporary paygrade. Personnel accessed in a permanent rate will have their HYT calculated using their permanent paygrade.

e. Transfer From Drill Pay Status. Per BUPERSINST 1001.39, personnel who reach HYT are required to be transferred from drill pay status. Exhibit

050303 is not to be used as the basis for affiliation waivers but as an aid in computing the year in which an individual will reach HYT. Example: An E4 with 11 years of total service upon affiliation application will reach HYT three years later.

f. HYT and Mobilization. HYT status of a Ready Reserve member does not affect the member's availability for mobilization. They will be subject to mobilization authorities based on his/her assignment status at the time of mobilization (e.g., SELRES or IRR).

050308. NAVET REDUCTION IN RATE. Members released from active duty or transferred to the IRR may request affiliation in a lower paygrade (reduction in rate) in order to meet Navy Reserve manning requirements. Per COMNAVRESFORINST 1001.5, applicants electing reduction in rate are required to sign NAVPERS 1070/613 Reserve Reduction in Rate. BUPERSINST 1430.16 must be reviewed for computation of time-in-rate (TIR). A voluntary reduction in rate shall not be used to establish eligibility for an incentive bonus (if available) unless there are no recruiting reservations for the member's current rating and the rating is closed for recruitment.

a. Applicants are ineligible if reduction in rate would place them under HYT provisions per Article 050307.

b. E3 NAVETs. NAVETs in paygrade E3 (designated strikers) requesting removal of designator must sign NAVPERS 1070/613 Reserve Removal of Designator.

050309. AFFILIATION OF NON-DRILLING RESERVIST

a. Non-Drilling Reservists With Less Than 12 Months On Contract. Personnel having less than 12 months remaining on contract, or who must reenlist for program or GI Bill eligibility, must complete an entire NAVET enlistment application.

b. Voluntary Training Unit (VTU). The NOSC assigns personnel to the VTU. When a member is approved for return to a pay status, the appropriate NAVCRUITDIST will adjudicate the application using the following guidelines:

(1) The NAVCRUITDIST will assign a reservation number for a local accession for E6 and below applicants with an available reservation number.

(2) The NAVCRUITDIST will forward a records review kit to NAVCRUITCOM for E6 and below applicants without an available reservation number. NAVCRUITCOM will liaison with NAVRESFOR (N1) as necessary.

(3) The NAVCRUITDIST will forward a records review kit to NAVCRUITCOM for E7, E8, and E9 personnel regardless of reservation availability. NAVCRUITCOM will liaison with NAVRESFOR (N1) as necessary.

(4) The following must be included in the application:

(a) Recruiting Quality Assurance Sheet

(b) NAVRES 1326/2 transferring the member to the VTU

(c) NAVRES 1326/4 returning member to a pay status

(d) NAVCRUITCOM approval documentation

050310. RESERVE AFFILIATION RATING REQUIREMENTS. All applicants affiliating via a change of rate must meet the requirements contained in volume IV, chapter 1, section 6, exhibit 010601. Applicants affiliating in the same rate must also meet the requirements contained in volume IV, chapter 1, section 6, exhibit 010601.

a. Rating Restrictions. Applicants may access into ratings requiring a Class "A" School (as listed in the CREO NAVADMIN) without attending the applicable school but may be required to attend the school upon mobilization if they have not progressed in the rating beyond the training provided at the "A" School. Applicants must meet minimum eligibility requirements to attend Class "A" School as outlined in MILPERSMAN Article 1306-618 and must meet all other requirements for the specific rating as delineated in NAVPERS 18068, BUPERSINST 1430.16, and the current CREO NAVADMIN.

b. Performance (Typing) Tests. Temporary rating LN personnel must successfully complete performance testing in order to affiliate. The below guidelines apply:

(1) LN candidates may use word processing software in a regular typing mode but are prohibited from using features such as spell check, word wrap, or backspace. All LN applicants must type a minimum of 40 WPM.

(2) LN candidates may be administered the typing test by using a web-based service available at: www.speedtypingonline.com/typing-test.

c. Master-at-Arms (MA) Applicants. MA applicants for affiliation via rating conversion must meet the requirements established in volume IV, chapter 1, section 6, exhibit 010601, complete a PSSQ Screening per volume IV, chapter 4, section 3, and the following:

(1) Applicants must not be currently employed, full or part-time, as a private investigator or bail bondsman.

(2) Applicants must have no NJP or convictions in civilian or military courts in the three-year period preceding affiliation application. Personnel with repeated military offenses or convictions by civilian or military authorities for any offenses reflecting unfavorably upon their integrity are ineligible for affiliation. Personnel with domestic violence conviction(s) are ineligible. No waivers of this requirement are authorized.

(3) Applicants must hold a valid state driver's license. Applicants with a suspended license are ineligible.

(4) Applicants must exhibit verbal and written command of the English language. No speech impediments are allowed.

(5) Applicants must have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or any other condition that impairs the performance of law enforcement and security duties.

(6) Applicants must be in good physical condition and capable of sustained exertion, meet body composition standards, no documentation of

being out of body composition standards within one year of the application date, and be fit for full duty.

(7) Applicants must have a minimum of 36 months obligated service remaining on their current enlistment from the conversion date for acceptance as MA.

(8) Applicants must be HSDG or HSG. No waivers of this requirement are authorized.

d. Application Procedures. All applications for affiliation via conversion to the MA rating must contain a letter of recommendation from a Limited Duty Officer (649X), Chief Warrant Officer (749X), or Master-at-Arms (E7 or above) specifically stating that the applicant meets all MA-specific eligibility requirements. NAVCRUITDISTs that have none of the aforementioned individuals available for interviewing shall have the NAVCRUITDIST CO interview the applicant and provide an endorsement. The NAVCRUITDIST COs endorsement must include a statement that no limited duty officers (649X), chief warrant officers (749X), or master-at-arms (E7 or above) are available to conduct the required interview. Additionally, a complete physical examination must be included for verification of color perception and vision requirements.

e. Hospital Corpsman Specialties. Civilian trained and certified surgical technicians, radiology technicians, laboratory technicians, pharmacy technicians, and cardio-pulmonary technicians may be accessed if they meet the following requirements:

(1) Possess a current, valid certification in their respective field.

(2) Possess proof of training from an accredited institution.

(3) Provide two letters of recommendation from a civilian medical facility.

(4) A vacant billet must be available with the NEC for which the applicant is applying. NECs will be awarded upon approval from NAVCRUITCOM (N3). NAVPERSCOM will assign the NEC once the member's gain is reflected in the Inactive Manpower and Personnel Management Information System (IMAPMIS). The Navy enlisted classification (NEC) change request, available in CIRIMS, must be submitted with the kit.

(5) Under no circumstances will a technician be accessed into a general duty HM billet.

(6) Medical Assistants. Certified Medical Assistants (CMA) may be accessed into a general duty HM billet. They must have a current certification in Medical Assisting from the American Association of Medical Assistants.

SECTION 4 RESERVE COMPONENT RESERVATION CATEGORIES

050401. GENERAL. The following reservation categories pertain to CIRIMS:

a. Bought/Not Attained (BNA) Reservation. BNA is used to hold a reservation for a short time period to allow for enlistment or affiliation. Only one reservation is authorized per applicant. BNA reservations for prior service (PS) applicants and active duty Sailors who commit to Reserve affiliation immediately upon EAOS (active to reserve integration (ARI)) shall be cancelled after 60 consecutive days from the original reservation request.

Note: A bought reservation must be attached to an enlistment or affiliation package before final approval is obtained.

b. Pending List. Used when a recruiter enters the applicant's information and the rate for which he or she is applying into CIRIMS. In cases of a temporary or permanent rank and rate situation, the recruiter shall enter the temporary rank and rate.

050402. APPLICANT REQUIREMENTS. Applicants shall meet the following requirements prior to initiating a classification interview or executing a reservation:

a. Applicants shall be informed of the rating and program reservation being requested via CIRIMS and shall be informed once the reservation request has been approved either in person or telephonically.

b. A complete enlistment or affiliation kit must be entered into CIRIMS.

c. Applicants must have a complete, valid enlistment physical examination and have been determined to be "physically qualified".

d. All required waivers (excluding reserve waivers above the CO level) must be completed and documented on enlistment or affiliation documents before a reservation is made.

e. Applicants must be determined to be completely qualified in all respects for enlistment or affiliation in the rating/program being offered.

f. Applicants shall have only one reservation in CIRIMS at any one time. Multiple reservations for any one applicant is prohibited.

g. The NAVCRUITDIST recruiting operations officer is responsible for tracking all reservations and ensuring abuse does not occur.

050403. PROGRAM APPROVAL FOR SELRES PROCESSING. Applicants requiring an eligibility determination must receive approval from the proper approving authority prior to approval for a specific program. Refer to exhibit 050401.

EXHIBIT 050401. SelRes Processing Program Approval Matrix

Program	Approving Authority
RECORDS REVIEW - see requirements/waivers	
E6 and below with a reservation number	NRD
E6 and below without a reservation number	NRC
E7, E8, and E9 applicants	NRC via BUPERS-32
NAVET - see program requirements/waivers	
Under USN contract with no change of rating (other than CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants)	NRD
CT, IS, MA, IT, LN, and RP applicants under USNR contract	NRC via Appropriate PM
Discharged less than 6 years	NRD
Discharged 4 or more years electing permanent paygrade	NRC
CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants	NRC via Appropriate PM
Reduction in Rate	NRC
NAVET INCENTIVE - see program requirements/eligibility determinations	
Eligible for NAVET Incentive	Appropriate NRD
HM and HMDA applicants discharged less than 4 years	NRD
HM, and HMDA applicants discharged 4 or more years	NRC
E-7, E-8, and E-9 applicants	NRC via BUPERS-32
CT, IS, MA, IT LN, SO, SB, ND, EOD, and RP applicants	NRC via Appropriate PM
E6 and below reduction in rate requests	NRC
E7, E8, and E9, reduction in rate requests	BUPERS-32 via NRC
NAVET ELAPSED TIME - see program requirements/eligibility determinations	
E6 and below applicants	NRC
HM and HMDA field applicants	NRC
E7, E8, and E9 applicants	NRC via BUPERS-32
CT, IS, MA, IT, LN, and RP applicants	NRC via Appropriate PM
PRISE -R - see program requirements/eligibility determinations	
Non-"A" School required ratings	NRC
"A" School required ratings	NRC via BUPERS-32
CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants	NRC via Appropriate PM
AWV	NRC via BUPERS-32
OSVET - see program requirements/eligibility determinations	
Direct primary MOS/AFSC/Rating conversion applicants	NRD
Non-direct conversion applicants	NRC
CT, IS, MA, IT, LN, and RP applicants	NRC via Appropriate PM
E6 and below reduction in rate requests	NRC
E7, E8, and E9 reduction in rate requests	NRC via BUPERS-32
E7, E8, and E9 applicants	NRC Via BUPERS-32

EXHIBIT 050401. SELRES PROCESSING PROGRAM APPROVAL MATRIX (cont.)

Program	Approving Authority
DPEP - see program requirements/eligibility determinations	
Non-"A" School required E4 and Below	NRC
All other applicants	NRC
CT, IS, MA, IT, LN, and RP applicants	NRC via Appropriate PM
VTU	
IRR TO VTU for purpose of Mobilization	PERS-913 via NRC
VTU to SELRES	See above NAVET REQ
IRR to VTU NON MOBILIZATION	NOSC CO via NRD

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VOLUME V - DELAYED ENTRY PROGRAM

COMNAVCRUITCOMINST 1130.8K

JULY 2016

VOLUME V - DELAYED ENTRY PROGRAM

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CHAPTER 1 GENERAL

010101. 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 365 days (12 months) with the exception of juniors who will be mid-year graduates. All up and coming new high school seniors (scheduled to graduate at the completion of the next school year) entering DEP during the months of May, June and July are authorized to remain in DEP for a maximum of 455 days (15 months).

010102. PURPOSE

a. Maintain future Sailors motivation throughout their time in the DEP. Motivation serves to build commitment to the Navy while minimizing attrition. Central to this purpose is the mentoring relationship established and maintained between the recruiter and the future Sailor.

b. Mentally and physically prepare future Sailors for recruit training with the objective of reducing attrition. Inherent to this requirement is voluntary participation in the Initial Fitness Assessment (IFA).

Note: Refer to [Chapter 2 section 1](#) of this volume prior to administering IFA for any future Sailor.

c. Consistently screen future Sailors to ensure they continue to meet enlistment criteria which may affect their ability or eligibility to ship. This also ensures that the future Sailor remains qualified for program guarantees or enlistment options.

d. Encourage future Sailors to provide quality referrals to recruiters who can discuss Navy benefits and opportunities with these prospects.

Note: All of these goals can be accomplished through regular contact and an imaginative, but common sense, approach to planned future Sailor activities. The first essential step is frequent communication between recruiters and future Sailors. This contact should not be limited to telephone calls or routine visits to the recruiter's office. A dynamic, professional, imaginative program of activities designed to spark the future Sailors' interest and prepare them for recruit training is key. Not only will this ensure that future Sailors stay in the DEP, but will also greatly enhance their chances for success at RTC.

010103. GENERAL. The primary focus of DEP management is overall program oversight, administration and improvement. Some degree of DEP attrition will occur; however, effective DEP management should reduce the quantity of surprise attrition and minimize the effects of the attrition that does occur. Properly used, the tools presented in this section will enhance program effectiveness.

010104. DEP PROGRAM RESPONSIBILITIES. Each member of the chain of command must ensure the DEP is meeting intended objectives to support program effectiveness while proactively seeking program improvements.

Note: Maintain a professional atmosphere during any interaction with future Sailors and/or their families. Derogatory comments, jokes, poor language, etc., must not be used. Keep in mind the Navy's policies on sexual

harassment, fraternization and an individual's rights regarding the Freedom of Information and Privacy Acts.

a. NAVCRUITREG Commander

(1) Ensure each NAVCRUITDIST in the region has a strong, viable DEP program that is in compliance with this instruction.

(2) Direct DEP audits when trends indicate that adverse conditions are present, such as excessive DEP attrition or shipper rollouts. Additional corrective action may be taken as deemed necessary (e.g., requiring monthly DEP executive screens, requiring monthly review of DEP training records maintained by individual recruiting stations, etc.).

b. NAVCRUITDIST Commanding Officer (CO)

(1) Ensure the command is in full compliance with this instruction.

(2) Promulgate local policies to amplify this chapter as necessary to improve program effectiveness and ensure leadership, training and development of DEP personnel is maximized to the fullest extent possible.

(3) Attend DEP functions as frequently as practicable, with a minimum of one monthly.

c. NAVCRUITDIST Executive Officer (XO) and Command Master Chief (CMC)

(1) Assist the commanding officer as necessary in the leadership, training and development of DEP personnel.

(2) Attend DEP functions as frequently as practicable, with a minimum of one per month.

d. NAVCRUITDIST Public Affairs Officer (PAO). Solicit and process DEP hometown news releases.

e. NAVCRUITDIST Recruiting Operations Officer (R-OPS)

(1) Ensure each division and NAVCRUITSTA has a strong, viable DEP program that is in compliance with this instruction and the local policies promulgated by the commanding officer.

(2) Maintain a current database of potential problems by division, station, recruiter, future Sailor name, program, and ship date. In addition to the early identification of problems and aid in the possible prevention of attrition, this database forms the best source of data for attrition analysis.

(3) Ensure actions are being taken to correct any negative trends associated with DEP losses.

(4) Conduct an ongoing attrition analysis to identify trends and develop recommended program improvements.

(5) Advise the commanding officer on plans and policies that will improve program efficiency and effectiveness.

(6) Attend DEP functions as frequently as practicable, with a minimum of one per month. Verify the use of the DEP tool kit in planning and conducting DEP meetings.

f. NAVCRUITDIST Chief Recruiter/Assistant Chief Recruiter

(1) Ensure each division and NAVCRUITSTA has a strong, viable DEP program that is in compliance with this instruction.

(2) Monitor the DEP pool, with special emphasis on those shipping within the next 90 days.

(3) Ensure first out-month shipper verifications are completed by leading chief petty officers no later than the 15th of the current month for next out month shippers; any issues likely to affect shipping must be resolved prior to the end of the month.

(4) Identify and train to recognized weaknesses within the DEP with emphasis on minimizing attrition.

(5) Ensure actions are taken to correct any negative trends associated with DEP losses.

(6) Take corrective action if divisions have excessive in-month attrition, excessive requests for rollouts, or abnormally high levels of overall attrition.

g. NAVCRUITDIST DEP Coordinator

(1) Assist the R-OPS/CR in program administration.

(2) Track all referral recognition forms to ensure future Sailors receive awards in a timely manner. Verify all paperwork for advancement is included in the future Sailor's service record prior to shipping. DEPCO must be in compliance with responsibilities listed in Chapter 3, paragraph 030103 (f) of this volume.

(3) Obtain DEP meeting schedules from each LPO/LCPO and distribute monthly to coordinate attendance from the chain of command.

(4) DEPCO shall obtain a monthly muster report from each NRS, track meeting attendance, report any out of standard NRS to the chain of command, and retain the reports for current plus twelve months.

(5) Conduct any other administrative duties to enhance the DEP as directed by the chain of command.

h. NAVCRUITDIST Trainer

(1) Assist in training production recruiters regarding effective DEP leadership and management procedures.

(2) Assist in DEP audits as directed by the chain of command.

(3) Train recruiters in the proper use of the DEP tool kit.

i. Nuclear Field Coordinator (NF)

(1) Maintain a WEB RTools prospect record on each NF future Sailor.

(2) Contact all NF future Sailors monthly. This contact is in addition to required recruiter contacts.

(3) Attend DEP functions frequently as practicable, with a minimum of one monthly.

j. Warrior Challenge Coordinator

(1) Ensure proper DEP management through proactive mentorship of all Warrior Challenge Program future Sailors.

(2) Identify and work to improve Warrior Challenge future Sailors' physical fitness levels and motivation in order to increase success rate in their respective training pipelines.

(3) Train and qualify specific NAVCRUITDIST representatives who will assist in the physical screening of Warrior Challenge future Sailors, specifically the physical screening test (PST).

(4) Coordinate and conduct 14-day PSTs.

(5) Ensure NAVCRUITDIST representatives (LPO, LCPO or above) conducting and/or supervising the PST or specific physical training, understand and follow operational risk management to mitigate risk and/or injury to Warrior Challenge future Sailors.

(6) Conduct presentations and campus visits at high schools and colleges.

(7) Assist recruiters and classifiers in processing and tracking Warrior Challenge programs applicants and waiver submissions.

(8) Coordinate with recruiters to schedule the PST.

(9) Inform the chain of command of all Warrior Challenge program future Sailors' status, to include PST, attrition, etc.

(10) Inform chain of command of any Warrior Challenge future Sailor who fails or is otherwise no longer eligible for the NSW, NSO, or AIRR programs.

(11) Install and maintain the Warrior Challenge working tickler.

k. Division Officer (DIVO) and Division Leading Chief Petty Officer (DLCPO)

(1) Ensure the DEP is administered in each NAVCRUITSTA per this instruction.

(2) Conduct a minimum of one NAVCRUITSTA visit per month. Any exception must be granted, in writing by the R-OPS.

(3) Ensure that all assigned LPO, LCPO, and recruiters are properly trained regarding DEP leadership policies and procedures.

(4) Maintain a current database of all future Sailors in the division and a list of potential problems by station, recruiter, future Sailor name, program, and ship date.

(5) Attend DEP functions as frequently as practicable, with a minimum of two per month and ensure the use of the DEP tool kit in planning and conducting DEP meetings.

(6) Provide LPO or LCPO with written feedback regarding the quality of their DEP meetings with recommended improvements (DEP Meeting Feedback and Evaluation). This feedback shall be retained in the LPO or LCPO's training record.

(7) Review all DEP re-certification forms and DEP records during NAVCRUITSTA visits. Identify and take corrective action on any problems discovered.

(8) Conduct a division DEP audit at least quarterly to identify attrition trends.

(9) Conduct first out-month shipper verifications no later than the 15th of the current month for all shippers scheduled during the next out month (e.g., 15 August complete verifications for all September shippers). All findings shall be documented in Web RTools and any further action taken as necessary to resolve any issues that may impact shipping.

(10) Review all turnover audits and retain on file for two years.

1. Leading Petty Officer/Leading Chief Petty Officer. The LPO and LCPO's leadership role is critical to the success of the DEP; more simply put, no one is more important. The LPO and LCPO must be held accountable for what happens, or what does not happen, with his or her DEP pool. Duties and responsibilities are as follows:

(1) Provide the overall supervision required to ensure the NAVCRUITSTA and assigned recruiters comply with this instruction and local policies issued by the commanding officer.

(2) Schedule and coordinate DEP activities and functions. Ensure all future Sailors and their families are afforded the opportunity to attend and contribute to the program. Ensure recruiters use the DEP tool kit in planning and conducting DEP meetings.

(3) Maintain consistent and continuous contact with each future Sailor, with a minimum of three phone contacts and two face-to-face contacts per month (including DEP meetings).

(4) Ensure solicitation of referrals from future Sailors.

(5) Establish a DEP training folder prior to indoctrination for each new future Sailor. The DEP training folder is retained at the NAVCRUITSTA until the Sailor graduates from Recruit Training Command (RTC). The DEP training folder checklist, available on the command website (under forms), contains a list of documents to be maintained in the DEP training folder. The documents shall contain the following:

(a) 72 Hour Indoctrination

- (b) DEP Recertification
- (c) Hold Harmless Agreement
- (d) DEP Referral Form (5305)

(6) Ensure that 72-hour indoctrinations are conducted by recruiters at the future Sailor's home. The LPO or LCPO will accompany all new recruiters on their initial 72-hour indoctrination. All future Sailors who receive their 72-hour indoctrination by the recruiter only will be contacted by the LPO/LCPO via phone or face to face within five days minimum after completion of the 72-Hour indoctrination.

(7) Ensure all required DEP re-certifications are completed and retained in the DEP training folder until graduation from RTC.

(8) The LPO or LCPO should encourage recruiters to send a minimum of one personal letter to their recruits while at RTC as a best practice. The letter should be written no later than one week after the future Sailor ships to RTC and should provide encouragement and motivation to the new recruit during the first few weeks of RTC. Contact information can be obtained by the recruiter accessing the STASS ("Write your Recruit" function) on the NAVCRUITCOM Quarterdeck web page.

(9) Ensure the parents and/or spouse have recruit's contact information no later than one week after the future Sailor ships to RTC and again one month after ship date. Contact information can be obtained by the recruiter accessing the STASS ("Write your Recruit" function) on the NAVCRUITCOM Recruiting Quarterdeck web page.

m. Recruiter. The most important element relating to the ultimate success of the future Sailor is the "hands on" involvement of the recruiter. It is the recruiter's personal involvement that will, in the end, determine whether the maximum benefits of the program are realized. The recruiter's responsibilities include, but are not limited to:

(1) Take the role of mentor and provide guidance to the future Sailor on all issues. The goal is to develop and maintain a professional trust and bond with the future Sailor, and ensure a smooth transition during the journey from civilian life to military life.

(2) Conduct the DEP in accordance with the guidance set forth in this instruction and local policies promulgated by the Commanding Officer.

(3) Maintain consistent and continuous contact with each future Sailor, including a minimum of three phone contacts and two face to face contacts per month including DEP Meetings.

(4) Record and update future Sailor contact and participation in R-Tools.

(5) Respond promptly to future Sailors' needs as they arise, especially when it may alter shipping status. Inform and coordinate this activity through the LPO or LCPO.

(6) Solicit referrals from future Sailors and provide the disposition of each referral to the future Sailor.

(7) Ensure that 72-hour indoctrinations are conducted at the future Sailor's home. The 72-hour indoctrinations will be held no later than three days following enlistment unless scheduling conflicts do not allow the future Sailor's parents and/or spouse to be present. In this case, recruiters are allowed five days to complete the 72-hour indoctrination.

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CHAPTER 2 PREPARATION FOR RECRUIT TRAINING

020101. GENERAL. All future Sailors must be physically and mentally prepared to cope with the challenges of recruit training. All efforts to help the men and women in the DEP prepare for recruit training will provide dividends in the form of less RTC attrition and better Sailors in the fleet.

020102. MENTAL PREPARATION. Future Sailors must be mentally prepared for recruit training, both in terms of attitude and knowledge. Too many recruits, bewildered by the abrupt change in environment, become apathetic or hostile towards training and the Navy. This produces attrition of otherwise qualified men and women. Mental preparation begins with the 72-hour indoctrination and concludes with a final briefing with the future Sailors just before they ship to RTC.

020103. DEP DIVISION ORGANIZATION. All future Sailors assigned to the same NAVCRUITSTA should be organized into a DEP Division. This can increase mental preparation by familiarizing future Sailors with the Navy chain of command, introducing them to the titles used at RTC, and providing them with an opportunity to lead other future Sailors.

a. It is not required that all positions be used in the Chain of Command, only those needed for effective organization. Future Sailors should be assigned limited responsibilities and encouraged to take an active role in the development of junior personnel. However, the mentoring relationship and performance counseling functions must remain the sole responsibility of the recruiter.

b. If at all possible, future Sailors should have the opportunity to advance up the chain of command based on their motivation, number of referrals provided, PQS, and demonstrated teamwork.

020104. 72-HOUR INDOCTRINATION Effective 72-hour indoctrinations will eliminate buyer's remorse and provide a good foundation for the future Sailors' relationships with the recruiters during their time in the DEP. The US Navy Delayed Entry Program Standards Transition Acknowledgement Requirements Training (START) guide will be used to ensure all future Sailors are informed of their Navy opportunities and acknowledge receipt of this information. All 72-Hour DEP indoctrinations will be documented in R-Tools and a copy will be placed in future Sailor's training folder. Written authorization is required from the DLCPO prior to conducting 72-hour indoctrination outside the future Sailor's home. The LPO or LCPO shall accompany each new recruiter on his or her initial 72-hour indoctrination. When a future Sailor is under the age of 18 years, or married, his or her parents and/or spouse, as applicable, must attend the 72-hour indoctrination. All others are highly encouraged to attend. This allows parents and the spouse to ask questions and understand the requirements that the future Sailor must fulfill while he or she is in DEP. The 72-Hour indoctrinations will be completed no later than three days following the future Sailors enlistment unless scheduling conflicts do not allow the future Sailor's parents or spouse to be present. In this case, recruiters are allowed five days to complete the 72-hour indoctrination. The following items are the minimum to be covered:

- a. Make the future Sailor feel like part of the Navy team. Explain how military titles will be used in all communications (future Sailor, petty officer, etc.).
- b. Review the enlistment contract. Explain that program guarantees are contingent on the future Sailor maintaining eligibility for the program and Navy.
- c. Explain that the future Sailor is now a representative of the United States Navy in the community, and that their conduct reflects on the image of their Navy.
- d. For 11S (high school) future Sailors, brief them on the Navy's "Stay in School" policy and ensure they understand their responsibilities for graduating from high school, as well as providing a copy of their grades at each reporting cycle.
- e. Explain they must notify you of any illness or injury, any academic problems at school and any involvement with police authorities, regardless of how small.
- f. Explain the requirements and objectives of the monthly mentoring contact and monthly DEP meetings.
- g. Explain DEP PQS. Express that at the first monthly mentoring contact you will go through the PQS and assist the future Sailor in developing a PQS schedule according to their ship date.
- h. Review each topic listed in the DEP S.T.A.R.T. Guide with the future Sailor and family. Take time to verify they understand and acknowledge the information provided. Any questionable topics must be reviewed with future Sailor or family to ensure understanding.
- i. The signed Hold Harmless Agreement signature page and acknowledgement signature page located on the NRC Forms web page, will be placed in the future Sailor's training folder. The recruiter will also ensure a START guide page 13 is downloaded from the NRC forms web page, signed by the future Sailor and original returned to MEPS for placement into service record prior to accession.
- j. Each item of the Fraternalization Policy Acknowledgement shall be reviewed with both the future Sailor and his or her family to ensure thorough understanding.
- k. Have the future Sailor read and sign the Recruit/Trainee Prohibited Activities Acknowledgement Form (DD Form 2983) in accordance with DODI 1304.33. This form must be returned to the Navy liaison office and retained IAW the current checklist.
- l. Express your commitment to assisting the future Sailor in getting the most successful start possible in the Navy. Ask if the future Sailor or his/her family has any questions. Resolve each question or concern. Any unresolved issues have the potential to create buyer's remorse if not appropriately addressed.

020105. MONTHLY MENTORING CONTACT. The purpose of monthly mentoring contact is to continue the mentoring relationship established at the 72-hour

Indoctrination. It provides the recruiter with the time necessary to go over DEP PQS, verify future Sailor's enlistment eligibility, conduct physical fitness training, and discuss referral prospecting.

a. The number of mentoring contacts will vary based on the needs of the future Sailor, but shall be no less than once per month. If at all possible, the monthly mentoring contact should not be held in conjunction with the monthly DEP Meeting.

b. The initial mentoring contact shall take place at least one week after the 72-Hour indoctrination.

c. Reemphasize the Navy's core values and drug abuse policy. Review and update the Navy's prospect specific value proposition (PSVP).

d. Document all mentoring contacts in Web RTools.

020106. DEP MEETING. DEP meetings are team building exercises and promote unit cohesion. Muster reports will gauge the cohesiveness and effectiveness of individual NAVCRUITSTA DEP pools. DEP meetings are designed to prepare the future Sailor for RTC and produce referrals. Attendance shall be 80% or better. Each recruiter and future Sailor shall be addressed by their military title at all times. The beginning of each meeting should start with a reciting of the Sailor's creed. The LPO or LCPO shall:

a. Prepare an annual DEP meeting schedule and submit to DEP coordinator via chain of command to solicit attendance from the COC and other headquarters' staff.

b. Conduct a DEP meeting at least once per month using the DEP tool kit to plan and coordinate the function.

c. Ensure each future Sailor signs the DEP meeting muster reports (record of DEP meeting/DEP flex event. Submit the muster report monthly to the DEPCO and retain a copy of the reports for current plus twelve months.

d. Schedule flex-DEP events for future Sailors who are unable to attend the regularly scheduled DEP meeting (see article 020107).

e. Encourage future Sailors to invite friends, family and referrals to the DEP event. All referrals shall be documented and tracked in R-Tools.

020107. FLEX-DEP EVENTS. The LPO or LCPO will ensure a flex-DEP event is scheduled for future Sailors who are unable to attend the regularly scheduled DEP meeting. The flex-DEP event does not need to cover everything presented in the regularly scheduled DEP meeting, but should include a summary of items discussed, presentation of any awards, and a motivational talk. Every attempt should be made to conduct a flex-DEP as a group. Only as a last resort should the flex-DEP event be conducted one-on-one with future Sailors who were unable to attend the regular DEP meeting. Muster reports for each individual flex-DEP event will be attached to the DEP muster reports for the regular DEP meeting to satisfy the monthly DEP meeting requirement. DEP meetings/multiple flex-DEP events will not be reported on a single muster report.

020108. DEP PERSONNEL QUALIFICATION STANDARDS (DEP PQS). DEP PQS is an important element in preparing future Sailors for their transition to a

military training environment. Recruiters shall inform the future Sailor of the requirement to initiate DEP PQS and encourage the future Sailor to complete all eleven DEP PQS topics prior to their scheduled ship date. Recruiters will ensure each future Sailor receives adequate training during scheduled DEP meetings and other periods of future Sailor mentoring. The completion of DEP PQS is mandatory for all non-Tier 1 future Sailors.

a. Recruiters are required to ensure all future Sailors strive to successfully complete all eleven DEP PQS topics contained in the Standards-Transition-Acknowledgement-Requirements-Training (START) Guide prior to their scheduled ship date. The Recruiter will use the START guide to sign and date each DEP PQS topic upon the future Sailor's demonstrated mastery of the topic.

b. The LPO or LCPO is responsible to track the progress of all future Sailors in his or her DEP by using the DEP PQS tracking sheet. The DEP PQS tracking sheet shall be displayed in a visible location within the Navy recruiting station. Completed DEP tracking sheets shall be retained for a period of 24-months and will be subject to inspection as part of the command inspection program.

c. PQS completion or non-completion must be documented in section VI, remarks, of the DD Form 1966/4.

020109. PHYSICAL PREPARATION. Future Sailors must be physically prepared for the rigors of recruit training. Too much training time is lost because prospective Sailors arrive at RTC without the minimum level of strength and endurance. The answer is to adopt a healthy lifestyle which promotes proper nutrition and daily exercise. Placing a greater emphasis on this program will result in improving the physical status of those who need it most. Under no circumstances will any Navy representative lead or conduct any physical activity with anyone seeking affiliation with any component of the U.S Navy prior to completion of the following actions: 1) prospect completes a medical examination at MEPS; 2) prospect executes a Hold Harmless Agreement and Release from Liability certificate; and 3) Navy personnel leading physical training have completed the NKO Command Fitness Leader course (CPD-CFL-010), NKO Supervisor - Managing Your Teams Risk (CPPD-ORM-MYTR-1.0), CPR certification (American Red Cross or American Heart Association), and NRC (N7/NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

a. All Recruiters will become familiar with the contents of the NRC "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training" which are located on the NRC Quarterdeck N7 department page at <https://rq.cnrc.navy.mil>

b. Future Sailors will be advised of the NRC fitness and nutrition plan, as well as the Navy's height, weight, and body fat standards during the 72 Hour indoctrination.

c. Future Sailors for whom weight maintenance tends to be a problem must be encouraged to adopt a healthy lifestyle, including an exercise plan and a healthy eating program. Future Sailors who do not meet height and weight or body fat standards as outlined in this instruction cannot be shipped to recruit training.

Note: Recruiters are discouraged from promoting specific diet plans to future Sailors to reduce the possibility of the Navy becoming liable for any ill effects suffered by future Sailors in response to various diet plans. Future Sailors should be encouraged to use the "Fitness and Nutrition Guide" or seek the advice of health care professionals.

020110. PHYSICAL TRAINING ACTIVITIES. Any activities that present the real possibility of serious injury should not be undertaken. It is important to remember they are not Sailors yet and special care should be taken to prevent even the slightest possibility of injury. Recruiters shall use the guidance provided in the "Recruiter Guide for Physical Training" in conducting any PT for future Sailors. Participation is strictly voluntary.

020111. GOVERNMENT LIABILITY FOR PERSONAL INJURY TO FUTURE SAILORS.

Government liability for personal injury to future Sailors, especially while they are attending DEP meetings and other DEP events, is explained in the Hold Harmless Agreement and Release from Liability located on the NRC forms web page.

020112. INITIAL FITNESS ASSESSMENT (IFA). Physical fitness is a crucial element of mission performance and must be a part of every Sailor's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual. The IFA is designed to provide future Sailors a voluntary assessment of their conditioning prior to RTC.

Note: Do not administer the IFA to any individual enlisted under the delayed enlistment medical (DEM) program until the waiver is approved, the applicant is cleared by MEPS medical and the PRIDE record is updated.

a. Participation in organized physical training and the IFA is strictly voluntary.

b. The IFA must be conducted only by fully qualified, command designated command fitness leaders (CFLs). Recruiting personnel conducting the IFA shall provide results to the future Sailor and discuss physical fitness requirements at Recruit Training Command.

c. The IFA will not be administered in extreme weather as outlined in OPNAVINST 6110.1 series.

d. IFAs will be administered in full accordance with the OPNAVINST 6110.1 series with the exception of the 10-12 week advanced notification, completion of the PARFQ and PRIMs entries. All other safety checklists and requirements stipulated in OPNAVINST 6110.01 series for conducting a PRT shall be used to conduct the IFA. Family members and friends of future Sailors are strictly prohibited from participation in the IFA.

e. An operational risk management (ORM) analysis shall be completed at least 24-hours prior to the IFA. The ORM process should use the "what if" tool and must include all aspects of the scheduled IFA, from individual's medical and physical condition, current medications, terrain, weather, back-up emergency communications, etc.

(1) Guidelines for conducting a successful ORM analysis can be found in OPNAVINST 3500.39 and on COMNAVSAFECEN website: <http://www.safetycenter.navy.mil>. Additional useful guidelines regarding

physical exercise can be found at the following website:
<http://www.mwr.navy.mil>.

(2) Recruiting personnel must verify the possession of a signed Hold Harmless Agreement and Release from Liability certificate maintained in each future Sailor's DEP training folder. Future Sailors must read and sign the Hold Harmless Agreement Certificate prior to participating in the IFA or any DEP physical training or sports event.

(3) During the IFA, there will be no less than two CPR qualified monitors present per 25 participants.

(4) The location of the IFA shall be a flat even surface free from inclines and declines, and be sufficiently marked for the 1.5 mile run.

(5) Water shall be provided for all future Sailor's before and after completion of the 1.5 mile run.

(6) All future Sailors participating in the IFA will have a current unexpired MEPS physical.

(7) Future Sailors recovering from recent self-limiting illness (such as cold, gastrointestinal disturbance, minor injury, etc.) shall not participate in the IFA. Members may participate once episode subsides, at CO discretion.

(8) The IFA site must be accessible by emergency vehicle.

f. Recruiting personnel shall prepare a NAVPERS 1070/613 to document completion of the IFA and place it in the future Sailor's residual file. The NAVPERS 1070/613 shall be signed by the CFL.

020113. WARRIOR CHALLENGE PROGRAM AND PHYSICAL SCREENING TEST. Naval Special Warfare (NSW)/Naval Special Operations (NSO) Underwater Construction Team (UCT) Air Rescue Swimmer (AIRR). Only NSW/NSO/AIRR coordinators, contracted mentors and CO designated PST administrators approved by NAVCRUITCOM (N3), trained and certified by NSW/NSO/AIRR coordinators or contracted mentor are authorized to administer the PST. The NSW/NSO/AIRR coordinators, contracted mentors are responsible for documenting all PST results and maintaining all PST records.

a. Applicants classified into the Warrior Challenge Program shall be made aware that this program involves strenuous conditioning and requires applicants to successfully pass the PST: (1) (DEP qualifying) prior to classification into a NSW/NSO/AIRR rate, (2) (practice) every 45 days while in DEP to remain qualified, (3) (14 day) within a 14- day period prior to shipping. Failure to successfully pass the PST renders the member ineligible to remain in the program and requires a mandatory reclassification into another program. PST requirements are as follows:

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Physical Screening Test Requirements	Special Warfare Operator (SO)	Special Warfare Boat Operator (SB)	Explosive Ordnance Disposal (EOD) / Navy Diver (ND)	Aircrew Rescue Swimmer (AIRR)
500 yard swim	12:30	13:00	12:30	12:00
Ten minutes rest				
Push-ups (Within 2 minutes)	50	50	50	42
Two minutes rest				
Sit-ups (Within 2 minutes)	50	50	50	50
Two minutes rest				
Pull-ups (Within 2 minutes)	10	6	6	4
Ten minutes rest				
1.5 mile run	10:30	12:00	12:30	12:00

Note: Do not administer the PST to any individual enlisted under the delayed enlistment medical (DEM) program until the waiver is approved and the applicant is cleared by medical.

b. Only NSW/NSO/AIRR coordinators, contracted mentors and CO designated PST administrators are authorized to administer the PST. The DEP qualifying and the 14-day PST will be administered only by the NSW/NSO/AIRR coordinators or contracted mentors. CO designated PST administrators are authorized to administer practice PSTs only. CO designated PST administrators must be trained and certified by NSW/NSO/AIRR coordinators or contracted mentors. All of these personnel shall provide results to the future Sailor and discuss the physical fitness requirements of their individual program and those at Recruit Training Command.

c. Individuals who cannot meet the minimum standards of the Warrior Challenge Program shall be reclassified into another program.

d. Due to seasonal weather conditions, the run portion of the PST can be administered on a treadmill upon approval of the NAVCRUITDIST CO.

e. Family members and friends of future Sailors are prohibited from participating in the PST.

f. A NAVCRUIT 1131/6, shall be generated to document PST results and will be signed by the commanding officer or individuals delegated, in writing, to sign "By direction."

g. An operational risk management (ORM) analysis shall be completed at least 24 hours prior to the PST. The ORM process should use the "what if"

tool and must include all aspects of the scheduled PST, from individual's medical and physical condition, current medications, to terrain, weather, back-up emergency communications, etc.

(1) Steps shall be taken to ensure all known risks are eliminated to the maximum extent possible. Controls shall be put in place to reduce, to an acceptable level, any risks still existing. It is recommended that the ORM process be documented, and the appropriate level of authority within the chain of command be given the opportunity to make risk decisions.

(2) Guidelines for conducting a successful ORM analysis can be found in OPNAVINST 3500.39 and on COMNAVSAFECEN website: <http://www.safetycenter.navy.mil>. Additionally, useful guidelines regarding physical exercise can be found at the following website: <http://www.mwr.navy.mil>.

(3) Future Sailors must read and sign the Hold Harmless Agreement Certificate, prior to participating in the PST or any DEP physical training or sports event.

h. NSW/NSO/AIRR coordinators, contracted mentors and CO designated PST administrators approved by NAVCRUITCOM (N3), trained and certified by NSW/NSO/AIRR coordinators or contracted mentor shall prepare a NAVCRUIT 1131/6 to document completion of the PST and place it in the future Sailor's service record with a copy to the DEP residual File. The NAVCRUIT 1131/6 shall be signed by the commanding officer or individuals delegated in writing, to sign "By direction."

i. All Navy Challenge Program applicants will be required to take the PST to include a 500-yard swim using the sidestroke, breaststroke or combination of both (AIRR may also utilize American crawl/freestyle) in 12:30 minutes for SEALs, 13:00 minutes for SWCC, 12:00 for AIRR and 12:30 minutes for EOD and Diver upon arrival at Recruit Training Command.

j. Future Sailors shall be advised that failure to pass the physical screening test by 5-1 day of RTC will result in reclassification into another rating.

k. Recruits will be required to perform various in-water skills and technique drills. Comfort in the water beyond good swimming ability is required. There is no requirement to administer a swim assessment in the DEP. Breath-holding is not allowed. Future Sailors and prospective candidates will be briefed that at no time are they to participate, conduct, and/or practice breath-holding evolutions while in DEP status or otherwise. Breath-holding, to include underwater swims, is not screening criteria or a competitive factor of a candidate desiring an NSW/NSO/AIRR program contract.

l. Recruits must complete a diving duty physical examination and physical screening test per MILPERSMAN Article 1220-100 while at Recruit Training Command.

020114. SCREENING THE POOL. Screening the DEP must be continuous, both for previously disclosed information as well as any new situation or disqualifying information that might arise while the future Sailor is waiting to go to RTC. The DEP program is designed to provide continual contact between the future Sailor and recruiter for a variety of reasons. There is no more glaring indictment of a recruiter's, LPO, or LCPO's failure to carry

out this responsibility than a previously undisclosed problem immediately preceding ship day. Any difficulties that might prevent a future Sailor from shipping should be surfaced and confronted immediately so the command has an accurate picture of the requirements needed to make shipping goal.

020115. DEP ACTION REQUEST (DAR). A DAR is used to notify the chain of command of any changes in future Sailors status, regardless of how insignificant.

a. The individual identifying the need for a DAR will immediately notify the LPO or LCPO. The LPO or LCPO will immediately submit a DAR, via the chain of command, and a signed copy to the DEP Coordinator. Once required supporting documents, if needed, are collected forward the original DAR and supporting documents via the chain of command

b. Each member of the chain of command will act quickly on each DAR. In cases where a disposition cannot be recommended within two working days, indicate the status and plan of action in the comments section and forward without final disposition.

c. Under no circumstances should any action be taken on a future Sailor until the Navy liaison office in the MEPS is in receipt of a signed and approved DAR.

020116. DEP RECERTIFICATION. The objective of DEP recertification is early identification of issues that impact enlistment eligibility. It is crucial that every effort must be made to ensure this process is meaningful and relevant. Apathy in the implementation of this process will result in the increased DEP attrition. For example, a future Sailor comes into the NAVCRUITSTA three times each week and is required to complete a recertification each time. This overuse will result in the process becoming irrelevant and the future Sailor indifferent to the seriousness and consequence of failing to report accurate information. If concerns are discovered during the recertification, the recruiter must notify the LPO or LCPO immediately. The LPO or LCPO will personally conduct the recertification at 30 days and 7 days prior to ship date and retain all DEP recertification forms in the future Sailor's training jacket until graduation from RTC. DEP re-certification are required monthly and may be conducted during:

- a. 30 days and 7 days prior to ship date
- b. DEP meetings
- c. Monthly mentoring contact

d. Whenever the DLCPO, LPO, or LCPO feels there is a need to recertify the future Sailor due to increased trends in the disclosure of problems or issues from the DEP.

Note: Verification of "Will Grad" status shall be conducted at the end of each scholastic grading period. Division leading chief petty officers shall sign and date each individual "Will Grad" document during the station visit after the grading period. Recruiters should contact their assigned school's officials well in advance of the reporting period and schedule a date for picking up the most recent EDVER.

020117. DEP AUDITS. The NAVCRUITDIST DEP will be continuously monitored for effectiveness. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and identify necessary training areas or leadership deficiencies.

a. When conducting a DEP audit, an examination of the processes is required. Knowing where the problems lie is invaluable for resolution. Resolving the process failure(s) causing the problem is mandatory.

b. DEP audits are to be conducted by the division leading chief petty officer whenever there is a sign of excessive losses or excessive problems in the DEP pool (in month or out month), and when a turnover of recruiter, LPO, or LCPO, and division leading chief petty officer occurs.

c. Division leading chief petty officers will conduct DEP audits face to face with all future Sailors and complete a DEP recertification. The results of each interview will be documented in RTOOLS and on the NAVCRUIT 1133/62 DEP recertification form. A DAR will be completed and forwarded via the chain of command for any relevant problems discovered.

d. The guidance to determine excessive loss is at the discretion of the NAVCRUITREG commander and NAVCRUITDIST commanding officer.

e. Results shall be retained for two years and forwarded to the commanding officer via the chain of command.

020118. DEP TURNOVER. A full DEP inspection of the DEP Program, including face-to-face interviews with each future Sailor, shall be conducted as part of the LPO and LCPO turnover. All turnovers and audits shall be documented in R-Tools.

020119. DEP CUSTODY TURNOVER. The LPO or LCPO shall ensure a face-to-face future Sailor turnover occurs between the future Sailor and recruiter in each case where custody of the future Sailor must be transferred to a different recruiter and remind the future Sailor of his understanding of this event during DEP indoctrination and their acknowledgement documented in the DEP START guide. Turnover shall occur within 30 days of recruiter transfer. The LPO or LCPO shall conduct the transfer with the recruiters. The DEP custody turnover will be document on the R-Tools record.

020120. DEP-OUT BRIEFING PRIOR TO SHIPPING TO RTC. This briefing shall be conducted by the LPO or LCPO and recruiter on the seven-day recertification and reiterated 24-hours prior to ship date. It includes, but is not limited to, the following:

a. Review the contents of the DEP training folder with the future Sailor.

b. Validate the future Sailor's Referral Tracking Sheet.

c. Review the future Sailor's PQS and ensure a NAVPERS 1070/613 is prepared if all requirements have been completed and MEPS has included the documentation in the future Sailors service record. The NAVPERS 1070/613 can be delegated to other personnel as directed by the commanding officer.

d. Ensure the future Sailor is informed of all items that are authorized at RTC. They must be made aware that cigarettes, cigars, pipes, tobacco, and chewing tobacco are prohibited items while at recruit training.

e. Answer any last minute questions the future Sailor may have before shipping.

020121. ATTRITION ANALYSIS. The primary purpose of attrition analysis is to identify the trends associated with attrition in order to develop a plan of action for minimal impact on mission success.

a. The R-OPS will conduct a monthly analysis of DEP and RTC attrition, and forward results along with recommended corrective actions to the commanding officer for review and approval.

b. The commanding officer should ensure corrective action is taken on Division, Divisions or a NAVCRUITSTA that has excessive in-month attrition, excessive requests for rollouts, or abnormally high RTC attrition.

020122. COURTESY SHIPPING. Future Sailors may be unable to ship to RTC from the original MEPS they entered the DEP and request to courtesy ship. The following procedures shall be followed in these cases:

a. LPO or LCPOs must initiate a DAR up the chain of command requesting a courtesy ship.

b. The MEPS in which the future Sailor will be shipping to RTC from must be documented with current phone number and address on the DAR. Additionally, the NAVCRUITSTA that will be providing support for the future Sailor in the new location must be documented with phone number and name of LPO or LCPO on the DAR.

c. LPO or LCPOs must ensure all documents from the MEPS are mailed as soon as the courtesy ship is approved by the NAVCRUITDIST. This must be done as soon as possible to allow enough time for the receiving NLO to properly ship the future Sailor. LPO or LCPO must follow up with each MEPS and NAVCRUITSTA to ensure all documentation needed to ship is available and document all contacts in Web R-Tools. A courtesy ship does not release the LPO or LCPO of the responsibility to maintain contact with the future Sailor.

d. Prior to mailing, the original NLO must ensure the record is complete and a background investigation was properly submitted. All BEERs documents must be valid and in the record. The receiving NLO must project the future Sailor to ship IAW procedures in paragraph 040105.

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CHAPTER 3 RECRUITING REFERRAL RECOGNITION PROGRAM

030101. DISCUSSION

a. Referrals from non-recruiters are an invaluable source of both officer and enlisted contracts. The Recruiting Referral Recognition Program is designed to reward these individuals for their efforts. Referral recognition awards are authorized for recipients in three categories:

(1) Navy Delayed Entry Program Personnel (Future Sailors). For purposes of this program, individuals are considered Navy future Sailors from the time they contract until they report to their first permanent duty station.

(2) Military. Any active or reserve component member of the United States Armed Forces, except members in the Individual Ready Reserve (IRR) or Delayed Entry Program (DEP).

(3) Civilians. This category includes federal service employees as well as persons in the IRR and those with no military or federal government association.

b. Awards for military and civilian categories are specified in COMNAVCRUITCOMINST 1650.1.

030102. ELIGIBILITY REQUIREMENTS FOR DEP PERSONNEL

a. Future Sailors may qualify for recognition if, during a rolling 12-month period, they refer the required number of applicants to a Navy recruiter who contract into a USN or USNR enlisted or officer program.

(1) Qualified Referrals. To be considered a qualified referral, the individual must not have been previously interviewed or processed by a Navy recruiter within the last four months. Any person listed on any Navy recruiter's applicant log within the previous four months is ineligible for referral status unless the individual was a referral from the same source when originally interviewed. Any non-referred applicant who previously processed for the Navy, but was found temporarily disqualified for any reason, does not qualify as a new referral unless 365 days have elapsed since the date of previous processing.

Note: Referrals can only be credited to one referring source, meaning that two or more individuals cannot receive referral credit for the same referred person.

b. Awards for Enlisted DEP Personnel

Eligibility Criteria	Awards	Awarding Authority
1 Enlisted Contract (non-NF or non-NSO/NSW)	Letter of Appreciation	NAVCRUITDIST
1 Enlisted NF or NSO/NSW Contract	Advancement to E2, Certificate of Promotion and CO LOC	NAVCRUITDIST
1 Officer Accession	Advancement to E2, Certificate of Promotion and CO LOC	NAVCRUITDIST
2 Enlisted Contracts (non-NF or non-NSO/NSW)	Advancement to E2, Certificate of Promotion and CO LOC	NAVCRUITDIST
2 Enlisted NF or NSO/NSW Contracts	Advancement to E3, Certificate of Promotion and Flag Letter of Commendation	NAVCRUITDIST/ NAVCRUITCOM
2 Officer Accessions	Advancement to E3, Certificate of Promotion and Flag Letter of Commendation	NAVCRUITDIST/ NAVCRUITCOM
4 Enlisted Contracts	Advancement to E3, Certificate of Promotion and Flag Letter of Commendation	NAVCRUITDIST/ NAVCRUITCOM

Note: Future Sailors can continue to provide and earn awards for referrals until they report to their first permanent duty station, provided the individuals referred contract before the future Sailor arrives at their first permanent duty station. In such cases, the NAVCRUITDIST commanding officer will forward a NAVPERS 1070/613, Administrative Remarks, with appropriate recommendations and signature, to the member's current or next duty station.

030103. RESPONSIBILITIES

a. NAVCRUITCOM (N3) is assigned primary responsibility for administration of the Recruiting Referral Recognition Program.

b. NAVCRUITCOM (N35) is assigned as recruiting referral recognition policy manager.

c. NAVCRUITCOM (N961) will monitor referral award item inventory associated with this program.

d. Commanding Officer

(1) Develop and implement a program to track, monitor, and issue awards and recognition to non-recruiters who provide qualified referrals.

(2) Designate a Delayed Entry Program coordinator for control of the referral awards.

(3) Review and sign the NAVCRUIT 5305/1 to document award approval. This can be delegated to the XO or officer assigned "Acting."

(4) Sign a NAVPERS 1070/613, Administrative Remarks, with appropriate recommendations, and forward to the member's current or next duty station for future Sailors who are eligible for advancement to the next paygrade but cannot be advanced prior to reporting to their first permanent duty station.

e. Recruiting Operations Officer (R-OPS)

(1) Ensure R-OPS department personnel are knowledgeable about the Recruiting Referral Recognition Program policies and procedures.

(2) Track and verify award eligibility or level of individuals that provide referrals to enlisted and officer recruiters.

(3) Process all NAVCRUIT 5305/1 documents and prepare appropriate awards. Forward all NAVCRUITCOM level awards to the executive secretariat, NAVCRUITCOM (002SA).

f. Delayed Entry Program Coordinator

(1) Establish procedures to ensure validity of all 5305/1, Applicant Logs, and Web RTools or CIRIMS documents. The name of the person making the referral and the name of the person being referred must be documented.

(2) Maintain a historical database of NAVCRUIT 5305/1 documents. Process time for new requests should be within three to five working days of receipt

(3) Maintain a file of all submitted Recruiting Referral Recognition Program documents for three years at the NRD HQ to include all 5305/1, applicant logs, and Web R-Tools or CIRIMS documents for the referral and the person who referred him or her. This item may be inspected.

g. Division Leading Chief Petty Officer (DLCPO) and Leading Petty Officer/Leading Chief Petty Officer (LPO/LCPO)

(1) Ensure assigned recruiters submit NAVCRUIT 5305/1 within one working day when new contracts are processed.

(2) Ensure awards are presented within 30 days of submitting all NAVCRUIT 5305/1 documents.

(3) The LPO/LCPO shall maintain a file of all recruiting referral recognition documents for three years.

h. Recruiter

(1) Complete NAVCRUIT 5305/1 (located on NRC forms and directives page) and submit to the LPO or LCPO during the daily production review.

(2) Verify recipient's eligibility for an award and data on NAVCRUIT 5305/1 with recruiting records (applicant log, and Web RTOOLS or CIRIMS printout) and forward to the DEP coordinator.

030104. PROCEDURES FOR OBTAINING AWARDS AND SUPPLIES

a. Letters of appreciation and letters of commendation will be prepared and signed by the commanding officer.

b. NAVCRUITCOM (002SA) will prepare NAVCRUITCOM flag letters of commendation based on input provided by the NAVCRUITDIST. These awards shall be requested by submitting a NAVCRUIT 5305/1. NAVCRUITCOM (002SA) will forward the completed documents to the NAVCRUITDIST or current duty station, as appropriate, for presentation.

c. NAVCRUIT 5305/1 and OPNAV 1650/3 must include the recipient's current duty station for active duty or unit for Reservists. NAVCRUIT 5405/1 must be verified and signed by the Commanding Officer. Incomplete or unsigned submissions will be returned without action to the NAVCRUITDIST.

d. Recognition Letters and Certificates. Sample letters of appreciation, letters of commendation, and award certificates are available on the NAVCRUITCOM Quarterdeck website.

CHAPTER 4 NAVY LIAISON DELAYED ENTRY PROGRAM ADMINISTRATION

SECTION 1 POLICIES AND PROCEDURES

040101. 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. Persons who enlist in the Ready Reserve under Title 10 U.S.C. 513 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.

b. **DEP Limits.** Title 10 USC, Section 513 authorized all Services to enlist volunteers in DEP to a maximum of 365 days.

040102. TERM OF ENLISTMENT. Enlistment of non-prior service (NPS) applicants in the U. S. Navy Reserve is effective for a period of eight years. Enlistment of prior service applicants in the U. S. Navy Reserve will be for whichever is the greater number of years between the balances of their original six or eight year MSO, or for the number of years required by the program in which the USN enlistment is being made plus DEP/DER time. Subsequent discharge from DEP/DER and enlistment USN is for the period of years required for the program in which the USN enlistment is being made.

040103. EXTENSION OF DEP BEYOND 365 DAYS

a. **Extensions.** As authorized in Title 10 USC, section 513 and Chief of Naval Personnel (CNP) (N13) policy decision memorandum 02-22-98. NAVCRUITCOM (N3) may authorize DEP extension in the DEP Program beyond 365 days. Extensions may be considered only in cases where the DEP member cannot meet all requirements to access onto active duty prior to the 365th day. The Secretary concerned may extend the 365-day period for any person for up to an additional 180 days if the Secretary determines that it is in the best interests of the Navy. Authority to grant DEP extensions may not be delegated below the level of NAVCRUITCOM.

(1) 11S applicants joining in May, June, or July may be placed in DEP for up to 15 months. Once a ship date is established in PRIDE, no other extensions past 365 days of the original DEP date are authorized without an exception to policy.

b. **Requests.** Authorization control numbers are available for extensions of DEP beyond 365 days by submitting an Exception to Policy Request Form NAVCRUIT 1133/103 to NAVCRUITCOM (N35). 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, an entry is required on the DD Form 1966 page 4 to document the reason for the extension and to annotate the NAVCRUITCOM authorization control number.

040104. 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 may be waived by NAVCRUITDIST commanding officer, NAVCRUITREG, NAVCRUITCOM, 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 per article 040107.

b. Marital or Dependency Changes. Changes in marital or dependency status while in DEP that do not render the applicant ineligible for enlistment, must be reflected in the PRIDE system and 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, a member must continue to meet all qualifications for the program in which he or she is enlisted in order to remain in DEP. A member who becomes disqualified for the program in which enlisted, must be reclassified into a different program, or be administratively separated from DEP if no longer enlistment eligible or unwilling to accept an alternate program.

040105. GUIDANCE FOR RECRUIT TRAVEL VIA THE GSA CITY PAIR PROGRAM. The Navy liaison office will reliably project applicant shipping dates. Some City Pair seats may be limited. Additionally, late term changes may incur additional cost to the government and result in no recruit seats.

a. The Navy liaison Office will:

(1) Project each day, shippers thirty (30) calendar days out using USMIRS CN01 screen (projection), include destination in the remarks section.

(2) If a recruit enters the DEP and has a travel date less than thirty (30) calendar days from the current date, the service will immediately notify the TA to make a reservation.

(3) Alert the TA of cancelled shippers daily for immediate notification to the commercial travel office (CTO). Include the action to cancel the projection in USMIRS.

(4) Update projections in USMIRS daily. This includes making any changes to name, date and destination.

(5) Provide request for orders (RFO) to the TA five (5) business days prior to shipping.

(6) Travel reservations are to be confirmed no later than three (3) business days prior to ship dates with the TA. Cancellation or changes after the ticket has been issued (within the three (3) business days prior to ship) will result in the Services incurring transaction fees.

040106. POLICIES AND STANDARDS FOR ADMINISTRATIVE SEPARATION OF DEP 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 NAVPERS 1070/613 (Administrative Separation from Delayed Entry) 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 without an administrative separation are provided in article 040104. 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 followed by immediate enlistment or reenlistment to implement a change of enlistment programs. Complete NAVPERS 1070/613 (Administrative Separation from Delayed Entry), 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 if, before the start of ACDU or IADT, that member does not meet the qualifications for enlistment as prescribed by NAVCRUITCOM or the member undergoes a change in personal situation or attitude that justifies separation from DEP. An administrative separation under this provision is an uncharacterized Entry Level Separation (ELS). A member who is being separated from DEP for a reason other than basic enlistment eligibility disqualification must be counseled concerning opportunities in the Navy Reserve. The reasons for enlistment ineligibility may include but are not limited to:

(1) Any police involvement while in DEP resulting in confinement of more than 3 days, 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 is not possible because of having reached maximum DEP time limit or additional DEP 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 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 member.

(6) Unfavorable SAC or T3 investigation or unfavorable police record check information subsequent to DEP enlistment. A written report to Defense Security Service (DSS) is required for discharges in this category.

(7) DEP 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 or USNR program refuses to access onto active duty as scheduled.

(9) DEP member whereabouts become unknown.

(10) DEP member wants to pursue a four-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) Parental consent is withdrawn for a 17-year-old DEP member.

(19) Positive results on the MEPS drug and alcohol test (DAT).

Note 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.

Note 2: Recruiters must inform their division leading chief petty officer (DLCPO) immediately whenever a DEP member is either unable or expresses intent of not fulfilling their contractual obligation for any reason. Once notified, the DLCPO has up to 48 hours to make contact with the DEP member to affirm the individual's desires, attempt to 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 may direct the immediate administrative separation of the member from DEP. The timeline from recruiting personnel notifying the DLCPO to the Commanding Officer's direction to DEP discharge a DEP member shall not exceed 72-hours. A DAR, documenting DEP discharge, must be placed in the member's residual file.

Note 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 Personalized Recruiting for Immediate and Delayed Enlistment (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 member is being rescheduled for another reservation as well as in cases where the member is going to be administratively separated from DEP. 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 cannot be located 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.

(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 factors 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 discharge authority and must review the justification for discharge. The commanding officer cannot delegate DEP 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.

040107. PROCEDURES FOR ADMINISTRATIVE SEPARATION OF DEP PERSONNEL.

NAVCRUITDIST COs will separate individuals under the following procedures:

a. Instructions Concerning Notification:

VOLUME V - DELAYED ENTRY PROGRAM

COMNAVCRUITCOMINST 1130.8K

JULY 2016

(1) Deliver the NAVPERS 1070/613 (Administrative Separation from Delayed Entry) 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. An Entry Level Separation is an administrative separation without characterization of service.

b. Service Record Remarks. On NAVPERS 1070/613 Administrative Remarks 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.

(4) That the individual shall not reenlist without NAVCRUITDIST CO approval, (see NAVPERS 1070/613 (Administrative Separation from Delayed Entry) for sample NAVPERS 1070/613 entry).

Note: This NAVPERS 1070/613 serves as a separation document in the case of personnel administratively separated from DEP. Distribute copies as follows:

(a) Original and 2nd copy - DEP member's service record.

(b) 1st copy - DEP member being separated.

(c) 3rd copy - NAVCRUITDIST residual file.

(d) 4th 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.

d. MEPS Notice. The Military Entrance Processing Station (MEPS) liaison petty officer will submit a NAVPERS 1070/613 to the MEPS operations officer as official notification of administrative separation and to note the 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

Reason for Discharge	Code
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. Residual files of individuals DEP discharged shall be retained for a period of five years from the date of DEP discharge.

f. Administrative Separation from Delayed Entry (Administrative Remarks, NAVPERS 1070/613) is not an annex to DD Form 4 and must be prepared under Article 040107. Signature of commanding officer is authorized by direction authority.

040108. SEPARATION OF ENLISTED PERSONNEL IMMEDIATELY AFTER THE SWEARING-IN CEREMONY. When an erroneous, fraudulent, or void enlistment is detected immediately after the swearing-in ceremony at the 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 executes an administrative separation. The (NAVPERS 1070/613) administrative separation for failure to ship to RTC shall be completed, and a copy provided to the individual. The NAVCRUITDIST shall inform MEPS of the individual's administrative separation when completed.

c. The NAVCRUITDIST CO shall ensure the individual's PRIDE record is changed to reflect "unconfirmed" and cancel the individual's reservation for failure to ship to RTC.

040109. 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 and subsequently is unable to transfer to recruit training for medical reasons.

NOTE: Under no circumstances will the PRIDE reservation be cancelled for individuals covered under this sub-section.

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 NAVCRUITDIST commanding officer, modifies the member's original orders, and transfers the individual to 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 the applicant is medically provided for until he or she arrives at 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 6320.3.

(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.

040110. INJURY OR DEATH OF PERSONNEL IN DEP

a. Injury or Illness

(1) Personnel in NAVCRUITCOM, DEP are in naval reserve category "L" which is non-pay, non-participating, Individual Ready Reserve (IRR). Because Navy DEP 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 6320.3 because they are not in a duty status.

(2) DEP 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 6320.3, which covers applicants for enlistment or reenlistment in the armed forces, and applicants for enlistment in the reserve components.

(3) Per NAVMEDCOMINST 6320.3, DEP members injured while participating in supervised DEP physical exercise programs, including the initial fitness assessment (IFA), physical readiness test (PRT) and physical screening test (PST), may use naval medical and dental facilities when granted Secretary of the Navy designee status. These members may not be authorized to use civilian health care under the TRICARE program. Requests for consideration as a potential designee shall be submitted to Chief, Bureau of Medicine and Surgery (MED 311) via Commander, Navy Recruiting Command (N32). Include sufficient information concerning the injury and the circumstance under which the injury occurred to show cause for approval. The Secretary's discretionary authority is exercised most conservatively; favorable action is usually taken on requests involving instances wherein the treatment is in the best interest of the patient, the Navy, and the government. The mere need of medical care alone will not support approval of such a request.

(4) A DEP member who becomes permanently, non-physically qualified as a result of such injury or illness must be administratively separated from DEP as not eligible for active duty. If a DEP member is only temporarily non-physically qualified for active duty with a definite expected date of being fully qualified, then refer to Volume II, [020710](#).

(5) If there is enough doubt concerning the recovery of an injured or ill DEP member to full physical eligibility, the person shall be separated from DEP with the prospects of reentry into DEP when the individual's condition warrants. This procedure will avoid holding reservations based on questionable availability of the enlistee.

b. Death. Per MILPERSMAN 1770-040, when a future Sailor dies, the CO, NAVCRUITDIST must send a personal casualty report (PCR) IAW MILPERSMAN 1770 - 030 to OPNAV N135C with copies of the PCR to NAVCRUITCOM (N32) and NAVCRUITREG. The NAVCRUITDIST commanding officer shall prepare and send a letter of condolence to the next of kin of the deceased. Notify the MEPS senior classifier as soon as possible to cancel the PRIDE reservation. Persons who die while in DEP are not eligible for death entitlements. Notify NAVCRUITREG and NAVCRUITCOM upon completion of PCR and letter of condolence, via email.

SECTION 2 REENLISTMENT OF FORMER DEP PERSONNEL

040201. REENLISTMENT OF FORMER DEP PERSONNEL

a. Criteria. A person who has been administratively separated from DEP (any service) can be reenlisted in DEP or directly accessed, provided the applicant currently meets all enlistment eligibility criteria and provided the reason for separation from DEP is not a factor that will preclude reentry into the service. If the applicant's separation documents are not available, not explicit in describing the cause for separation, 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, waiver approval 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.

(Signature of Approving Authority)

b. Prior Service. Applicants whose last military status was in DEP, and who were categorized as prior military service before the recent DEP period, must be processed under the pertinent prior service guidance in Volume IV. Applicants whose only military affiliation was in DEP (or who were classified as non-prior service before the recent DEP), are to be processed under the pertinent non-prior service guidance contained in this manual. Such processing is subject to approval by the NAVCRUITDIST CO regarding the DEP separation and is to be accomplished via a CO's enlistment eligibility determination. Such determination approval is to be documented on the DD Form 1966.

c. MSO and PEBD Credit. Individuals administratively separated (discharged) from DEP for any reason, including for immediate reentry into another component 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.

040202. 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 DD Form 2807-1 immediately prior to enlistment USN.

040203. DELAYED ENTRY PROGRAM ENLISTMENTS AT OTHER THAN MEPS. NAVCRUITDIST CO may authorize DEP 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 will be made with the United States of America flag prominently placed. The enlistment oath is administered by a commissioned officer who must indicate the grade, branch of service and capacity in which he or she is serving at the time of administering the oath after signing DD Form 4.

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 under this paragraph must meet all enlistment eligibility requirements listed in chapter 2 in addition to those qualifications listed in Volume IV (for NAVETs and OSVETs).

d. Documents. All other forms and documents in connection with a DEP enlistment must be completed as required in chapter 3.

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.

040204. MEPS PROCEDURES FOR HANDLING DISCHARGE FROM DEP OR FOR ENLISTMENT WITH ANOTHER SERVICE. If the MEPS is aware that an applicant is in the DEP of one service and is processing for the DEP 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. In situations such as these, the MEPS will notify both service representatives concerned so that the matter can be resolved expeditiously.

040205. PROCEDURES TO CHANGE ENLISTMENT PROGRAMS BEFORE STARTING ACTIVE DUTY OR ACTIVE DUTY FOR TRAINING AND DEPARTURE FOR RTC

a. General Procedures. Persons in DEP 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 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. Telephonic Reclassifications

(1) Telephonic reclassifications are authorized, however in-person is the preferred method.

Note: For component changes (e.g., USN to USNR or USNR to USN), the applicant must be present at MEPS; telephone interviews are **not** authorized (component changes are not a reclassification).

(2) For all "roll-outs," the commanding officer, executive officer or the recruiting operations officer (when the CO and 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 DAR must be completed and placed in the future Sailor's residual file.

(3) Upon receipt of the approved DAR, the enlisted processing division supervisor (EPDS) will direct the classifier to conduct a telephonic reclassification.

(4) The classifier calls the recruiter to set-up an appointment for the telephonic interview (preferably the future Sailor will be at the NRS).

(5) The recruiter calls the classifier at MEPS to conduct an interview with the applicant.

(6) If the applicant's program changes, the classifier will do the following:

(a) After obtaining a new reservation in the PRIDE System.

(b) Mark the old annex as follows:

(Date): Annex () is superseded by Annex ().

(Signature of classifier)

(c) Prepare the new annex and update the appropriate sections of DD Form 1966. Electronically transmit the new annex to the Navy Recruiting Station via encrypted email, the NRC SharePoint Portal, or the Safe Access File Exchange (SAFE) web based application.

(7) The recruiter will have the applicant read and sign the new annex. The recruiter will then electronically transmit (using the same method as mentioned above) the signed annex to the classifier. The classifier places the electronically transmitted copy into the applicant's service record. Do not cancel original reservation without applicant's acknowledgement and consent. Ensure all newly signed annexes are received and correct prior to cancelling the old reservation. "Force buys" executed by NRC N32 (PRIDE Shop) automatically cancel the old reservation. In these instances the new annex must be returned to the classifier on the same day.

(8) The applicant must then sign the new (original) annex on their ship date. Once the applicant signs, the Navy classifier will replace the electronically transmitted copy with the original in the applicant's service record.

(9) 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").

(10) In all cases, both the new and old annexes are retained in the applicant's service record and residual file.

(11) To ensure integrity of the DEP pool, the commanding officer and R-OPS should monitor PRIDE reports to ensure that each applicant who has been "rolled out" was authorized.

(12) 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.

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 NAT/FTS or vice versa):

(1) Cancel the PRIDE reservation for the old program. This is an attrite from the respective component.

(2) Prepare a NAVPERS 1070/613 (Administrative Separation from Delayed Entry), then forward and coordinate with MEPS to document the termination of the current contract.

(3) Build a new enlistment kit. Forms and documents for the previous kit may be used. Reenlist the member in the "new" component and program with a new DD Form 4 and destroy the old DD Form 4.

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 NAT to FTS "A" School):

(1) The future Sailor should be present at MEPS for a face-to-face interview with the classifier. If this is not possible, then the classifier must contact the recruiter to arrange a telephonic interview (preferably the future Sailor will be at the NRS).

(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) If the applicant has a USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (e.g., annex B replaces annex A).

(4) In all cases, both the new and old annexes must be retained in the applicant's service record and residual file.

(5) To ensure the integrity of the DEP pool, the commanding officer and R-OPS should monitor PRIDE reports to ensure that each applicant who has been rolled out was authorized.

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CHAPTER 5 AFTER THE SALE

050101. APPLICANT BRIEFING. Recruiting personnel must brief all applicants for enlistment on Navy life, especially what they can expect during the early recruit training phases. In addition, recruiters shall show all applicants the films *Faces of Boot Camp*, *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.

a. Re-enlistees. Recruiters shall also show the film *Zero Tolerance* to prior service applicants before reenlistments. This film, approximately six minutes in length, provides a brief look at the Navy's drug policy and the reasons why drug use is not tolerated in the Navy.

b. Non U. S. Citizens. Non U. S. citizen applicants (permanent resident aliens) shall be briefed about the expeditious processing of requests to become naturalized citizens with the United States Citizenship and Immigration Services (USCIS) that results from service in the U. S. military. Non U. S. citizen service members may become naturalized citizens after completing one year of honorable service, provided they maintain all other USCIS eligibility requirements. The naturalization process normally takes up to five years for permanent resident aliens without U. S. military service.

Note: There is currently no requirement for a Navy service member to become naturalized for retention or continued service.

050102. IMMUNIZATION RECORDS. To prevent unnecessary immunizations at RTC, new recruits must bring documentation on any immunizations received since birth.

a. Acceptable forms of documentation include yellow "shot cards", letters from physicians on letterhead stationery, and copies of medical records from school health programs, doctors' offices, clinics, hospitals, emergency rooms. or a completed immunization form as indicated below.

b. Recruiters must advise new 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), Hepatitis A, Hepatitis B, Meningococcal, and Gardasil.

c. Immunization information for Navy recruit training.

(a) 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 into the Delayed Entry Program.

(b) Should the applicant fail to provide a copy of their immunization record prior to enlistment, make the following entry in Section VI, Remarks, of the DD Form 1966: "Immunization Record not available from

school, health programs, doctor's offices, clinics, hospitals, or emergency rooms."

050103. ZERO TOLERANCE POLICY. Recruiters shall thoroughly brief each new recruit on the Navy's Zero Tolerance Policy. Inform the enlistee that urinalysis drug testing takes place within 24 hours of arrival at RTC and must stress that a positive urinalysis will result in immediate discharge.

050104. TRAINING PERIOD (RTC). Recruit training is the period when the recruit adjusts to the Navy life. Advise new recruits that the training is rigorous and designed to test the recruit's ability and motivation to become a member of the Navy team. Those who do not meet the stringent Navy standards will be discharged. Discharge for fraudulent enlistment can result if information not disclosed during the recruiting process is revealed at a later time.

a. New 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.

b. Encourage new recruits to ask questions, read and understand everything they sign during the recruiting process and while at RTC.

c. Each new recruit must 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.

050105. ADDITIONAL INFORMATION FOR NEW RECRUITS

a. Additional Training. All recruits not attending Class "A" School immediately following recruit training will remain for four additional weeks of Seaman or Airman Apprentice Training.

b. Life Insurance. Encourage applicants for enlistment and reenlistment who have either U. S. Government National 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 Veteran's Survivor Benefits Act. Applicants and their parents must be advised that the Navy does not sell insurance or endorse any commercial insurance company. Therefore, the enlistee must be careful in obtaining insurance before receiving full information on the rights of the enlistee under the aforementioned Act. This information is normally provided at the indoctrination training schools or can be obtained at the first permanent duty station.

c. Transportation. MEPS will arrange transportation to RTC Great Lakes. New recruits' luggage is their responsibility and they must personally carry it aboard the plane, train, or bus. Transportation from airlines/train/bus terminal to RTC is handled as follows: New recruits arriving at O'Hare International Airport are taken to RTC via NAVTRANS bus. The bus service begins at 0755 and runs until 2215 Monday through Friday, with buses leaving approximately every two hours. The service runs from 0755 to 1625 on Saturdays. New recruits arriving after regular bus service hours (or at any time at the train or bus terminals) must go to the USO to arrange transportation.

NOTE: Future Sailors taking personal hygiene products to RTC must be made aware of TSA regulations restricting liquids to 3 oz. and no aerosol products or gels. All 3 oz. liquid containers must be inside 1 one gallon zip type bag.

d. Fraternization. Advise a new recruit that once they arrive at RTC, there is no talking or socializing between the sexes. Any recruit that breaks this rule may be set back two weeks in training.

050106. SPECIFIC INFORMATION FOR MALE RECRUITS. Because storage space is extremely limited at RTC, instruct recruits to limit the amount of personal effects brought with them and to keep luggage to a maximum of one small gym or travel bag. Advise recruits reporting during winter months (October through April) to wear warm outer clothing. Counsel recruits that during in-processing they will be required to mail any item not listed above, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing shall not be stored at RTC. In addition to the clothing worn on the trip, recruits may also bring:

a. 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 a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will no longer be permitted.

b. Money - maximum of \$50

c. Light sweater/jacket for winter months

d. Completed Direct Deposit Sign-Up (Standard Form 1198A)

e. Check book and ATM card

f. Photo Identification/ driver's license

g. Two pairs of clean socks

h. Prescription drugs with identifying prescription labels

i. Small bible

j. One pair of athletic footwear (running shoes) if size 5 or smaller or 17 or larger or greater than EE in width. No high top running shoes.

k. Social Security card

l. Two pair clean underwear

m. One pre-paid calling card

Note: At a designated time, recruits will be sent to the dispensary at RTC for medical evaluation.

n. Additional Items to Bring, if Applicable

- (1) Immunization Record
- (2) Small address book
- (3) Jewelry (limit to Wedding Ring, Watch, Religious Medallion)
- (4) Retainers with case
- (5) Passport
- (6) Credit cards

(7) Family Papers. Advise new recruits to bring copies (not originals) of their marriage certificate, dependents' birth certificates, photo identification, and proof of dependents' social security numbers, in order to properly enroll dependents into DEERS. This can be accomplished by certified copies of their dependents' social security cards or any Social Security Administration issued document with the dependent's social security numbers on it. This is a shipping requirement. Shipping without verification of dependents' social security numbers is not authorized. These documents will be scanned into RAPIDS at RTC and are necessary to register allotments. Recruits must also bring copies of court decrees pertaining to alimony and child support. Additionally, if either the wife or husband has been previously divorced, a certified copy of divorce documents is required.

(8) Alien Papers. Advise alien recruits to bring a copy of their certificate of entry.

050107. SPECIFIC INFORMATION FOR FEMALE NEW RECRUITS. Because storage space is extremely limited at RTC, instruct new recruits to limit the amount of personal effects brought with them, and keep luggage to a maximum of one small gym or travel bag. Advise new recruits reporting to RTC during winter months (October through April) to wear warm outer clothing. Counsel new recruits that during in-processing they will be required to mail any item not listed above, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing shall not be stored at RTC. In addition to the clothing worn on the trip, new recruits may also bring:

a. One pair of prescription glasses (most recent pair) and reading glasses. New 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 new recruit may wear the contact lenses to RTC and bring a contact lens case with a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will then no longer be permitted.

- b. Money - maximum of \$50
- c. Light sweater/jacket for winter months
- d. Completed Direct Deposit Sign-Up (Standard Form 1198A)
- e. Check book and ATM card

- f. Photo Identification/ driver's license
- g. Two pairs of clean socks
- h. Prescription drugs with identifying prescription labels
- i. Small Bible
- j. One pair of athletic footwear (running shoes) if size 5 or smaller or 17 or larger or greater than EE in width. No high top running shoes
- k. Social Security card
- l. Six white cotton panties
- m. One full cup bra
- n. One sports bra if 40 DD or larger
- o. One pre-paid calling card

Note: At a designated time, new recruits will be sent to the dispensary at RTC for medical evaluation.

p. Additional Items to Bring, if Applicable

- (1) Immunization Record
- (2) Small address book
- (3) Jewelry (limit to wedding ring, watch, religious medallion)
- (4) Retainers with case
- (5) Passport
- (6) Credit cards
- (7) Conservative nightwear/lingerie
- (8) Basic makeup (due to time constraints and a lack of personal storage space, new recruits are not permitted to wear makeup except during photographs, family night, and on graduation liberty). No glass items, including mirrors, are permitted.
- (9) Additional medical documents (See Note 2)
- (10) Family Papers. Advise new recruits to bring copies (not originals) of their marriage certificate, dependents' birth certificates, photo identification, and proof of dependents' social security numbers, in order to enroll dependents into DEERS. This can be accomplished by certified copies of their dependents' social security cards or any Social Security Administration issued document with the dependent's social security numbers on it. This is a shipping requirement. Shipping without verification of dependents' social security numbers is not authorized. These documents will be scanned into RAPIDS at RTC and are necessary to register allotments.

Recruits must also bring copies of court decrees pertaining to alimony and child support. Additionally, if either the wife or husband has been previously divorced, a certified copy of divorce documents is required.

(11) Alien Papers. Advise alien recruits to bring a copy of their certificate of entry.

Note 1: Sanitary items sufficient for one week, as required.

Note 2: Female lingerie will be inspected upon reporting, and if within specifications, will be authorized for wear. New recruits have an active schedule of physical training and conditioning. Women may bring a familiar brand of lingerie if deemed necessary; however, suitable lingerie is issued as part of the sea bag.

q. Hair. Haircuts are no longer required for female recruits; however, they shall be advised:

(1) Hair must be secured in accordance with grooming standards within 3-5 minutes during initial training with limited access to mirrors.

(2) Barbers at RTC will not style hair, those with medium-length hair that cannot be pinned-up will receive an efficient blunt-cut and those with long hair will receive an efficient horizontal straight trim to keep hair within regulation.

(3) Hair dryers and/or heat styling tools are not authorized at RTC.

(4) Hairstyles must allow for the proper fit of headgear and not interfere with the proper wear of protective masks or equipment.

(5) When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With service dress jumper uniforms, hair may extend a maximum of 1 1/2 inches below the top of the jumper collar.

(6) Layered hairstyles are authorized, provided that the layers present a smooth graduated appearance. No portion of the bulk of the hair (except the bun) as measured from the scalp will exceed 2 inches.

(7) The bulk of the bun shall not exceed 3 inches from scalp. The diameter of the bun will not exceed 4 inches. Loose ends must be tucked-in and secured. Buns must not protrude through the opening in the back of a ball cap.

(8) Angled hairstyles may not exceed 1 1/2 inches difference in length from front to back.

(9) All hairstyles must minimize scalp exposure.

(10) Two strand braids (a type of twist) are authorized. Braided hairstyles shall be conservative and conform to grooming standard guidelines. Dreads/locks/dreadlocks are NOT authorized.

r. Medical Processing. To expedite medical processing, encourage all female recruits who have had a Pap smear/pelvic examination during the six months prior to shipping to bring their test results to RTC. Additionally,

encourage all new recruits who are currently using birth control pills, to bring copies of exam records (in addition to the pills) specifying type(s) of birth control pills both presently and previously prescribed.

s. Medical Information for Female New Recruits. To assist RTC medical providers, it is strongly recommended to advise females of the following:

(1) Take a copy of Pap smear and pelvic exam results completed within the past six months to RTC.

(2) Take copies of exam records specifying the type(s) of oral contraceptive(s), both presently and previously prescribed, if currently using an oral contraceptive (birth control pills).

(3) Consulting a physician to obtain these items is not required.

(4) This is a voluntary effort to prevent unnecessary exams and delays in transfer. The recruit will receive a pregnancy test within three days of arrival at RTC. Positive test results will result in separation.

050108. ITEMS THAT WILL BE SENT HOME

- a. All alcohol based health and comfort items
- b. All electronic items
- c. Curling irons
- d. All books and magazines
- e. Cards, dice, or other gambling paraphernalia
- f. Large and bulky stationary
- g. Large plastic picks, rakes, etc., or any made of metal
- h. Anything in glass containers, including mirrors
- i. Double-edge razor blades
- j. Cigarettes, cigars, pipes, tobacco (smoking, chewing, or dipping)
- k. Large deodorants (larger than three ounces)

l. All large or bulky miscellaneous items of significant value or deemed not required for training will be sent home or donated to a local charity, at the recruit's discretion.

- m. All other items deemed unnecessary

050109. ITEMS TO BE CONFISCATED AT RECRUIT TRAINING. All items not listed above will be confiscated at time of arrival at RTC.

050110. NON-PRESCRIPTION DRUGS AND MEDICATIONS. All non-prescription drugs and medications will be confiscated and disposed of and/or mailed home. These include, but are not limited to, the following:

- a. Phisoderm, PhisoHex, and similar products

- b. Foot powders
- c. Rubbing alcohol
- d. Motion sickness medication
- e. Commercial sleeping aid
- f. Decongestants
- g. Acne medication
- h. Antihistamines
- i. Analgesics
- j. Eyewash (except saline solution for contact lenses)
- k. Sex-related materials (including diaphragms and condoms)
- l. Vitamins