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Commander, Navy Recruiting Command

NAVY RECRUITING MANUAL-OFFICER

Prepared for:

COMNAVCRUITCOM Staff and Personnel

Commander, Navy Recruiting Command Point-of-Contact:

Policy and Programs Division (N35)
5722 Integrity Drive
Millington, TN 38054

Telephone/DSN: 882-9188
Telephone/Commercial: (901) 874-9188

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Prepared by:

Policy and Programs Division
Operations Department
Navy Recruiting Command

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LIST OF REVISIONS AND CHANGES

Some grammatical, administrative, and other minor corrections have been incorporated into this revision of the manual. The following list outlines those changes.

1. Chapter 1, page 51, [article 010703](#), paragraph c(2)
2. Chapter 2, page 82, [article 020110](#), paragraph b
3. Chapter 2, page 92, [article 020401](#), paragraph b
4. Chapter 2, pages 102-103, [article 020702](#), paragraphs b, c, and h
5. Chapter 2, page 108, [article 020805](#), paragraph a
6. Chapter 2, page 160, [article 021103](#), paragraph a(3)
7. Chapter 4, pages 241-242, [article 040805](#)
8. Chapter 4, page 254, [article 040907](#), paragraphs a(3) and a(4)
9. Chapter 7, page 291, [article 070101](#), paragraph b
10. Chapter 7, page 294, [article 070206](#), paragraph a
11. Chapter 7, page 301, [article 070209](#), paragraph f(c)1
12. Chapter 7, pages 302-303, [article 070211](#), paragraphs a and d
13. Chapter 7, page 305, [article 070218](#), paragraph a
14. Chapter 8, page 318, [article 080103](#), paragraphs j(1) and j(3)
15. Chapter 8, page 327, [article 080205](#), paragraph a(2)
16. Chapter 8, pages 330-331, [article 080207](#), paragraph a(4)(e)
17. Chapter 8, page 352, [article 080307](#), paragraph c(5)
18. Chapter 8, page 364, [article 080407](#), paragraph c(5)

FORWARD

000001. AUTHORITY. The Secretary of the Navy approved the establishment of the Navy Recruiting Command, Washington, D.C., effective 6 April 1971. The Secretary of the Navy approved the establishment of the Navy Reserve Recruiting Command, effective 16 February 1989. Navy Recruiting Command and Navy Reserve Recruiting Command consolidated on 1 October 2002, and are known as Navy Recruiting Command.

000002. PURPOSE. This manual is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of Navy Officers, to establish the criteria for enlistment in officer candidate programs, to establish procedures governing the processing of applicants, and to summarize recruiting support programs to be used in accomplishing the Active and Reserve Component officer recruiting mission.

000003. STATUS

a. The policies and procedures in this manual apply to Navy Recruiting Headquarters, subordinate recruiting and training commands, field commanders, staff and personnel who are authorized to recruit for the U.S. Navy.

b. Any deviation from the instructions in this manual must be authorized by Commander, Navy Recruiting Command.

000004. RESPONSIBILITY. The Commander, Navy Recruiting Command is responsible for the accuracy, currency, modification, and distribution of this Manual. NAVCRUITCOM staff and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this manual.

000005. ORGANIZATION

a. This manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

b. Paragraph numbering is based on six digits. The first two digits indicate the chapter; the next two digits, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 010302d.(2)(d) refers to chapter 1, section 3, general major paragraph number 02, subparagraph d.(2)(d).

c. Pages are numbered sequentially beginning with the front page of this manual.

000006. CHANGES. NAVCRUITCOM will publish changes to this manual as required. Such changes will be identified by the date listed in the header of this instruction. Paragraphs and text that have been revised or added as a result of a change will appear highlighted.

000007. RECRUITING FORMS AND DOCUMENTS. Forms and documents necessary for the processing of Navy applicants for Active and Reserve Component enlistment and commissioning that do not appear in this manual can be located in the NAVCRUITCOM Sharepoint Portal.

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CHAPTER 1 OFFICER RECRUITING LEADERSHIP AND MANAGEMENT

SECTION 1 - CHANGES TO COMNAVCRUITCOMINST 1131.2 AND DISTRIBUTION

010101. COMNAVCRUITCOMINST 1131.2 RECOMMENDED CHANGES

a. Recommended changes to COMNAVCRUITCOMINST 1131.2 series may be submitted by anyone via their chain of command to Commander, Navy Recruiting Command, Policy and Programs Division (N35).

(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 submitted via standard letter using the format listed in [Exhibit 010101](#). Members shall scan and email the letter, with endorsements, to timothy.hunter@navy.mil. Change recommendations received without proper routing via the chain of command or endorsements will not be accepted.

Note: Provide an information copy to COMNAVCRUITCOM (N7).

b. Textual changes will be highlighted in both the paper and electronic versions of COMNAVCRUITCOMINST 1131.2 series.

010102. AUTHORITY FOR ISSUANCE. The Recruiting Manual - Officer (CRUITMANOFF) is issued per Bureau of Naval Personnel (BUPERS) Instruction 5450.16, under the provisions of 5 USC 301 and 302; 10 USC 6011, 10 USC 504, 12103, 12201 *et. seq.*, 651, 2107, 2120 *et. seq.* and 2130a; and articles 0206, and 0307 U.S. Navy Regulations 1973. Commander, Navy Recruiting Command (NAVCRUITCOM) is responsible for issuance, maintenance and changes to this regulation.

010103. DISTRIBUTION. COMNAVCRUITCOM 1131.2 series and all future changes can be obtained by accessing the CNRC Sharepoint Portal.

EXHIBIT 010101. RECOMMENDED CHANGE LETTER

Recommended Change to COMNAVCRUITCOMINST _____	
	10/21/09 _____ Date
From:	
To: Navy Recruiting Command Policy and Programs Division (N35) 5722 Integrity Drive Millington, TN 38054-5057	
Via: (1) Commanding Officer, Navy Recruiting District _____ (2) Commander, Navy Recruiting Region _____	
SUBJ: PROPOSED CHANGE TO COMNAVCRUITCOMINST _____	
1. Applicable page(s) _____, paragraph(s) _____	
(Include all pages/paragraphs, which will be affected by the recommended change.)	
2. Recommended change:	
3. Justification:	

EXHIBIT 010101. (P. 2) RECOMMENDED CHANGE LETTER

Recommended Change to COMNAVCRUITCOMINST _____	
First Endorsement	
<div style="text-align: right;">_____ Date</div>	
From: Commanding Officer, Navy Recruiting District _____	
To: Commander, Navy Recruiting Command (N35)	
Via: Commander, Navy Recruiting Region _____	
1. Forwarded, recommending _____	
2. Comments:	
SAMPLE	

Second Endorsement	
<div style="text-align: right;">_____ Date</div>	
From: Commander, Navy Recruiting Region _____	
To: Commander, Navy Recruiting Command (N35)	
1. Forwarded, recommending _____	
2. Comments:	

SECTION 2 PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1131.2

010201. CONTENT

a. This manual is published as COMNAVCRUITCOM Instruction 1131.2 to prescribe enlistment and commissioning eligibility requirements, provide information on various programs available to applicants for naval service, prescribe procedures for the enlistment, commissioning, 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 processing of Navy applicants.

b. Personnel requiring an interpretation of the intent of wording in this instruction will 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).

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

010202. AUTHORITY OF MANUAL. COMNAVCRUITCOMINST 1131.2 has the same force as orders from Commander, Navy Recruiting Command. Violation of COMNAVCRUITCOMINST 1131.2 provides a basis for disciplinary action under the Uniform Code of Military Justice (UCMJ), e.g., articles 84 and 92. Violations of COMNAVCRUITCOMINST 1131.2 may also be cause for appropriate civil action in addition to any penalty provided by the UCMJ.

010203. ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSIONING

a. Erroneous or fraudulent enlistment and commission waivers will be required when an applicant has been enlisted or commissioned without meeting all applicable accession criteria contained in this instruction. The Navy recruiting district (NAVCRUITDIST) will investigate violations of recruiting standards, practices, and procedures to determine culpability under the UCMJ. Naval Military Personnel Manual (MILPERSMAN) and NAVCRUITCOM instructions provide guidance on what constitutes an erroneous or fraudulent enlistment or commission and what constitutes an acceptable enlistment or commission.

b. All erroneous and fraudulent enlistments and commissions will be submitted within 30 days of discovery to NAVCRUITCOM (N31) with

copies to NAVCRUITCOM (00IG and 00J), via chain of command, for review and retention. For members that have not yet been enlisted or commissioned, cases will be adjudicated by NAVCRUITCOM. Cases of members that have been enlisted or commissioned will be forwarded, with recommendation, by appropriate program manager via chain of command to Navy Personnel Command (NAVPERSCOM) (PERS-9) for adjudication.

c. When an investigation reveals an erroneous or fraudulent enlistment or commission, the recruiter will submit a letter, via chain of command, explaining the circumstances of the error or fraud. Exhibits [010201](#) and [010202](#) will be used as guidance.

EXHIBIT 010201. ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSION RECRUITER LETTER

Date

From: Recruiter, Navy Recruiting Station, City/State
To: Commander, Navy Recruiting Command (N3)
Via: (1) Commanding Officer, Navy Recruiting District
_____, City/State
(2) Commander, Navy Recruiting Region _____

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME,
MIDDLE INITIAL, LAST NAME, USN

Ref: (a) COMNAVCRUITCOMINST 1131.2 series
(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

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).

Signature

Copy to:
COMNAVCRUITCOM (00IG)

**EXHIBIT 010202. SAMPLE ERRONEOUS/FRAUDULENT ACCESSION ENDORSEMENT
FROM NAVCRUITDIST**

(Must be on Letterhead)

1131
Ser N31/
Date

FIRST ENDORSEMENT on Recruiter Rate/Name ltr of (date)

From: Commanding Officer, Navy Recruiting District _____,
City/State
To: Commander, Navy Recruiting Command (N311)
Via: Commander, Navy Recruiting Region _____

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME,
MIDDLE INITIAL, LAST NAME, USN

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. Provide comments and suggestions.

Signature

- - - - -
SECOND ENDORSEMENT on Recruiter Rate/Name ltr of (date)

From: Commander Navy Recruiting Region _____,
To: Commander, Navy Recruiting Command (N311)

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME,
MIDDLE INITIAL, LAST NAME, USN

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. (Description of actions taken to prevent a recurrence).

Signature

Copy to:
COMNAVCRUTCOM (00IG)

SECTION 3 DUTIES AND RESPONSIBILITIES OF RECRUITING STAFF

010301. INTRODUCTION. This section details the duties and responsibilities of various staff personnel. For duties and responsibilities of the R-OPS, A-OPS, OACR, DIVO, DLCPO, LCPO and LPO, refer to COMNAVCRUITCOMINST 5400.1 series (Navy Recruiting Command Organizational Manual [SORM]).

010302. OFFICER RECRUITER (OR) FUNCTION. The OR's function is to attain qualified applicants for selection into the Navy's active and reserve officer communities. ORs must complete basic and advanced officer recruiter PQS within six months.

010303. OFFICER RECRUITER (OR) RESPONSIBILITIES

a. Administration

(1) Maintain a personal Outlook planning calendar for all recruiting activities (scheduled ORAMPS events, schools visits, career fairs, presentations, phone activity, interviews, etc.).

(2) Ensure ORAMPS is updated to include current lists of collegiates and centers of influence (COI).

(3) Make travel arrangements for applicants to attend NUCVIPs, MEDVIPs, EOVs, and all required in-person interviews.

(4) Ensure applicants not qualified for officer programs are referred to the enlisted programs department.

(5) Utilize Web R-Tools for effective management of all leads, contacts, prospects, applicants, and collegiates.

(6) Responsible for the initial kit building of each applicant prior to turning over to the OP and monitor through final disposition until completion.

(7) Responsible for reading and understanding [chapter 8](#) of this manual (Officer Delayed Entry Program (DEP) Management) and ensuring DEP procedures therein are completed as written.

b. Prospecting

(1) Ensure leads are followed-up in a timely manner. Monitor and reduce overdue leads.

(2) Perform campus visits, conduct presentations, and attend career fairs at colleges and universities, medical schools, and teaching hospitals within assigned area of responsibility (AOR), and complete all required updates to ORAMPS.

(3) Inform enlisted recruiters of visits to colleges in their areas.

c. Marketing

(1) Solicit support from COIs and present them with the opportunity to accompany applicants on a NUCVIP, MEDVIP, and EOVS.

(2) Ensure liaison is established and maintained with the chain of command, other services, local community leaders, colleges, inactive reserve officers, NAVOPSPCEN Reserve Units, Blue and Gold Officers, PSLOs, CLOs and Professors of Naval Science in the NAVCRUITDISTs area of responsibility.

(3) Provide input on ORAMPS to the R-OPS, A-OPS and OACR at the end of the fiscal year, verifying the upcoming fiscal year's career fair dates, projected costs, name list fees, and updates for school accreditations or programs of study, etc., are correct.

d. Recruiting

(1) Recruit for potentially qualified persons through the use of all approved prospecting methods.

(2) Provide feedback to the R-OPS, A-OPS and OACR on recruiting events, such as their success or failure, reasons for success and failure, reason event was cancelled or rescheduled, and actual versus projected cost of event (cost should not exceed estimate).

e. Quality Control (QC). Ensures applicant interviews, testing and processing procedures are conducted in accordance with current directives.

f. Reporting Relationships. Reports to the R-OPS and A-OPS in accordance with COMNAVCRUITCOMINST 5400.1 series.

g. Prerequisites. Completion of NAVCRUITCOM ORIENT UNIT or Course.

010304. OFFICER PROCESSOR (OP) AND OFFICER PROCESSOR LEAD (OPL) FUNCTIONS.

The OP and OPL are responsible for the initial, ongoing and final processing and quality assurance of all officer applications, both active and reserve, through final disposition. They process officer applications, enlistment, commissioning and superseding appointment paperwork. [Article 010305](#) describes their responsibilities.

010305. OP AND OPL RESPONSIBILITIES

a. Administration

(1) Ensures adherence to governing directives relative to privacy act information and the processing of officer applications.

(2) Prepares, reviews, compiles and disseminates incoming and outgoing reports, correspondence and officer applications, enlistments, commissioning, affiliations and superseding paperwork.

(3) Ensures that required publications and directives are maintained and current.

(4) Verifies and submits NASIS as required.

b. Testing

(1) Test administrator for the Aviation Selection Test Battery (ASTB) administers and transmits the ASTB. The ASTB can be taken either by paper and pencil or through the internet in the web-based format called APEX.NET. The preferred method is web-based.

(2) Ensure compliance with all rules and regulations pertaining to the ASTB.

c. Applicant Flow

(1) Maintain liaison with MEPS and N3M on matters relating to officer applicants.

(2) Ensure officer application kits are prepared in accordance with current directives.

(3) Ensure applicant interviews, testing and processing procedures are conducted in accordance with current directives.

(4) Ensure timely submission of application kits to NAVCRUITCOM.

d. Applicant Processing. Once an applicant makes the decision to move forward and desires to submit an application for an officer program, that applicant and any documents obtained up to that point should be handed over from the recruiter to the supporting NRD officer processor, who will then assume responsibility to complete the application process. Once the application is complete and accurate, the processor will submit the application up the NRD chain of command for quality assurance checks and eventual submission to NRC. Processors will also perform the below-listed additional functions:

(1) Familiarize and keep current with the required officer documentation and application submission procedures.

(2) Complete initial, ongoing, final processing and quality assurance of all officer applications, enlistments, commissioning, superseding appointments and affiliations for both active and reserve.

(3) Obtain, explain and assist applicants in the completion of their officer applications, enlistment, commissioning, affiliation and superseding paperwork.

(4) Track and maintain accountability and status of all officer application paperwork received and submitted.

(5) Communicate with officer programs personnel concerning the status of applicant paperwork and to resolve any discrepancies.

(6) Communicate with NAVCRUITCOM, NMOTC, N3M, BUPERS, Military Manpower, Personnel, Training and Education (MPT&E) and other commands to ensure timely, accurate and complete submission of officer application data to selecting officials and other gaining commands.

(7) Manage and track application paperwork on applicants participating in collegiate programs leading to a commission.

(8) Prepare travel orders for applicants for Officer Candidate School (OCS).

(9) Schedule physicals for applicants.

(10) Open and route mail as necessary.

(11) Answer incoming calls and routing as appropriate.

(12) Take information from prospects to give to officer recruiters when the recruiter is unavailable.

(13) Arrange for applicable testing (as needed).

(14) Coordinate a visit to MEPS as needed through the recruiter.

e. QC

(1) Monitor officer applications in regard to quality standards.

(2) Ensure applications are screened by the OPL for completeness, accuracy and timeliness prior to Navy Recruiting Command (NAVCRUITCOM) submission to make certain all officer application requirements are met.

(3) Ensures all officer application, enlistment, commissioning, affiliation, superseding and collegiate paperwork is submitted per NAVCRUITCOM guidelines.

(4) Apply appropriate quality assurance controls to the process to ensure accuracy, completeness of data and timely submission to selecting officials.

f. Prerequisites. Successful completion of the Officer Processor PQS within 6 months of reporting to the position.

g. Reporting Relationships. Reporting authority is the OPL for the OP and the R-OPS and A-OPS for the OPL.

010306. ADDITIONAL DUTIES OF THE OPL

a. In addition to the above responsibilities, the OPL leads the officer programs processing team in the initial, ongoing and final quality assurance and processing of all officer applications, both active and reserve, through final disposition. The OPL also monitors and assigns processing workload, processes officer applications, enlistment, commissioning and superseding appointment paperwork.

b. Additional Responsibilities. Administration. Assign and monitor the officer processing workload.

c. Training:

(1) Provide on-going training to the officer processing staff.

(2) Assess the need for and provide additional one-on-one training to officer processors.

(3) As the certified officer processing trainer for the department, the OPL will provide all needed processing training to the officer processors and officer recruiters as needed.

(4) Ensure compliance with COMNAVCRUITCOMINST 1136.2.

(5) Schedule and conduct training for officer processors and officer recruiters at monthly training and production meetings. Training will be coordinated with the R-OPS or A-OPS.

(6) Training will be documented and training records maintained and retained for Command Inspection and Training Team review.

d. Testing

(1) Train all appropriate personnel concerning the ASTB.

(2) Ensure personnel are designated in writing to administer the ASTB.

e. Applicant Processing. Manage all processing issues and procedures and provide recommendations and solutions as needed to the officer programs personnel.

f. QC. Final QC of all officer applications, affiliation, enlistment, commissioning and superseding paperwork, and NAVOPSPTCEN entries, ensuring completeness, accuracy and timeliness prior to document dissemination, and ensuring all requirements are met.

g. Prerequisites

(1) Successful completion of the Officer Processor Lead Quality Control Course (OPLQC). OPLQC must be completed annually while serving in an OPL position.

(2) Successful completion of the Officer Processor PQS within six months of reporting to the position.

(3) Successful completion of the Officer Processing Lead PQS within six months of assuming the position.

h. Reporting Relationships. Reporting authority is the R-OPS and A-OPS.

010307. CHAPLAIN PROGRAM OFFICERS (CHPO)

a. Responsibilities and Management

(1) Chaplain Program Officers (CHPO). The CHPO is responsible in assisting NAVCRUITCOM in attaining assigned Chaplain Corps accession goals. CHPOs also represent the Navy Chaplain Corps to potential qualified prospects, educators, and organizations which are influential among potential applicants. They provide information requests concerning applicants to both Chaplain Corps program manager (NAVCRUITCOM N312) and to supported NAVCRUITDIST officer recruiting teams. They maintain a liaison with, provide advice to, and assist NAVCRUITDIST recruiters in establishing community awareness of Navy Chaplain Corps and chaplain candidate programs, accompanying recruiters in seminary school visits, perform interviews with prospective chaplain applicants, and brief applicants scheduled to attend chaplain school. Chaplain Program Officers can also assist supported recruiters to identify potential chaplain program markets, schools, and centers of influence.

b. Administration

(1) Ensure weekly communication is maintained with the NAVCRUITCOM Chaplain Corps program manager.

(2) Ensure communication is established and maintained with NAVCRUITDIST's chain of command, appropriate district operation's personnel, and chaplain recruiters.

(3) Advise, train, and counsel chaplain recruiters.

(4) Provide information requests concerning chaplain applicants to NAVCRUITCOM chaplain program manager (N312) and NAVCRUITDIST chaplain recruiters.

(5) Screen and recommend adjusted recruiting plans of chaplain recruiters to ensure consistent attainment of assigned recruiting goals.

(6) Maintain calendar with NAVCRUITDIST chaplain recruiters for all recruiting activities to ensure visits are conducted to seminary schools, ecclesiastical endorser conferences, presentations, and interviews.

(7) Assist with updating ORAMPS (or other tracking means) including list of chaplain candidate program officers in coordination with the chaplain candidate program manager and centers of influence (COIs).

(8) Observe quarterly chaplain recruiter activity and recruiting goals.

(9) Utilize NAVCRUITCOM website links for instructions and notices for updated application forms and multimedia for presentations.

(10) Utilize scroll log to track applicants.

(11) Utilize CIRIMs for affective management of all applicant processing and quality control, especially resumes and motivational statements.

(12) Maintain tracking roster including application status for all fiscal year chaplain recruiting leads, prospects, applicants, selected, non-selected, commissioned, supersede, and long-term applicant.

(13) Provide advice and support to NAVCRUITDIST chaplain recruiters.

(14) Assist with chaplain applicant turnover when chaplain recruiters change NAVCRUITDISTs. (Accomplished through tracking of applicants to ensure nobody gets lost during the recruiter turnover process.)

(15) Visit NAVCRUITDISTs at least quarterly for morale, training, and interviews for chaplain applicants in area of responsibility.

c. Prospecting

(1) Encourage chaplain recruiters to notify CHPO to blueprint chaplain leads to ensure applicants meet all qualifications.

(2) Inform chaplain recruiters with blueprint feedback on leads.

(3) Assist NAVCRUITDISTs with chaplain application kit preparation in accordance with Active and Reserve Chaplain Corps Officer Checklists.

d. Applicant Flow

(1) Initially blueprint qualified chaplain applicants.

(2) Assist with scroll forms, ecclesiastical endorsement requests, and chaplain recruiter initial meeting.

(3) Ensure clear communication between the chaplain applicant and chaplain recruiter during the recruiting process to manage and track application paperwork.

(4) Take information from chaplain applicants to give to officer recruiters and NAVCRUITDIST officer processors when the officer recruiter is unavailable.

(5) Conduct quality assurance (QA) checks on chaplain applicant's resumes and motivational statements to ensure a full and accurate report of ministry and military experience for the CARE Advisory Group's review.

(6) Assist with the arrangement of Navy chaplain LCDR and above assessment interviews for chaplain applicants as appropriate.

(7) Follow up with the chaplain recruiter to ensure applicant interviews, scroll forms, JPAS, and medical processes are completed in a timely manner for submission to CIRIMS.

(8) Notify chaplain applicants and chaplain recruiters of NAVCRUITDISTs in area of responsibility after CARE Advisory Group results are received.

(9) Ensure commissioning of selected chaplain applicants after commissioning documents are received by NAVCRUITDIST in CIRIMS.

e. Training. Provide on-going training to NAVCRUITDIST chaplain recruiters and processors as needed.

f. Chaplain Duty

(1) Ensure contact phone number is posted on the NAVCRUITDIST Plan of the Week for NAVCRUITDIST personnel and their families.

(2) Provide ministry of presence at NAVCRUITDIST command functions.

g. Reporting Relationships

(1) Reports directly to the Chaplain Corps program manager (N312) for all performance purposes. As such, the Chaplain Corps program manager is responsible for fitness reports, perform midterm counseling, personal awards, leave and liberty, confirmation of PFA and command urinalysis program participation, coordinate arrival, check-in, check-out, and detachment of CHPOs, management of CHPO manning and billets, and management and processing of all CHPO travel. The program manager is also responsible for ensuring CHPOs maintain Navy Family Accountability and Assessment System (NFAAS) updates, complete annual general military training (GMT) requirements, other high-interest training as assigned (SAPR, SAVI, etc), and maintain current information within the Total Workforce Management System (TWMS).

(2) As CHPOs are often detailed into locations embedded with supporting NAVCRUITDIST offices or headquarters, NAVCRUITDIST personnel and leadership are asked to provide infrastructure and administrative support for CHPOs. NAVCRUITDISTs are asked to provide office space and office furniture, computer, telephone, and IT support, administrative support, vehicle support (as needed), recruiting cell phone support (as needed), and the processing of business cards (as needed). Districts are asked to incorporate embedded CHPOs in high-level training as required and invite CHPOs to attend district-level training if meant to accomplish Navy GMT or other all-hands training topics.

(3) NAVCRUITDISTs also provide urinalysis support by ensuring that CHPOs embedded within their district are enrolled into the district's command urinalysis program and participate in routine and random urinalysis testing.

(4) NAVCRUITDISTs also provide semi-annual physical fitness assessment (PFA) support by ensuring that CHPOs embedded within their district are enrolled into PRIMS under the district hierarchy and that CHPOs participate in local semi-annual PFA requirements and events. The Chaplain Corps program manager will have oversight responsibility to ensure that all CHPOs are engaged with local district PFA events and are completing all pre-PFA requirements as well as will obtain post-PFA scores and assessments from each CHPO to ensure compliance. CHPOs are responsible to engage with local district command fitness leaders (CFL) or designated assistant CFL personnel to meet pre-PFA requirements and perform semi-annual PFA events and provide post-PFA scores to the Chaplain Corps program manager.

(5) NAVCRUITDISTs also provide medical and dental readiness oversight for embedded CHPOs to ensure that CHPOs maintain both

medical and dental readiness. CHPOs that fail to maintain their medical and dental readiness shall be reported to the Chaplain Corps program manager.

010308. NRC NAVET DET TRANSITION ASSISTANTS (TA)

a. Responsible for attaining Navy Recruiting Command's (NRC) assigned NAVET officer accession goals. TAs will affiliate officers from the Individual Ready Reserve (IRR) into the Selected Reserve (SELRES) and the Voluntary Training Unit (VTU). They will also process requests for reserve component (RC) inter-service transfers (IST) as well as applications to the Other Service Veteran (OSVET) program. Additionally, TAs will process requests for officer re-appointments. They will liaise with the Career Transition Office (CTO), (Pers-97), in order to help CTO transition as many separating officers as possible to the SELRES. Within the geographic areas assigned, TAs will also attend transitional (T-GPS) briefing sessions at local area locations to brief, or assist in briefing, the benefits of affiliating with the Navy Reserve to separating officers. TAs will also provide feedback to NAVCRUITCOM (N319) as needed to update the material and content of the T-GPS training video.

b. TAs report directly to the Reserve accessions divisional director (NAVCRUITCOM N319) for all performance purposes. As such, the Reserve accessions program divisional director is responsible for fitness reports, confirmation of PFA and command urinalysis program participation, coordinating arrival, check-in, check-out, and detachment of TAs, management of TA manning and billets, and management and processing of all TA travel (as needed). The division director is responsible for ensuring TAs maintain Navy Family Accountability and Assessment System (NFAAS) updates, complete annual General Military Training (GMT) requirements, other high-interest training as assigned (SAPR, SAVI, etc), and maintain current information within the Total Workforce Management System (TWMS).

c. As TAs are detailed into locations embedded with supporting NAVCRUITDIST offices, headquarters, and local NOSCs, NAVCRUITDIST personnel and leadership shall provide infrastructure and administrative support for TAs. NAVCRUITDISTs shall provide office space and office furniture, Mobile Recruiting Initiative (MRI) peripheral device, telephone, and IT support, administrative support, vehicle support, recruiting cell phone support, and the processing of business cards. Districts shall incorporate embedded TAs in high-level training as required and invite TAs to attend district-level training if meant to accomplish Navy GMT or other all-hands training topics. NRC NAVET DET TAs are not required to attend local NAVCRUITDISTs production meetings or training. NAVCRUITDISTs must

also provide the following:

(1) Urinalysis support by ensuring that TAs embedded within their district are enrolled into the district's command urinalysis program and participate in routine and random urinalysis testing.

(2) Semi-annual physical fitness assessment (PFA) support by ensuring that TAs embedded within their district are enrolled into PRIMS under the district hierarchy and that CCPRs participate in local semi-annual PFA requirements and events. The Reserve accessions divisional director will have oversight responsibility to ensure that all TAs are engaged with local district PFA events and are completing all pre-PFA requirements as well as will obtain post-PFA scores and assessments from each TA to ensure compliance. TAs are responsible to engage with local district command fitness leaders (CFL) or designated assistant CFL personnel to meet pre-PFA requirements and perform semi-annual PFA events and provide post-PFA scores to the chaplain program accessions divisional director.

(3) Medical and dental readiness oversight for embedded TAs to ensure that TAs maintain both medical and dental readiness. TAs that fail to maintain their medical and dental readiness shall be reported to the Reserve accessions division director.

d. TAs will not be scheduled for duty on the NAVCRUITDISTs duty watch bill. Weekend duty will directly conflict with required TA processing duties such as escorting applicants to NOSC indoctrination drill weekend, escorting applicants to NOSC physicals, and meeting with applicants whose weekday schedule precludes weekday meetings with the TA. TAs are not to be included on the NAVCRUITDISTs weekday duty watch bill as weekday duty will directly conflict with the required TA duties such as developing a prospecting plan, prospecting, processing, and training.

SECTION 4 MILITARY CONDUCT ON RECRUITING DUTY

010401. INTRODUCTION

a. This section contains:

(1) General policy and instructions governing the procurement of Navy officers.

(2) Procedures that foster professional military standards for Navy officers in recruiting.

010402. ACCEPTANCE FOR ENLISTMENT AND COMMISSIONING. Applicants who meet prescribed standards are acceptable for enlistment or commissioning. No applicant will be refused enlistment or commissioning because of race, color, religion, national origin, or gender, if otherwise qualified in accordance with the provisions of this manual and program authorization (PA) for each designator.

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 NAVCRUITCOM. 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 and commissioning. Recommendations or inquiries will be submitted to NAVCRUITCOM through the appropriate chain of command.

010404. RECRUITING ETHICS

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

b. Recruiting Promises

(1) Recruiting personnel will 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 will not be tolerated. Implied or

direct assurances or promises are prohibited. Further, recruiting personnel will not suggest to rejected personnel that contacting or sending correspondence to DoD, CNO, BUPERS, NAVCRUITCOM, or a political representative could assist them in gaining preference or overcoming the reason for their rejection. All applicants will be evaluated solely on their individual merits and qualifications using the "whole person" concept.

(2) Recruiting personnel will 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) Incentives, bonus programs, college fund "kicker"

(b) Geographical area and duty stations

(c) 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 men and women of the desired character.

(4) Recruiting personnel will reinforce to each applicant that only those promises actually written into their service agreement will be honored.

(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 will recruiting personnel directly or indirectly intervene on behalf of a prospective applicant who is awaiting action by court authorities.

(1) Recruiting personnel will not appear in court or before judicial authorities at any time (e.g., district attorney (DA), assistant DA, prosecuting authority, etc.), nor will they initiate communication with the same, or on behalf of any prospect, or applicant.

(2) Informal conversations with defense attorneys or probation or 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 commission or retention of an unqualified individual. The normal course of court action will be allowed to occur without the assistance, intervention, or influence of recruiting personnel.

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

(4) Special inquiries and congressional requests for information must be forwarded to NAVCRUITCOM 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 will not enter any portion of an establishment known to be a MEPS lodging or meal facility, except when their official duties make it necessary to assist in the proper check-in and check-out of an applicant.

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, NAVCRUITCOM personnel who become aware of or suspect recruiting irregularities will report such activities to their immediate superior. NAVCRUITREG commanders, NAVCRUITDIST commanding Officers, and the NAVCRUITCOM 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 will be reported to the NAVCRUITDIST CO, via the chain of command, who will forward the

report to the NAVCRUITREG commander. The applicant will be rejected and permanently banned from future enlistment or commission.

f. Fraternization. COMNAVCRUITCOMINST 5370.1 explicitly prohibits fraternization and unduly familiar relationships between recruiters and prospects, applicants, or candidates.

010405. CONDUCT WITH APPLICANTS

a. All applicants will 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 for enlistment or commissioning. Rejected applicants must be made to feel their interest in the Navy is greatly appreciated.

b. Sexual Harassment 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 will be above reproach at all times. Vulgar, sexually explicit, or obscene language or conduct is unprofessional and prohibited. Furthermore, members of the opposite sex will never be made to feel as if 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 and civilian employees of the command understand the Navy policy on discrimination and sexual harassment. Commanders at all levels will ensure every member under their charge has been provided discrimination and sexual harassment training and education in accordance with the current Navy Order.

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

010406. CONCEALING APPLICANT INFORMATION. Under no circumstances will recruiting personnel instruct an applicant to withhold any information regarding the commission of any civilian offenses, no matter how minor; medical or physical information, to include treatment, medication prescribed, or minor illnesses, regardless of when treatment occurred or the applicant's current medical or physical status; or any other information that could later result in the applicant being discharged for fraudulent enlistment or commission. 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 documents reach the DoN, and they will be subject to disciplinary action or discharge for fraudulent enlistment or commission.

010407. NON-SOLICITATION OF CERTAIN INDIVIDUALS

a. Generally, applicants apply for commissioning at the recruiting activity nearest their place of residence. When applicants apply for enlistment or commission 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 commissioning.

c. Recruiters will not actively solicit enlistment or commissioning 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 or commissioning 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 will not be divulged to any source outside the Navy, except 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 or 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 will 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 his or her own file from the NAVCRUITSTA in a sealed envelope (ensure the tape is initialed).

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 a NAVCRUITSTA.

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

d. Recruiters assigned to recruiting duty in the continental U.S. 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 or formal event such as a career fair or conference (i.e. National Society of Black Engineers (NSBE), National Association for the Advancement of Colored People (NAACP), etc.) television program, public gathering, formal school presentation, or patriotic celebration will be the appropriate Navy dress uniform.

(2) The NWU will not be worn while conducting the 72-hour indoctrination of newly enlisted or commissioned personnel.

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. The NAVCRUITDIST CO will prescribe working hours for NAVCRUITSTA and support offices. Consideration will be given to staggering working hours so offices remain open during peak recruiting hours of the day.

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

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. NAVY RECRUITING STATIONS (NAVCRUITSTA) SECURITY

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

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

010503. COMPUTERS

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

b. The SYSAD will ensure that all computers are accounted for by custody records, signatures and verified semi-annually in April and October.

c. At close of business, all laptops will be secured in a locked container (filing cabinet, locked desk drawers, etc.) or taken home.

010504. PRIVACY ACT/FREEDOM OF INFORMATION ACT (PA/FOIA)

a. Forms and documents concerning prospects, applicants, and enlistees will be maintained in a secure manner. Recruiters will 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 and FOIA will 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 will 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 is exempt, as disclosure would compromise objectivity and fairness of tests. Requests for disclosures of information protected by PA and FOIA should be referred to the NAVCRUITDIST chain of command.

010505. COLLECTION OF PERSONAL INFORMATION FROM INDIVIDUALS

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

b. Third party information will be minimized with the exception of police record checks, and character and 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, and

(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 and FOIA the recruiter will consult NAVCRUITCOM judge advocate general (JAG) (00J) via their respective chain of command.

010506. OPERATIONS DEPARTMENT ORGANIZATION. The Operation's department role descriptions are contained in the Standard Operating Procedures Manual (SOPMAN), COMNAVCRUITCOMINST 5400.2.

010507. OFFICE FILES. All files are to be maintained per SECNAVINST 5210.1.

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

SECTION 6 GENERAL INFORMATION

010601. INITIAL APPOINTMENTS. Members initially appointed to commissioned grade are so appointed by the President. Permanently commissioned officers in the active component in and above the grade of lieutenant commander, and reserve component officers in and above the grade of captain are appointed by, and with the advice and consent of, the Senate. When the Senate is not in session, temporary and interim appointments are made, subject to Senate confirmation during the next session.

010602. OFFICER DESIGNATORS. The officer designator codes are four digit numbers used to group officers by categories for personnel accounting and administrative purposes and to identify the status of officers. The first three digits identify the categories in which officers are appointed or designated. The fourth digit identifies the status of officers within the various categories. Designators, Navy Officer Billet Classifications (NOBCs), Subspecialty (SSP) Codes and Additional Qualifications Designations (AQDs) are listed in the Navy Officer Manpower and Personnel Classification Manual (NAVPERS 15839 VOL I). The fourth digit of the designator code indicates:

0	An officer in the active component whose permanent grade is ensign or above.
1	An officer in the active component whose permanent status is warrant officer.
2	Temporary officer in the active component whose permanent status is enlisted.
3	An officer in the active component who is on the retired list.
4	No longer used.
5	An officer in the reserve component (Exceptions: Note 4th digits 7, 8 and 9).
6	No longer used.
7	An officer in the reserve component on active duty in the Full Time Support (FTS) Program (Includes officers of the FTS Program rotated to other than FTS billets).
8	An officer in the reserve component who was appointed in the Navy Reserve Integration Program from enlisted status or whose permanent status is warrant officer.
9	An officer in the reserve component who is on the retired list.

010603. OFFICER GRADE CODES. The grades of officers allowed in billets are identified by a one-letter code or by an abbreviation. The following is a list of codes, abbreviations, and the officer grades they identify:

Code	Grade	Paygrade	Abbreviation
A	Fleet Admiral	11	FADM
B	Admiral	10	ADM
C	Vice Admiral	09	VADM
D	Rear Admiral (Upper Half)	08	RADM
E	Rear Admiral (Lower Half)	07	RDML
G	Captain	06	CAPT
H	Commander	05	CDR
I	Lieutenant Commander	04	LCDR
J	Lieutenant	03	LT
K	Lieutenant (Junior Grade)	02	LTJG
L	Ensign	01	ENS
R	Chief Warrant Officer-5	W5	CWO5
M	Chief Warrant Officer-4	W4	CWO4
N	Chief Warrant Officer-3	W3	CWO3
O	Chief Warrant Officer-2	W2	CWO2

010604. NAVY OFFICER BILLET CLASSIFICATIONS

a. Navy officer billet classifications are found in the Manual of Navy Officer Manpower and Personnel Classifications NAVPERS 15839 Volume 1 - Major Code Structures.

b. NOBC, AQD and SSP Codes identify officer billet requirements and officer occupational experience acquired through billet experience or through a combination of education and experience.

c. NOBCs, SSPs and AQDs provide a general description of duties performed in a billet. It is not meant to cover every duty required of the job nor is every duty listed a requirement of the billet. Similarly, an NOBC, SSP or AQD in an officer's record does not indicate that the officer has experience in every duty listed in the definition. The NOBC identifies a group of officer billets that are similar but not identical in scope and nature of duties.

d. All Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) Officer NOBCs, SSPs and AQDs classifications in these officer communities identify primary duties associated with interns, residents, fellowships and the practice of health care within medical specialties.

010605. SOLICITATION OF PRIVACY ACT INFORMATION

a. All forms used by Navy recruiting personnel to collect personal information from any individual (military or civilian) are affected by this requirement. Forms that are completed by recruiters or support personnel using information from other forms filled out by a prospect or applicant are not included in this requirement.

b. Areas of Advisement. The Privacy Act of 1974 requires that all individuals from whom personal information is requested will be advised of:

(1) The authority (statute or executive order) that authorized the solicitation.

(2) All major purposes for which the DoD uses the information (e.g., determine qualifications for commission or security review).

(3) A brief summary of those routine uses to be made of the information, as published in the Federal Register.

(4) Whether disclosure is mandatory or voluntary and possible consequences for failing to respond.

c. Blueprinting Information. The provisions of the Privacy Act of 1974 extend to personal information obtained for record purposes during discussions with individuals. Therefore, the required Privacy Act Statement will be read or given to the individual during telephone or personal interviews when any part of the personal information is to be recorded and retained for any purpose. This requirement includes questions asked to determine basic qualifications for completion of a prospect or applicant card or formal interviews conducted as part of the application procedure. It is realized that citing the specific authority is not feasible under all circumstances. The general authority for all appointment qualifications are Title 10 USC §531 and 10 USC §12201.

d. Verbal Privacy Act Statement. The following Privacy Act Statement will be used during verbal exchanges with prospects or applicants:

"In order to assist you in determining the program which best suits your needs, I will require some personal information concerning your background. All questions are voluntary and you do not have to provide the information. However, it may not be possible to determine your eligibility for application without this information."

010606. DEFINITIONS. The following terms are to be standardized in definition to allow for proper tracking:

a. Lead. A name with information for a recruiter to begin discussing Navy opportunities. Lead validity is unknown.

b. Contact. A contact is a valid lead that has responded to the assigned recruiter's attempt to contact and desires additional information regarding Navy opportunities.

c. Prospect. A prospect must meet the following criteria:

(1) Has expressed his or her desire to become an officer in the active or reserve component of the United States Navy (USN).

(2) Appears to meet the basic eligibility requirements for an officer program.

(3) Has received an application.

(4) Has follow-on action pending.

d. Applicant. An applicant is a prospect who has submitted an application for commission to NAVCRUITCOM for an officer program.

SECTION 7 PROSPECTING

010701. INTRODUCTION. Prospecting is the means by which the recruiter places themselves face to face with as many potentially qualified applicants as possible. This is the single, most important factor of success to a recruiter. Prospecting must be a household word and is the cornerstone of every successful accession. Recruiters must prospect continuously to remain consistent. Although the structure of 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 or her abilities to prospect can make the prospecting evolution a success for the recruiter. Sitting in the office will not make goal. Success in prospecting is measured by the number of contracts attained.

010702. BASIC DEFINITIONS

- a. Market I. D.. Maintaining a continuous flow of new names on a continuous basis is essential to a recruiter's success.
- b. 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.
- c. Screening or Blueprinting. The process of evaluating a prospect's eligibility as defined in chapters 2 and 4 of this instruction and aids in eliminating those prospects who do not meet the requirements.
- d. Selling. Persuading a prospect to enter the U.S. Navy using skills, techniques, and motivation. Selling occurs during a face-to-face interview with a potentially qualified applicant.
- e. Processing. Applicants applying for enlistment or commission must complete all requirements in accordance with program checklist and program authorization.

010703. PRINCIPAL SOURCES OF LEADS OR CONTACTS

- a. Current Navy Students. The Navy has many students in various college programs (Health Services Collegiate Program (HSCP), Health Professional Scholarship Program (HPSP), Nurse Candidate Program (NCP), Financial Assistance Program (FAP), Civilian Engineer Corps

(CEC), Chaplain, Judge Advocate General (JAG) students, Nuclear Propulsion Officer Candidate (NUPOC), who have been selected and accessed into commissioning programs. These students are valuable assets to field recruiters as a source of potential applicant referrals.

b. Name Lists. Qualified name lists are key recruiting tools in obtaining goal in officer recruiting. These name lists consist of:

(1) School Lists. These should include name, address, phone number, GPA, major, graduation date, etc. Some examples of school lists are rosters obtained through the Solomon Act, engineering societies, honor societies, minority associations, etc. Utilization of the Solomon Act to obtain school lists will only be at the discretion of the CO on a case-by-case basis. Abuse of this legislation could lead to alienation of the institution.

(2) Professional Lists. These should include name, address, phone number, age, etc. Some examples of professional lists are state licensing agencies, state and local professional associations, professional minority associations, etc.

(3) Military Lists. These include Individual Ready Reserve (IRR), separation orders list, community lists, etc.

c. Responsibilities

(1) The R-OPS, A-OPS and O-ACR will:

(a) Coordinate the collection of name lists from all programs identified in ORAMPS for which there is an established goal.

(b) Coordinate with the LEADS Shop and Advertising Coordinator (ADCO) the effective use of name lists to facilitate leads development.

(c) Where schools are unwilling to provide name lists, identify alternative methods for providing information on Navy officer opportunities to students, e.g., mailbox stuffers, flyers, email announcements, etc.

(2) The OR will:

(a) Attempt to obtain name lists for all assigned schools listed in ORAMPS.

(b) Request the assistance of the education services

specialist (ESS) (refer to paragraph d below) in drafting official requests.

d. The following guidance is provided to assist ORs in obtaining name lists:

(1) Determine the reasons for organizations not providing a list and, when practical, develop a specific plan to address the institutions' concerns.

(2) Express the benefits realized by the school and the student when the student participates in our financial assistance programs.

(3) Promote Navy advocacy by establishing positive rapport with key school officials; e.g., registrar, dean of admissions, financial aid counselor, career development center director and associated secretaries and clerks.

(4) School systems have a chain of command similar to that of the Navy. Each echelon in this chain should be contacted prior to approaching the next senior level.

(5) When requesting lists, the following will be considered when addressing format and content:

(a) Printed lists must have all data keyed in.

(b) Electronic lists or medium must be compatible with the available software operating system.

(c) Obtaining this information with e-mail addresses facilitates email marketing. Email has a stronger return record than standard mail.

e. Special Events. Examples of special events are: professional conventions, air shows, boat and car races, etc. Specific responsibilities for special events are:

(1) For special events, the R-OPS, A-OPS or O-ACR will:

(a) Assign (or recommend to NAVCRUITDIST CO) an OR to be the event coordinator.

(b) Review and (if authorized) approve the OR's POA&M to ensure maximum effectiveness.

(c) Assist and participate where and when necessary.

(2) The OR assigned as the event coordinator will produce and execute the approved POA&M for the specified event.

f. Officer Hometown Area Recruiting Program (OHARP) and Senior Minority Assistance to Recruiting (SEMINAR). Procedures governing these programs are found in BUPERSINST 1150.1.

(1) OHARP is designed to return outstanding Navy personnel to their home areas to assist local recruiters in locating quality prospects and establishing centers of influence. OHARP and SEMINAR participation is approved and monitored by NAVCRUITCOM N11.

(2) The SEMINAR program provides outstanding minority personnel, E6 through O6, to interface with influential members in the minority community and inform them of opportunities for minorities in today's Navy.

(3) The R-OPS or A-OPS will develop a plan on exactly how to best employ participants of both these programs in accordance with their prescribed instructions.

g. PSLO. PSLOs are reserve and retired officers who usually hold faculty or administrative positions at medical schools, dental schools, nursing schools, etc. They will be utilized by the NAVCRUITDIST to assist in medical and dental program's recruiting.

h. For R-OPS and A-OPS referrals utilize the Enlisted Programs Referral (NAVCRUIT 1131/24).

i. Personally Developed Contacts (PDC). This form of prospecting is physically getting out in the recruiting territory and canvassing potential prospects. All ORs will organize their calendar to allow for this activity throughout their work week. This mode of prospecting is the predominant means of leads generation for medical and engineering officer programs. The right approach will vary depending on the personality of the recruiter.

j. Centers of Influence (COIs). COIs are persons who are in a position to influence someone's decision to join the Navy. The recruiter will cultivate relationships with COIs, as they are great referral sources. Examples of COIs are school faculty, NAVOPSPTCENS staff members, Navy League contacts, and Naval Reserve Association members, etc.

010704. POACHING

a. Officer recruiting personnel are prohibited from prospecting,

accessing, processing or enlisting an applicant that does not reside, perform reserve drills or attend school within the geographical boundaries of their respective NAVCRUITDIST. (Courtesy enlistments and commissionings are excluded).

b. An applicant residing within the boundaries of one NAVCRUITDIST and attending school or drilling at a NAVOPSPTCEN within the boundaries of another NAVCRUITDIST, has the option of choosing between those two NAVCRUITDISTs.

c. Recruiting personnel contacted by a prospect that neither resides, drills, nor attends a school within their NAVCRUITDIST will refer the applicant to the NAVCRUITDIST based on where the applicant resides, drills, or attends school.

d. A waiver, in writing, to this policy may be granted and provided by the respective COMNAVCRUITREG provided both NAVCRUITDISTs are within the same NAVCRUITREG. Said waivers are to be placed in the applicant's residual file. The NAVCRUITDIST requesting to process the applicant(s) will be the requesting party with copy of the request provided to the opposing NAVCRUITDIST CO at the time the waiver is requested.

e. In cases where the applicant insists on working with a particular officer recruiter outside of the NAVCRUITDIST the applicant resides in, the applicant will write a "Memo for the Record" indicating:

(1) Why the applicant wants to work with the other recruiter.

(2) That the applicant was given the opportunity to work with a recruiter closer to their residence.

f. The memo must be signed and dated by the applicant and the working officer recruiter. It will then be faxed to the NAVCRUITDIST R-OPS, who will forward it to other NAVCRUITDIST R-OPS. If a disagreement arises between the NAVCRUITDIST OPOs, the issue will be brought to the respective NAVCRUITDIST COs.

g. NAVCRUITDISTs that are found to have violated this policy will not be awarded contract credit. The contract will be awarded to the appropriate NAVCRUITDIST whose area encompasses the applicant's residence or school.

010705. ADVERTISING AND LEADS RESPONSIBILITIES. The following are practices and responsibilities relevant to officer recruiting and advertising.

a. The R-OPS and A-OPS will:

(1) Make inputs to the ADCO in the planning of the Advertising Plan (ADPlan) by providing market information about their territory, as well as guidance as to the timing of the mail-out. School breaks, holiday periods, and school calendars (exam periods and career fairs) are to be considered when requesting a mail-out.

(2) Make the Local Effective Accession Delivery System (LEADS) Production Team Supervisor (LPTS) aware when email campaigns result in new leads.

b. The OR will:

(1) Review all direct mail pieces with the R-OPS, A-OPS, OACR and Advertising Coordinator (ADCO) to ensure the mail out contains correct and current information and is going to the intended target audience.

(2) Inform the R-OPS, A-OPS, and OACR when an email marketing campaign has generated leads.

(3) Email specific groups of prospective contacts as identified through school and professional lists and obtained from markets within their AOR only.

c. ORs are prohibited from:

(1) Purchasing advertising and conducting mass mail out campaigns. Instructions applicable to authorization and procedures for local advertising can be found in COMNAVCRUITCOMINST 1140.3.

(2) "Spamming" (process of sending unsolicited email advertising to the general public).

d. All prospecting emails will include the following statement at the bottom of the text:

"Please respond to the originator of this email if you wish to stop future emails by including the phrase REMOVE FROM LIST in the subject line."

e. Public Service Advertising (PSA)

(1) PSA (free advertising) is generally regarded as advertising in the public interest, promoting causes and goals of nonprofit organizations that contribute to the welfare of the

community. Radio, television, newspapers, magazines, outdoor billboard and transit companies have unsold advertising space available. Navy PSA provides the media with the opportunity to fill this space and to inform the general public of the career opportunities available in today's Navy.

(2) NAVCRUITCOM produces and markets Navy PSA through national direct mail campaigns and personal visits to major media representatives.

(3) Each region and NAVCRUITDIST receives information copies of current PSA material as well as listings of local media who are accepting Navy PSA.

(4) The OR's role is to ensure maximum Navy PSA exposure in the local community. OACRs can request PSAs through their public affairs officers (PAOs). Periodic visits in uniform to media representatives can influence prominent placement of Navy PSA and enhance awareness of the Navy in the community.

f. Recruiting Aid Devices (RADs). RADs support the recruiting process and are distributed on a "push" basis, that is, initial distribution to the field of one-half of the quantity produced is made directly. At a specified time, generally six months after initial distribution, the remainder of the inventory is shipped to the field. The amount of items shipped under automatic distribution should last six months. Each collateral item produced carries a "per recruiter" number. This number tells the recruiter how many total copies of that item the recruiter can expect to receive during a twelve-month period. Items with large per recruiter numbers are usually lead generating items; fulfillment items have smaller numbers as do sales closing items. For further guidance on this subject refer to COMNAVCRUITCOMINST 1140.1. They are designed to perform one of five functions:

(1) Lead generating items are designed to generate interest.

(2) Fulfillment items provide basic information on the Navy in response to requests.

(3) Sales closing items contain detailed information to help the recruiter close the sale.

(4) Transition items are designed to reinforce the prospective applicant's decision to join the Navy and help prepare the applicant for initial officer training.

(5) Awareness items are designed to make people aware of the Navy presence and provide referrals.

010706. LEADS HANDLING

a. The R-OPS, A-OPS or O-ACR will:

(1) In the case of any lead, assign the lead to the officer recruiter within 24 hours of receipt.

(2) Ensure the officer recruiter has closed out the feedback tab in WEB R-Tools within; review the Monthly Leads Report to ensure there are no overdue leads in the National Leads Tracking System (NALTS) and WEB R-Tools.

(3) Obtain a weekly report of NALTS overdue leads from the LPTS.

b. The officer recruiter will:

(1) Attempt contact with the lead within 72 hours of receipt. Change status to either "contact" or "lead attempted contact" in Web R-Tools.

(2) Complete lead feedback information in the respective Web R-Tools record within 14 days of receipt.

(3) Attempt and document a minimum of three contacts prior to requesting Web R-Tools removal, Web R-Tools archive or forwarding to the Enlisted Programs department. The three attempts are to capture all avenues of achieving contact with the lead available in the record (e.g., phone, mail, email).

c. Marketing and Advertising Officer (MAO): Provide the R-OPS, A-OPS, and OACR with a list of NALTS overdue leads report on a weekly basis.

010707. SCHOOL CANVASSING PROGRAM

a. The school-canvassing program will include medical schools, nursing schools, teaching hospitals, colleges, universities, law schools, seminaries and other post-secondary institutions. For the purpose of this manual the word "school" refers to colleges, universities, teaching hospitals, and any other institutions of higher learning associated with Navy officer recruiting. The school canvassing program described is general in nature, but contains specific requirements to be adopted within any canvassing plan. It

does not impose limits or boundaries on the initiative or imagination of the individual recruiter. Good school canvassing programs will use available recruiter resources to effectively recruit to, penetrate and develop viable markets. This program may be locally amended to accommodate the environment.

b. General Program Guidance. Quality schools are prime sources of prospects. Each NAVCRUITDIST will have a comprehensive school-canvassing program with established priorities and milestones. The program will consist of recruiting activities planned throughout the year in ORAMPS. The program will be reviewed and modified to fit recruiter, school and community needs. Lessons learned from the school canvassing program will be captured by the ORs in ORAMPS.

c. Analysis of School Market. The R-OPS, A-OPS, OACR and OR will analyze each school in the NAVCRUITDIST's territory and direct efforts accordingly. ORAMPS will capture this data and the NRDs will have ownership of this data for their AOR. The following factors will be considered in analyzing the school market:

- (1) What schools are actually producing applicants?
- (2) What schools have the quality student that the Navy needs?
- (3) What schools will actively promote the Navy and distribute Navy material?
- (4) What schools have non-cooperative positions toward the military and the Navy? Seek out COIs to assist in understanding the concerns and improving the relationship.
- (5) What schools are historically non-productive and why?

d. School Visit Periodicity Requirements. The NRD chain of command will determine in ORAMPS when and how often an OR will visit their assigned schools based upon time of year, board schedule, established and projected goals, etc.

e. Making the Initial Appointment. All initial visits by either new recruiters or to new schools will be made by appointment. All school visits will be tracked in the ORAMPS. If an OR is unable to keep an appointment, the OR will notify the school representative prior to the time of the appointment to cancel or reschedule the appointment.

f. The Appointment. Recruiters are to be on time and project

the proper Navy image at all times. Attitudes are usually formed on the first face-to-face contact, and past negative impressions must be overcome during this meeting. Key points to be taken into account that will aid in your success are:

(1) How much of the school official's time can the recruiter take?

(2) How much time does the recruiter have?

(3) The recruiter will establish an outline of what he or she wants to accomplish. The recruiter will take notes during the appointment.

(4) The recruiter must convey that he or she is an asset and benefit, not a threat, to the students. The officials must trust the recruiter before they will accept the recruiter.

(5) The recruiter will have an outline of his or her goals for the conversation. Some subjects that should be discussed are:

(a) The importance of the students graduating and obtaining their degree prior to entering the Navy.

(b) Benefits such as medical, training, housing, advancements and retirement.

(c) Navy post-graduate education opportunities.

(d) The Educator Orientation Visit (EOV) Program, intended to educate the educators, is a good way to overcome objections and concerns. Recruiters should talk to their education service specialist for further details.

(e) Navy special events that are coming or planned, i.e., Blue Angels, Navy bands, exhibit vans, etc.

(6) Closing the Appointment. Every effort should be made to stay within the time allotted for the appointment. Recruiters will express their appreciation for the individual's time and leave a business card.

g. Follow-Up School Visits. Officer recruiters will go with a predetermined purpose when conducting school visits. Going into the school without a purpose or plan is unprofessional and unacceptable. Recommended activities include:

(1) Inspect collateral material displays. Recruiters will maintain display items on campus in an orderly and timely manner.

(2) Set up a place for interviewing that is agreeable to the school administration and students (e.g., placement office).

(3) Make arrangements to provide presentations to classes /or student organizations.

(4) With school administration approval, teach a class in your field of expertise, e.g., career planning, goal setting, rating/designator specific subjects, degree background.

(5) Attend major school functions.

(6) Deliver a copy of the school newspaper ad if the NAVCRUITDIST has purchased space.

(7) Visit with collegiates while on campus.

(8) Visit the placement office while on campus visits and inspect Navy contact information and any postings for accuracy.

(9) Visit local NAVCRUITSTA and get enlisted recruiters involved (where feasible). A courtesy call should be made to the prior to such visits.

h. College Career Fairs or Days, School Talks, and Events on NAVCRUITCOM's Calendar (located on the Recruiting Quarterdeck)

These events are conducted to promote career awareness.

Participation in these events is mandatory and may take the form of a short presentation or passing out collateral material.

(1) Prior to Presentation. The preparation and planning phase is most important to a successful presentation or fair. Outside sources can be used, such as medical recruiting Navy (NAVCRUITCOM funded), Medical Speaker Bureau (BUMED funded), NTOs, etc. When preparing for the presentation the following factors should be considered:

(a) Audience. Determine composition and size: gender specific, mixed gender, age groups, ethnicity, etc. Select the topic that will be of interest to the recruiter's audience. Determine the location and audience size to be accommodated. Stay flexible for last minute changes. If it is a career day booth make certain all participants know the details of the event.

(b) Use of Time. Decide how to maximize the time allotted for the presentation. Possibilities include, but are not limited to discussions, lectures, talks, slides or film presentations, etc. Keep this in mind when planning. If the recruiter shows a film but only has an hour, select a short film and leave room for questions or discussions. Audio-visual aids used should support the topic.

(c) Rehearse. Once a presentation is prepared and supporting aids selected, the presentation should be rehearsed. It is recommended that a fellow recruiter critique the presenter's rehearsal.

(2) During the Presentation. Proper preparation and thorough knowledge of your subject will facilitate smooth execution. The recruiters may be asked questions that cannot be answered during these events. Be prepared to say "I'm not sure" or "I don't know but I'll find out and get back to you." Audience interest can be maintained only by speaking on the level of their understanding. Speak in layman terms and avoid Navy jargon. Stay flexible, be ready to adjust to unforeseen situations and remain professional at all times.

(3) After the Presentation. Analyze and document the results of the presentation and make notes on how to improve future presentations. Ensure to follow-up on any leads or unanswered questions.

010708. BLUEPRINTING. Blueprinting starts when setting the appointment and goes more in-depth throughout the entire interview process. Questions should be open ended and not leading the applicant to a particular response. Thorough blueprinting of qualification information is necessary to ensure the information is accurate and to avoid wasting everyone's time. Recruiters will document citizenship, education, dependents, and any prior service or previous testing. Also, applicants must have the ability to read, speak, and understand the English language. Since fluency in English correlates highly with successful Navy job performance, applicants who have difficulty expressing themselves or otherwise understanding English should not be accepted for enlistment or commissioning. Most of this information can be obtained during normal conversation. Only after a rapport has been established and the recruiter has reminded the prospect of the Privacy Act, should the recruiter continue with the qualification questions, e.g. physical, police, and drug usage.

Note: Personal information must be appropriately safeguarded at all times.

SECTION 8 MODES OF PROSPECTING

010801. 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 commissioning.

010802. TELEPHONE

a. The telephone is an 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. 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 010801](#))
2. Contact lists
3. WEB R-Tools

(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 will 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 a successful recruiter must develop and apply the proper techniques to schedule a quality appointment that will show for an interview.

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

(b) Use VALOR 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 he or she is trying to accomplish and remain focused on that goal.

010803. REFERRALS

a. 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.

b. Prospect Referrals. Every prospect should be tasked with providing referrals after 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.

c. COI Referral. Whether they are attached to a school or not, COIs should never feel as though they are being used. Recruiters will make it a habit to thank COIs every chance they get to make them feel part of the team. They are very interested in the applicant they referred to the Navy or they would not have referred them. The most important thing for the recruiter to remember about COIs 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.

d. Officer Program Referrals. The OR, OACR or R-OPS shall evaluate each referred enlisted prospect for suitability for an officer program. The R-OPS, A-OPS, or OACR shall track all inter-departmental referrals throughout the fiscal year to evaluate the effectiveness of the referral process in regard to commissions, appointments and enlistments achieved. The following procedures, at a minimum apply:

(1) The officer program evaluation shall normally be completed by the OR, OACR, or chief recruiter (CR) within 72 hours utilizing the Officer Programs Referral form (NAVCRUIT 1133/98) initiated by the EACR. The signed and dated NAVCRUIT 1133/98 shall be returned to the enlisted recruiter, leading chief petty officer (LCPO), leading petty officer (LPO), CR or EACR immediately upon determination of the applicant's viability for an officer program.

(2) If an applicant is found to be competitive for an officer program based on initial screening, and the applicant desires to submit an officer program application, the applicant may be contracted for enlisted programs, but shall not be shipped to RTC until final determination (selection or non-selection) is made by NAVCRUITCOM officer programs. If the applicant does not wish to apply for an officer program or wishes to abandon their application for officer programs after starting the process, the applicant must indicate their declination in writing by using a Competitiveness of Officer Programs form (NAVPERS 1070/613).

e. Enlisted Programs. When a general officer program contact does not meet basic eligibility requirements, the OR shall explain to the contact the specific criteria he or she does not meet. The OR shall immediately refer the contact to the DLCPO by initiating an

Enlisted Programs Referral (NAVCRUIT 1131/24) and forwarding it to the respective DIVO and DLCPO. Discussion of specific information regarding any NAVCRUITCOM selection board deliberations with a non-selected applicant is prohibited. The following procedures, at a minimum, apply:

(1) When a medical program contact does not meet basic eligibility requirements, the medical programs recruiter or the OACR shall explain to the contact the specific criteria he or she does not meet. The medical program contact shall be counseled by the OR or OACR as to their opportunity to apply later should the contact resolve the noted deficiency.

(2) The EACR shall return the signed and dated NAVCRUIT 1131/24 within 72 hours of receipt from the OACR indicating the initial outcome of the referral.

(3) If the referral subsequently contracts, the EACR shall notify the OACR within 72 hours of a referral's DEP-in. The OACR shall update the respective NAVCRUIT 1131/24 and retain it with all other enlisted programs referrals for a period of three years.

010804. ADVERTISING - 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 LEADS. These mail outs not only target potential prospects for enlistment or commissioning, but are 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 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, not just the job. Timing is everything when dealing with LEADS. Field recruiters are not authorized to purchase any advertising on their own.

Note: Recruiters will attempt to contact a lead immediately upon receipt of that lead. The feedback tab will be annotated in WEB R-Tools within 14 days of receipt. Leads will remain in a recruiter's working tickler for a maximum of four months or until a final disposition is attained.

010805. MAIL-OUTS. Regular mail-outs are conducted by the NAVCRUITDIST to assist in the recruiting effort. Navy recruiting stations (NRS) 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. NRS's are prohibited from conducting mass mail-outs. Individual mail-outs are authorized as long as they are limited.

010806. PERSONALLY DEVELOPED CONTACTS (PDCs)

a. 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 will 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:

(1) Colleges and professional schools.

(2) Businesses that hire young people.

(3) Sporting events, military shows, and other special events that attract large crowds.

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

b. Other factors to consider when planning PDC prospecting:

(1) Market. Where is there a propensity to find eligible candidates?

(2) Time of Day. Schedule prospecting at a time when prospects are available.

(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 he or she works on his or her weaknesses and improves on his or her strengths.

(4) Procedures and Techniques. The following are basic procedures for soliciting Personally Developed Contacts:

(a) Utilize VALOR skills.

(b) 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.

(c) Avoid forcing the prospect to make any decision about military affiliation.

(d) Recruiters should participate with the people they are trying to enlist or commission.

(e) Express an interest in the prospect's background, current situation, and plans. Recruiters should discuss things they share in common with the prospect. Recruiters will ensure the prospect understands they may find some of these things in the Navy.

(f) Recruiters will not conduct interviews on the street.

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

(h) Recruiters will always ask for referrals.

010807. 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; it requires many different actions over time before results are realized. Break down the recruiting process and utilize every prospecting mode. Recruiters will 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. 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 running documents, recruiters are to use their PDC skills and canvass the area. Recruiters will always look to be productive and take every opportunity to prospect.

010808. 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.

010809. THE VALUE ORIENTED RECRUITING "VALOR" SELLING PROCESS. The VALOR selling process helps to evolve the prospect into an officer in a way that focuses on the value of the Navy to the prospect. Conducted properly, it will yield a competitive advantage for the Navy. Specific guidance concerning the VALOR selling process can be found in volume 1 of COMNAVCRUITCOMINST 1130.8 (series).

EXHIBIT 010801. PHONE SCRIPT

STEP	ACTION	STEP	ACTION
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	<p>"The reason I'm calling is I am the United States Navy representative here in (YOUR CITY) and (SELECT ONE OF THE FOLLOWING)"</p> <p>REFERRAL: "I was talking with a mutual friend of ours (NAME OR REFERRAL) and he or 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 or she thought would be of some benefit to you. How does _____ or _____ sound?"</p> <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</p>	7	(PROSPECT'S NAME) do you have a pen and piece of paper? Let me give you my phone number in case something changes and we can meet sooner than (TIME & DATE of APPT)
		8	TRANSPORTATION: "Do you have your own car or will you need a ride down to my office?"
		9	<p>"(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?"</p> <p>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?"</p>
			<p>How old are you?</p> <p>What is your height?</p> <p>How much do you weigh?</p> <p>Did you graduate from college or are you currently attending? What is or was your major?</p> <p>GPA?</p> <p>Do you have any medical problems that you are aware of, or are you under the care of a physician presently?</p> <p>Have you ever used any illegal drugs?</p>
4			

<p>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>Were you born in the United States?</p> <p>Have you ever been in trouble with the police for any reason?</p>
	10	Ask for referrals
	11	"(PROSPECT'S NAME) By the way, what phone number did I give you?"
	12.	<p>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 010801. 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..." or " I understand..."</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. <u>Relate:</u> Empathize and restate what you heard</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</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</p>

<p><u>Realize</u>: Ask open and closed discovery questions. 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><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>for clarification. Ex: "I understand how this would be difficult to believe..."</p> <p><u>Realize</u>: Ask open and closed discovery questions. Ex: "Do you 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</p>	<p>clarification. Ex: "I understand what you're saying..."</p> <p><u>Realize</u>: Ask open and closed discovery questions. Ex: "Do you mind if I ask you a few questions?" "How valuable would it 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</p>	<p>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 questions. Ex: "Do you mind if I ask you a few questions?" "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>
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	believing. Show them in writing what you're discussing.	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.	<u>Reinforce:</u> Show value of Navy advantage. Ex: "This is important because you value ____..." <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.
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CHAPTER 2 BASIC ELIGIBILITY REQUIREMENTS

SECTION 1 GENERAL

020101. RECRUITER GUIDELINES

a. Eligibility Requirements. The recruiter must review the basic enlistment eligibility requirements discussed throughout this chapter before scheduling any applicant for enlistment or commissioning.

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

c. Interview. The preliminary interview is designed to reveal the applicant's desire for Naval service, involvement in any unusual circumstances, status (age, dependency, prior service, education), and all other information required to make a preliminary eligibility determination.

(1) The recruiter is to obtain all necessary information and question, in depth, any vague answers to ensure eligibility.

(2) During the interview, the recruiter should strive to answer the applicant's questions and provide appropriate information pertaining to commissioning programs.

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

020102. CHARACTER. Applicants must be able to demonstrate, at the time of enlistment or commissioning, 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.

020103. ELIGIBILITY DETERMINATION AUTHORITY

a. ROTC Participants. ORs shall not recruit nor submit a kit on students under contract for a ROTC scholarship for any officer program, active or reserve. Where basic military training is required of all students (such as VMI and the

Citadel), participants are eligible for Navy officer programs as long as they are not regularly enrolled by signed obligation in any Reserve Officer Training Course (ROTC) program. If a member of an Army or Air Force ROTC unit requests application to an officer candidate program within six months prior to receipt of a college degree, and presents a statement signed by an authorized official of the parent service that he or she will be released from any contractual obligation for military duty incurred through membership in that service, the application may be accepted. Under no circumstances shall Navy recruiting personnel or activities initiate or assist with the initiation of a request for release from contractual obligation.

b. Officer Programs. Any applicant who has ever held a commission in any branch of the armed services may be eligible for commissioning in the Navy if they meet the minimum requirements as established in the respective program authorization (PA) for their officer program choice.

(1) Active Duty Commissioned Officers. Active duty commissioned officers of any branch of the armed services must request an inter-service transfer through their parent service.

(2) Inactive Duty Commissioned Officers. Inactive duty commissioned Officers of any branch of the armed services (except the Navy) are generally eligible to apply for any direct commission program through NAVCRUITCOM. Specific requirements for each are listed by program in this instruction. Officers who hold a commission in the reserve component of another service in a similar or related skill set, for which they are requesting transfer to active duty Navy, shall be processed as an inter-service transfer from the reserve component of their parent service to the reserve component of the Navy. They then complete the recall to active duty process. Once member has signed their naval reserve oath of office, they then are authorized to submit an application for recall to active duty. Recruiters shall coordinate these applications closely with the respective program manager. Officers in the reserve component of another service who desire appointment in an active duty Navy status in a different corps from which they currently hold a commission are processed as a direct appointment - these officers must obtain a Statement of Conditional Release, DD Form 368, signed by the approving authority of their parent service. Navy inactive commissioned officers are eligible to apply for medical programs through NAVCRUITCOM via active duty recall. Contact NAVPERSCOM (Pers 9) for further assistance.

(3) U.S. Public Health Service (USPHS) Officers are eligible to apply, provided they obtain a DD Form 368 from the Public Health Service.

c. Commander, Navy Personnel Command (PERS-911) has cognizance over inter-service transfer programs.

d. Other Service Enlisted Members (AC, FTS, SELRES, Inactive IRR)

(1) Members of other components of the armed service may apply through their local NAVCRUITDIST for any Navy officer program for which eligible provided a DD Form 368 (Conditional Release) is submitted and the applicants follow any and all guidance regarding transition to another military branch within their own governing service instruction(s). Eligibility for Navy officer programs can be found in the appropriate program authorization. If the member is still affiliated with either the active or reserve component of another branch of service, then copies of their last three performance evaluations may be required to be submitted as part of the application submission process. Under no circumstances shall Navy recruiting personnel actively pursue active enlisted members of other components of the armed service.

e. Navy Enlisted Sailors (AC, FTS, SELRES)

(1) If applying for an active component (AC) OCS or ODS program (except medical, JAG, or chaplain and their corresponding student programs), the member shall follow the instructions set forth in OPNAVINST 1420.1 (series) and submit their application through their chain of command. If the sailor is assigned to a NAVCRUITDIST, then the NAVCRUITDIST would process the application as the member's current "chain of command", but the kit would be identified as a fleet kit within CIRIMS vice a NAVCRUITDIST kit.

(2) If applying for AC medical, JAG, or chaplain, to include direct accession and corresponding AC medical, JAG, or chaplain student programs, the member shall submit their application through a NAVCRUITDIST.

(3) If applying for a reserve component (RC) program (DCO), the member shall submit their application through a NAVCRUITDIST, containing a minimum of a DD Form 368 (Conditional Release) and any additional items as defined with respective program authorizations or program checklists.

(4) Individual Ready Reserve (IRR) members apply through their local NAVCRUITDIST and the recruiter is required to forward the DD Form 368 to PERS-913 for final signature.

020104. PREVIOUS DISENROLLMENT FROM PROGRAMS LEADING TO A COMMISSION

a. Previous disenrollment, either voluntary or involuntary, from a program leading to a commission in any branch of the military is not automatically disqualifying; disposition is dependent upon the designator.

b. Selection boards will not make a final decision on an applicant without first reviewing the reason for the disenrollment. Applicants must provide a written statement regarding the reasons for the disenrollment or furnish documentation deemed sufficient by the program manager(s) from all officer communities for which the individual wishes to apply.

c. Former USNA midshipmen and NROTC members of either the scholarship or college programs who have received pay entitlements, subsistence allowance, tuition, or fees under the provisions of these programs are eligible for Nuclear Propulsion Officer Candidate (NUPOC), but may not be placed on active duty until graduation.

020105. 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 to 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 will be interviewed by the CO 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 or commission based on that affiliation alone. However, applicants who have a history of criminal activity or violence associated with gang activity are not enlistment or commission eligible. Refer to [chapter 2, section 7](#) for applicants with gang tattoos.

020106. marginally QUALIFIED PROSPECTS. Before scheduling a marginally qualified prospect to process, the OR must determine

that the individual has compensating qualities or attributes that balance or out-weigh the characteristic or circumstance identifying him or her as marginally qualified. It is important to note that a prospect that is marginally qualified is not a field reject candidate. Field rejection is for non-qualified prospects only. However, knowingly processing or submitting a marginally qualified applicant's package that is not deemed competitive is not in the best interests of the applicant and only cause unnecessary work for everyone involved (including selection boards). Therefore, the NRD CO has the authority to not process or forward any applicant's package if he or she determines that the package is not competitive for the officer program for which the applicant is applying. Once an applicant's package has been deemed non-competitive, the CO (or designated "By direction" authority) may complete and sign [Exhibit 020102](#) and mail the original to the applicant. If generated, a copy must be retained in the applicant's residual file. CO's may modify the wording within [Exhibit 020102](#) as needed to adequately explain to the applicant the reason for their marginal qualification.

020107. MAXIMUM AGE STATEMENT OF UNDERSTANDING. All officers who will be beyond their 42nd birthday on the day of their commissioning are required to acknowledge the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62 by signing the Maximum Age Statement of Understanding contained within the respective service agreement.

020108. AGE WAIVER. Age requirements for officer programs are listed in each specific program authorization. Some officer programs authorize the authority to submit an age waiver request to NAVCRUITCOM if the member meets all other eligibility criteria. In order to request an age waiver, the NAVCRUITDIST CO must upload into CIRIMS a CO's endorsement letter to the Commander, NAVCRUITCOM (via the appropriate Region Commodore and NAVCRUITCOM program manager) for approval.

Note: Applicants for aviation programs must be at least 19 years old and not have passed their 27th birthday upon commissioning. For applicants with prior active duty military service, age waivers may be granted on a month-for-month basis up to 24 months for active duty service served prior to their 27th birthday for 1390 applicants and up to 48 months for active duty service served prior to their 27th birthday for 1370 applicants. Prior service applicants that fall within the age waiver requirements, or are within 12 months of requiring a waiver, shall include the approved waiver as part of their

application. Applicants requiring a waiver will not be submitted to the professional recommendation board without an approved waiver. Formal waiver requests shall be submitted by the NAVCRUITDIST to the Aviation Community Manager (BUPERS-313).

020109. VERIFICATION OF BIRTH/BIRTH CERTIFICATE

a. All applicants for officer programs shall furnish a birth certificate or provide official verification of birth as follows:

(1) U.S. Birth Certificate. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity into the application. **Note:** 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 or commissioning.

(2) Non U.S. Birth Certificate. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity in the residual file along with an English translation of the birth certificate. The translation shall be certified by the translator and shall include the translator's printed name, signature and date. The applicant cannot complete the translation.

Note: Puerto Rico Birth Certificates Law 191 of 2009 invalidated all birth certificates issued by the Puerto Rico Health Department prior to July 1, 2010. Therefore, officer applicants born in Puerto Rico must provide a birth certificate issued by the Puerto Rico Vital Statistics Record Office on or after July 1, 2010, before they can be commissioned.

(3) U.S. Passport. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity into the application. The passport must be current (unexpired) and issued by the Secretary of State.

b. If the birth certificate or U.S. passport cannot be produced, the Request for Verification of Birth (DD Form 372) will be used as primary evidence by completing the form per the instructions contained thereon and forwarding it to one of the agencies listed below. A copy of the DD Form 372 shall be retained in the applicant's residual file pending response. Upon receipt of the agency verified DD Form 372, replace the unverified copy with the agency verified DD Form 372 in the residual file and enclose the original in the application.

(1) State Bureau of Vital Statistics or State Health Department.

(2) County Department of Public Health, County Clerk's Office, or County Registrar's Office.

(3) City Department of Public Health, City Clerk's Office, or City Registrar's Office.

c. In the event the agency states that no birth record exists, a combination of secondary evidence, any of which must have been created as close to the time of birth as possible, and which may be used to verify the applicant's date and place of birth shall be reviewed by the NAVCRUITDIST commanding officer, or an officer designated in writing by the commanding officer, for determination of enlistment eligibility. Examples of secondary evidence are as follows:

(1) Baptismal Certificate, Certificate of Circumcision, hospital record

(2) Separation documents of prior service personnel

(3) Naturalization Certificate

(4) Affidavits of persons having personal knowledge of the facts of birth

(5) Primary school records

(6) Family Bible entries

(7) Early census

(8) Newspaper files

(9) Insurance papers

d. Upon verification, the officer shall prepare a DD Form 372, indicate in section II the circumstances of how the verification was made, and include copies of the documents cited in the kit. Such entry shall be signed and dated by that officer in the "verified by" block. An example of the appropriate entry is as follows:

"Determination based on review of hospital records and DD Form 372 by name of verifying officer."

e. The DD Form 372 is not to be used to obtain birth record information from the U.S. Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS).

020110. DEPENDENCY STATUS

a. There are no restrictions relative to dependency status for application to Navy officer programs with the exception of the Naval Academy.

b. Single, divorced, remarried applicants, and applicants married to military members are required to complete a Family Care Certificate and Family Care Plan Arrangement (OPNAV 1740/7) 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/herself in the absence of the applicant. The NAVCRUITDIST CO or XO (NAVOPSPTCEN COs for reservists) shall evaluate the documents, determine acceptability for naval service, and endorse if the plan is acceptable. The endorsed OPNAV 1740/7 shall be included with the applicant's commissioning package. For reserve applicants, the plan will be effective during any required training or mobilization periods. The original OPNAV 1740/7 will be retained by the member and a copy will be retained in the applicant's NAVCRUITDIST file.

c. Applicants will be advised that no preferential treatment with regard to assignments will be afforded single parents.

d. Applicants with dependents are required to provide proof of their dependent's Social Security numbers in order to enroll their dependents 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. Applicants with foreign alien dependents residing in the United States illegally are not enlistment or commission eligible until their dependents become admitted into the United States and obtain a Social Security card, or no longer reside unlawfully in the United States.

020111. SWIMMING REQUIREMENTS

a. The Third Class Swim Test is administered early in the training program at OCS and ODS. Candidates who are unable to successfully complete the swim test will be considered for

attrition from the program. All officer candidates are expected to be able to swim prior to reporting to OCS or ODS. An applicant's ability to swim is strictly based upon their self-admission on the swim skill questions of the Application Processing and Summary Record (NC Form 1131/238). If an OCS or ODS applicant checks "no" for any question, he or she must receive official written notice by the NAVCRUITDIST CO or R-OPS (by direction) encouraging him or her to practice swimming prior to shipping to OCS or ODS. The applicant must acknowledge receipt of this letter by signing a copy and his or her understanding of the ramifications of not being able to pass the Third Class Swim Test. Before an applicant is final selected, a copy of this signed letter must be included in the application and verified by the respective NAVCRUITCOM program manager ([Exhibit 020101](#)).

b. The Third Class Swim Test consists of the following:

(1) Abandon Ship Jump: Jump from a 12-foot tower to simulate abandoning ship.

(2) 50-yd Swim: Using any single stroke or combination of the crawl, breaststroke, sidestroke, and elementary backstroke, swim 50-yards.

(3) Five Minute Prone Float: Remain afloat (face down), utilizing survival-floating skills, for five minutes (drown proofing).

(4) Shirt and Trouser Inflation: Fill a shirt and pair of trousers with air to remain afloat.

**EXHIBIT 020101. OFFICER CANDIDATE SCHOOL (OCS)/OFFICER
DEVELOPMENT SCHOOL (ODS) THIRD CLASS SWIM TEST**

1400
Ser xx/xx
Date

From: Commanding Officer, Navy Recruiting District, _____
To: _____

Subj: OFFICER CANDIDATE SCHOOL (OCS)/OFFICER DEVELOPMENT SCHOOL
(ODS) THIRD CLASS SWIM TEST

Ref: (a) COMNAVCRUITCOMINST 1131.2

1. The Third Class Swim Test is administered early in the training program at OCS/ODS. All officer candidates are expected to be able to swim prior to reporting. Officer candidates who are unable to successfully complete the swim test will be considered for attrition from the program.

2. Your ability to swim is strictly based upon your self-admission on the swim skill questions of your Application Processing and Summary Record (NAVCRUIT 1131/238). Since you have answered "No" for one or more of the swim skill questions, you are strongly encouraged to practice your swimming skills prior to reporting to OCS/ODS.

3. This letter is written in an effort to advise and counsel you concerning your swimming skills. A copy of this letter will be included in your application submitted to Navy Recruiting Command.

Commanding Officer

I acknowledge receipt of this letter and understand the ramifications of not being able to pass the Third Class Swim Test at OCS/ODS.

Applicant Signature / Date

EXHIBIT 020102. OFFICER CANDIDATE NON-COMPETITIVE LETTER

1131
Ser xx/xx
Date

NAME
STREET ADDRESS
CITY, STREET, ZIP CODE

Dear ,

Your application for commission as a naval officer has been carefully reviewed. Regrettably, I must advise you that your application is not competitive for submission and possible selection at this time.

In the selection process, each applicant is considered on a competitive basis with all other applicants for a commission and against traditional competitive profiles and attributes. Due to the limited number of vacancies at the national level, only those applicants who appear to be most highly qualified are selected for appointment. The rejection of your application cannot be attributed to any specific factor, as all facets of the application have been weighed against the current needs of the Navy. Please be assured that the non-acceptance of your application is, in no sense, an adverse reflection upon you. It is, however, an indication of the keen competition for appointment as a Naval Officer.

Your recruiter will retain your name and contact information and assuming that you remain qualified and become competitive for selection in the future, you may be contacted for possible submission of an updated application.

I regret that a favorable decision could not be made in your case at this time. Your interest in the Naval Service is greatly appreciated.

Sincerely,

CO Signature

SECTION 2 CITIZENSHIP

020201. GENERAL. To be eligible for appointment in an active or reserve component, U.S. citizenship is required (born in the U.S.A., naturalized, or born abroad of U.S. parents), unless waived by the Secretary of Defense for an original appointment in a grade below the grade of lieutenant commander (O4). Dual citizens are eligible to apply, but they must submit proof of renouncing non-U.S. citizenship prior to final selection. Contact NAVCRUITCOM for further guidance (N31).

020202. EVIDENCE OF CITIZENSHIP

a. Applicants for all officer programs shall be citizens of the United States and shall submit positive proof of citizenship at the time of application. ([Exhibit 020201](#) refers)

b. Native born citizens. Applicants born in the geographical United States (50 states, Guam, Puerto Rico, Virgin Islands and the Northern Mariana Islands) are considered native born citizens.

c. Applicants born outside the United States of U.S. citizen parents. One of the following verification forms can be sighted and a DD Form 372 completed citing circumstances of how the verification was made.

(1) Certificate of Citizenship issued by USCIS, formerly INS.

(2) Report of Birth Abroad to a Citizen of the United States of America (FS 240).

(3) Certification of Birth issued by a U.S. Consulate of the Department of State (FS 545 or DS 1350).

(4) U.S. passport (or one in which the applicant was included).

d. For applicants not born in the Panama Canal Zone and who cannot provide any of the above documentation, prepare DD Form 372. Include as much information as is known about the applicant and a signed Authority for Release of Information and Records (DD 2221). Mail both documents with a self-addressed return envelope to:

Overseas Births
Department of State
Passport Services, Room 386
1425 K Street, N.W.
Washington, D.C. 20524

e. Applicants born in the Panama Canal Zone:

(1) To a U.S. citizen parent, provide a certificate of birth issued by the Panama Canal Zone government indicating U.S. citizenship and verified by the Panama Canal Zone government will be accepted.

(2) Who cannot provide any of the above documentation, the Panamanian Birth Certificate must be verified with the Panama Canal Commission utilizing a specially modified DD Form 372. Applicants shall not be enlisted until the Panama Canal Commission returns the 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. This DD Form 372 will be addressed to:

Vital Statistics Unit
Administrative Services Division
Panama Canal Commission
APO Miami 34011

(3) Are U.S. citizens only if either the natural mother or father was a U.S. citizen at time of the applicant's birth (this may also apply to applicants born in New Cristobal (Colon, Republic of Panama)). Applicants who were born in the Republic of Panama of U.S. citizen parent(s) claiming U.S. citizenship shall have citizenship verified in the same manner as any other applicant born abroad of U.S. citizen parent(s).

(4) Applicants unable to produce one of the above, or other documentation indicating naturalized U.S. citizenship, shall not be processed.

f. Derived citizenship or naturalized citizens

(1) Applicants who have either completed naturalization proceedings on their own behalf or claim to derive citizenship, though alien-born, from the citizenship/naturalization of their parent(s), must present a Certificate of Citizenship, a Certificate of Naturalization (both of which are issued by USCIS, formerly INS), or a U.S. passport, or one in which the individual was included, as proof of citizenship.

(2) In the case of those applicants who claim to derive citizenship from the status of their parent(s), and who can offer no proof other than documentary evidence of their parent(s)' status, the following can be used:

(a) Document Verification Request (INS G-845) can be used by the applicant to request verification of naturalization or certificate of citizenship, or

(b) A U.S. passport.

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

	US BORN	NATURALIZED CITIZENS (refer to note 4)	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	Birth Certificate Passport	Birth Certificate Passport	Birth Certificate Passport

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

Birth Certificate

DD 372 (Only for cases where primary birth verification documents don't exist)

FS 240

DS 1350

FS 545

Tribal Letter/Card

All other documents must be originals.

Note 2: Return all original documentary evidence to the applicant after proper entries have been made on required documents.

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/commissioning/affiliation purposes. To be valid, birth certificates issued by the Puerto Rico Vital Statistics Record Office must have been issued on or after 1 July 2010.

Note 4: To include applicants who derived citizenship from their parents.

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 commission.

020302. VERIFICATION

a. SSN verification shall be accomplished by personally 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 both the applicant's residual file and application. 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) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

b. OR and OP are responsible for validating the applicant's SSN.

c. Numeral Identification (NUMI or NUMIDENT) printouts issued by SSA are authorized for use in order to process an officer applicant's kit. However, NUMI or NUMIDENT printouts are not authorized for commissioning purposes. In all cases where a NUMI or NUMIDENT was used for kit processing, a valid SSN card is required to be shown to recruiting personnel, copied, and filed in the applicant's CIRIMS record and residual file prior to enlistment or commissioning. There are no exceptions to this policy.

d. SSN cards with "Issued for work purposes only" or any other phrase stamped on the face of the card are not valid for enlistment or commissioning. There are no exceptions.

e. Refer to [chapter 2, section 4](#) for additional guidance pertaining to SSN cards and enlistment name requirement.

020303. **WAIVERS.** Waivers of SSN requirements for enlistment or commissioning contained in this section are not authorized.

SECTION 4 ENLISTMENT/COMMISSIONING NAME REQUIREMENT

020401. ENLISTMENT/COMMISSIONING NAME (Native born U.S. citizens)

a. Refer to [article 020402](#) for enlistment or commissioning name requirements for applicants applying with USCIS documents.

b. For non-prior service applicants, the name shown on the applicant's Social Security card will be used as the applicant's name of record and is required to be used on all enlistment or commissioning processing forms and documents (to include all forms included in the member's kit application process). For prior service applicants, the name listed on their separation documents (e.g., DD Form 214, NGB 22) will be the name used.

c. 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, the OR or OP must verify the initial matches the middle name on the birth certificate. If the applicant wants his or her full middle name on the processing forms, 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, all forms shall omit the middle name. If the applicant desires his or her middle name or initial on the forms, then the applicant is required to obtain a new SSN reflecting as such.

d. 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.

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.

EXAMPLES OF ENLISTMENT/COMMISSIONING NAMES (U.S. NATIVE BORN)

Name on SSN Card	Name on Birth Cert	Enlistment/Commissioning Name
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 (para c. refers)
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

020402. ENLISTMENT/COMMISSIONING NAME (applicants with USCIS documents)

a. Refer to [article 020401](#) for enlistment or commissioning name requirements for native born U.S. citizens.

b. The name as it appears on the applicant's USCIS documents shall be his or her enlistment or commissioning name of record and is required to be used on all enlistment or commissioning processing forms and documents (to include all forms included in the member's kit application process). **Note:** If the applicant legally changed his or her name subsequent to being naturalized (e.g. marriage), then use the name as it appears on the applicable legal document.

c. Applicants enlisting or commissioning with USCIS documents are not authorized to process with preferred enlistment names.

d. 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 or commissioning 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).

e. 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.

f. 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.

EXAMPLES OF ENLISTMENT/COMMISSIONING NAMES (USCIS DOCUMENTS)

Name on SSN Card	Name on USCIS document	Enlistment/Commissioning 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 (para d. refers)
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
John P Smith	John Smith	John Smith

SECTION 5 EDUCATION

020501. EDUCATION CREDENTIALS. Applicants must meet the specific educational requirements of each officer program for which they apply. Refer to the appropriate program authorization for further guidance.

020502. LETTER OF ACCEPTANCE FOR STUDENT PROGRAMS

a. All student programs require letters of acceptance (LOA) for appropriately accredited institutions or programs. Letters will be signed by the school registrar or similar school official.

b. All FAP applicants will provide an LOA for a residency program.

020503. LETTER OF GOOD STANDING

a. A letter of good standing with the school or residency program is required for all medical programs and FAP applicants who are currently enrolled in school or residency program.

b. JAG workforce applicants must provide proof of good standing with their BAR.

020504. TRANSCRIPTS

a. Accredited Institutions. Officer candidates for all programs must, prior to applying for commission, possess or be within 12 months of attaining a baccalaureate degree from a college or university that is listed in the Directory of Accredited Institutions of Post-Secondary Education or the Higher Education Directory, published annually by Higher Education Publishing Incorporated. The New York State Board of Regents is also an acceptable accrediting agency. Officer candidates selected prior to college graduation must meet all program requirements and have completed their baccalaureate degree prior to shipping to OCS or ODS.

b. Non-accredited Institutions

(1) Officer program applicants from colleges or universities not accredited by one of the seven regional accrediting agencies may be considered for Navy officer programs if the non-accredited institution's credits are fully accepted by at least three regionally accredited institutions. The following example is an acceptable statement that may be signed

by the registrar, admissions officer, or any other appropriate official of a regionally accredited institution and must bear the school seal:

"This is to certify that (name of regionally accredited institution) accepts all credits by transfer from (name or non-accredited institution) in the same manner that it accepts credits from institutions accredited by regional associations. (Name of regionally accredited institution) also admits graduates of (name of non-accredited institution) to graduate study if they meet the same standards that graduates of regionally accredited colleges or universities meet."

(2) On a case-by-case basis, an applicant who has received a baccalaureate degree from a non-accredited college or university may be processed if a regionally accredited institution has accepted him or her as a candidate for a master's or higher-level program of study.

c. Graduates of Foreign Institutions. Foreign college or university graduate applicants shall furnish a copy of his or her baccalaureate degree to the NAVCRUITDIST and request to have the foreign college or university send official transcripts directly to the NAVCRUITDIST for processing purposes. The baccalaureate degree (to include official transcripts) must be written in the original language and include certified translations from the awarding institutions. Foreign education translations and evaluation services for the applicant are acceptable from the following civilian organizations:

(1) 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

(2) The National Association of Credential Evaluation Services (NACES) offers applicants education evaluation of foreign credentials. The NACES site: www.naces.org. Click on heading "current members" to see agencies to contact for evaluations.

d. ESS evaluation. The NAVCRUITDIST ESS shall use the Association of College Registrars and Admissions Officer's 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., certificates, 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 kit for review and verification.

(2) All foreign documents submitted must be a line-by-line translation into English prior to NAVCRUITCOM submission; a document summary is unacceptable.

(3) Translations of foreign documents by applicant, applicant's spouse, or any family member of the applicant are not acceptable.

(4) After certifying the education documentation, the NAVCRUITDIST ESS will send the NAVCRUIT Form 1133/51 to the CO for approval.

(5) For graduates of foreign medical, dental, Medical Service Corps, or Nurse Corps programs, contact the appropriate NAVCRUITCOM program manager (PM) regarding accreditation or reciprocal agreements. Refer to specific medical program designator program authorizations for requirements.

e. Official Transcripts. A transcript is "official" only if issued by the original source, sent directly from the educational institution in question, and clearly identified as being an official document of that institution (i.e., marked by a raised or colored seal of the institution of higher learning). Transcripts stamped "issued to students" are not acceptable.

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

(2) In cases involving foreign education, every effort shall be made to ensure official transcripts are issued directly from the educational institution to recruiting personnel. However, NAVCRUITDIST commanding officers 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.

f. Official Electronic Transcripts. Electronic copies of transcripts received directly from a university's registrar's office via email are acceptable if printed out and certified to be a true copy in front of a recruiter or processor. Electronic transcripts must include the name of the school, the applicant's name and a copy of the institutions grading system (i.e., whether the school grades on a 4.0 or 5.0 grading system, etc.). **Note:** Printing out an applicant's transcripts directly from his or her online student account is not authorized.

g. Transcripts will be submitted for each post-secondary institution the applicant has attended (to include all advance and dual enrollment classes taken while attending high school).

h. Applicants for medical programs (except students) will include a statement regarding their participation in continuing education and statements from appropriate training program officials regarding the completion of professional or certification training.

i. All Dental Corps applicants will provide a certified copy of their dental school diploma.

SECTION 6 PROFESSIONAL QUALIFICATIONS

020601. PROFESSIONAL SCHOOL ENTRANCE EXAM REPORT

a. Professional school admission test scores will be provided for the following programs:

(1) DC (HPSP or HSCP) student programs: Dental Aptitude Test (DAT)

(2) MC (HPSP or HSCP) student programs: Medical College Admission Test (MCAT) (Except Texas medical school applicants)

(3) MSC Optometry student programs: Optometry Admissions Test (OAT)

(4) JAG student programs: Law School Admission Test (LSAT)

020602. PROFESSIONAL CERTIFICATES/CERTIFICATION

a. If an applicant has earned a professional certification or license, a copy of the appropriate document will be included in the application package. Examples include:

(1)	Engineer in Training (EIT)/Fundamentals of Engineering (FE)
(2)	Professional Engineer (PE)
(3)	Graduate Medical Education Certificates (Internship, Residency, Fellowship)
(4)	Foreign Medical Graduate Certificate (ECFMG/FMGEMS)
(5)	Physicians: License (Certified)/Specialty Board Certifications
(6)	Dental Specialties: License/Specialty Board Certifications
(7)	Nursing License (Certified) (All licenses ever held)
(8)	Advanced Practice Nurses: Board Certification/ State Licensure
(9)	MSC Clinical Specialists/Allied Scientists: License/Board Certifications
(10)	JAG: Proof of Good Standing with BAR

b. Where reproduction of the certification or license is prohibited, a statement that the recruiter has sighted the certification will be included in the Application Processing and Summary Record (NAVCRUIT 1131/238).

c. Review the respective Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) PA for Armed Forces of Pathology (AFIP) credentialing requirements.

020603. PROFESSIONAL INTERVIEWS

a. The primary objective of the professional interview is to determine the applicant's potential as a Navy officer. The interview process also accomplishes the following:

(1) provides an opportunity to inform the applicant of the details of the program for which he or she is applying;

(2) provides the applicant an opportunity to answer questions and

(3) informs the applicant about the training he or she will receive.

b. The number of interviews required varies among programs; therefore, review program checklists individually to verify professional interview requirements. When interviews are required, it is prudent to obtain interviews from officers, preferably by an officer within the program the applicant is applying for (except DC student programs if they meet the requirements set forth in paragraph c below). The application checklist should be reviewed to ensure the correct procedures are followed.

c. For DC student programs, no interviews are needed if the applicant's GPA is greater than 3.5 and DAT is equal to or greater than 20.

d. Reserve officers may be requested to give interviewing assistance, where appropriate.

e. Officer personnel assigned to recruiting duty are authorized to interview officer program applicants.

f. In no case will an interview appraisal form be prepared based on input, either written or oral, from another source.

g. All interview appraisals submitted with an application will be the result of either close association (the one informal interview allowable) or formal observation (face-to-face personal contact).

h. Interview results will be made using the Interviewer's Appraisal Sheet (NAVCRUIT 1131/5). Appraisals may be hand written but should be typed if possible.

Note: All interviews conducted (favorable and non-favorable) will be forwarded with the application.

SECTION 7 PHYSICAL REQUIREMENTS

020701. ORTHODONTIA

a. Applicants wearing an orthodontic retainer (fixed or removable) are acceptable for enlistment or commission or affiliation with a 'P1' profile. Applicants wearing orthodontic braces are not qualified for active component or reserve component enlistment or commission, 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 or commission in officer student programs only. 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 transfer to OCS or ODS or DCO school. Individuals who have not completed orthodontic therapy, or who have fixed orthodontic appliances in place at the time of transfer to OCS, ODS or DCO school will be disqualified from entering onto active duty. Each applicant must clearly understand that the Navy will not incur any obligation or cost connected with orthodontic appliances either during or after enlistment in an officer student program. Retainers require no further treatment and are not to be confused with braces, which require continued treatment and are disqualifying.

b. Direct accession officer and DCO program applicants wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified are prohibited from enlistments or commissioning if the orthodontic treatment cannot be concluded and the appliances removed, at the individual's expense, prior to transfer to OCS, ODS or DCO school.

020702. TATTOOS/BODY ART/BRANDS. Four criteria will be used to determine whether tattoos, body art or 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 the ear) and scalp. One tattoo is authorized on the neck and shall not exceed one inch in measurement 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 that are not visible with an open mouth are acceptable as long as they meet content criteria. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing. Waivers will not be given for tattoos not meeting these requirements.

c. Size. The size restriction for visible tattoos is limited to the area of the neck and behind the ear only. As a result of changes announced in NAVADMIN 082/16, leg and arm tattoos can be of any size. A tattoo on the neck or behind the ear will not exceed one inch in measurement in any dimension (height/weight). Waivers will not be given for a tattoo on the neck or behind the ear which exceeds the size measurement.

d. Cosmetic Tattoos. Cosmetic tattoos are authorized to correct medical conditions requiring such treatment. For the purpose of the 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 faddish cosmetic styles are not authorized and shall not be obtained. Approved permanent makeup colors are as follow: Eyebrows shall be shades of black, brown, blonde or red that matches the individual's natural hair color. Eyeliner shall be shades of black, brown, blue or green that matches the individual'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.

f. 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 (other than a normal piercing); intentional scarring on the neck, face or scalp; and intentional burns creating a design or pattern.

g. 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.

Note: For the purposes of this instruction, gold or silver caps are not considered as ornamental as long as the member can provide dental documentation verifying that the gold or silver was used for dental reasons vice ornamentation.

h. Action

(1) NAVCRUITDIST COs (or XO, R-OPS, CMC, CR, or EPDS with "by direction" authority) shall conduct an interview and screening for all tattoos, body art, and branding. For officer applicants with no tattoos, body art, or branding, there is no further action required. For officer applicants with tattoos, body art, and/or branding, the markings 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. Mandatory screenings for all officer program candidates with tattoos will be conducted 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 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, and brands are required for proper screening. The completed certificate shall be uploaded into CIRIMS 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.

(a) 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 or branding, or taking a photograph:

1. Females shall be dressed in running shorts and either a tank top (spaghetti straps are authorized) or t-shirt (shirt sleeves may be rolled up to the shoulder seam). Clothing shall not be manipulated (except as described in this paragraph) in order to view the tattoo or provide a better picture of the tattoo.

2. Males shall be dressed in running shorts. Clothing shall not be manipulated in order to provide a better picture of the tattoo.

3. In every case possible, two Navy personnel (a minimum of one which must be of the same gender as the applicant) will be present to view the tattoo(s) and or to take a photograph. This will be accomplished in a location that provides the applicant with privacy. Photographs must not include the applicant's face. Photos 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 to take photos (e.g., cell phone, personal camera, tablet, etc.). In the event there is not a second same sex person in the Navy recruiting station, NLO, or NAVCRUITDIST headquarters, use of other service personnel is authorized.

4. Recruiters must brief applicants with tattoos, body art or brands that 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. They shall also read and sign the NAVCRUIT 1130/104 acknowledging the screening process.

5. Photographs of tattoos, body art or brands requiring a NAVCRUITDIST CO eligibility determination may be sent electronically together with the NAVCRUIT 1130/104, DD Form 2808, DD Form 2807, applicant handwritten statement, and NAVCRUIT 1133/103 completed in its entirety. The NAVCRUITDIST CO may request additional documentation when deemed necessary to assist in the eligibility determination.

6. Photographs of tattoos, body art or brands on the neck will be taken in such a manner to include the applicant's shoulders.

d. Screening Standards

(1) At any point during the screening process, if applicants are determined to have tattoos, body art, or brands that do not meet the criteria stated in this policy, they will be disqualified and not allowed to process any further for Navy enlistment or commissioning.

(2) NAVCRUITDIST COs (or designated "by direction" personnel) are encouraged to utilize 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 and brands, the NAVCRUITDIST CO may elect to send difficult or questionable cases to COMNAVCRUITCOM (N32) for review and eligibility determination.

(3) Removal/Alteration of Tattoos/Body Art/Brands
Disqualified applicants who later have any tattoo, body art or brands professionally concealed or altered may request reconsideration for enlistment or commissioning 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.

(4) The R-OPS or person designated "by direction" shall ensure that all applicants are advised not to obtain any additional tattoos, body art or brands while awaiting accession and that failure to comply could result in removal from all commissioning programs. All applicants shall sign a NAVPERS 1070/613 ([Exhibit 020701](#)) acknowledging the Navy's tattoo policy. File the NAVPERS 070/613 in the member's residual file and upload into CIRIMS.

**EXHIBIT 020701. TATTOO/BODY ART/ BODY MUTILATION/BODY MARKING
WARNING**

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

Tattoo/Body Art/Body Mutilation/Body Markings

YMMMD: I understand the Navy's Policy on Tattoo/Body Art/
Body Mutilation/Body Markings. I further understand that I am
not to obtain or have any additional tattoos/body art/body
mutilation/body markings applied to my body while in school or
awaiting commissioning. Failure to comply with this warning
could result in my release from all commissioning programs.

(APPLICANT SIGNATURE)

(WITNESS SIGNATURE)

(Commissioned Officer or By Dir Authority)

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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SECTION 8 MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS

020801. ACCOMPANYING OFFICER CANDIDATES TO THE MILITARY

ENTRANCE PROCESSING STATION (MEPS). An officer recruiter may, when availability permits, chaperone the applicant to the Military Entrance Processing Station for processing or an alternate location for physical exams. If the applicant is going to a Navy facility for physical, the OR will chaperone the applicant, as the applicant is not registered in Defense Eligibility Enrollment Reporting System (DEERS). Civilian officer processors are not authorized to chaperone applicants to MEPS.

020802. PHYSICAL STANDARDS

a. Applicants must meet height, weight and body fat standards per the Department of Defense Instruction (DoDI) 1308.3 ([Exhibit 020801](#)). Any applicant who is shipped to OCS and is out of body fat standards will be reviewed by NAVCRUITCOM N311/N313 for consideration of removal from counting towards the NAVCRUITDIST's goal. The following procedures apply:

(1) If the applicant is within the height and weight standards listed in [Exhibit 020801](#), he or she is eligible for enlistment or commissioning.

(2) If the applicant fails to meet prescribed height and weight requirements, a single-site abdominal circumference measurement will be taken. Male applicants with an abdominal measurement of 39.0 inches or less and females measuring 35.5 inches or less are qualified for enlistment or commissioning.

(3) Applicants who fail the single-site abdominal circumference measurement shall be measured for body fat (BF) percentage in accordance with OPNAVINST 6110.1 series. Males having 26 percent or less BF and females with a 36 percent or less BF are eligible for enlistment or commissioning.

Note 1: Height to the nearest 1/4 inch will be recorded on the Report of Medical Examination (DD Form 2808, formerly the SF88).

b. Aviation applicants must weigh between 105 - 235 lbs. Pilot applicants rarely meet anthropometric standards below 64 inches in height or above 76 inches in height. NFO applicants between 62 inches and 78 inches in height generally will meet anthropometric standards. Questions regarding anthropometric qualifications are to be directed to NAVCRUITCOM (N31).

020803. APPLICANTS PRE-SHIPPING PHYSICAL FITNESS ASSESSMENT (PFA) REQUIREMENTS.

A Pre-OCS PFA will be administered by authorized personnel no earlier than 45 days and no later than 30 days prior to all active duty officer collegiates shipping regardless of when last PFA was administered. The PFA must consist of the following: 1.5 mile run, curl-ups and push-ups. Alternatives for the run (swimming, stationary bike, or elliptical trainer) are not authorized for active duty officer collegiates. Inactive Ready Reserve (IRR) officer candidates (collegiates and non-collegiates) are only required to conduct the height, weight and BCA portion of the PFA as IRR officer candidates are not required to participate in the PFA program or any physical training conducted by recruiting personnel. OPNAVINST 6110.1 provides requirements for conducting a PFA. Waivers may be submitted to N311, N312, N313 or N314 on a case by case basis, for consideration of shipping an applicant who fails this PFA.

020804. EXAMINATION OF FEMALE APPLICANTS. Female applicants will be examined by a provider in accordance with the Manual of the Medical Department (MANMED) P-117. The presence of a female attendant is strongly encouraged.

020805. APPOINTMENT, ENLISTMENT, AND AFFILIATION PHYSICAL EXAMINATION

a. Purpose. This article covers policy and physical examination procedures for non-prior service (NPS) and prior service (PS) applicants processing for appointment, enlistment, or affiliation in either the active component (AC) or reserve component (RC) of the Navy. **Note:** For officers being recalled to active duty for the purposes of recruiting duty (CANREC), refer to BUPERSINST 1001.40 (series) for eligibility requirements.

b. Physical Examination. A physical examination is defined as an assessment performed by an authorized military or military service contracted healthcare provider for the purpose of determining an individual's acceptability for initial entry, continued service, release, separation, or discharge from military service. At a minimum, physical examination documentation includes Report of Medical History (DD Form 2807-1 formerly the SF93), Report of Medical Examination (DD Form 2808 formerly the SF88), and any supporting documentation (i.e., consultation documents), documentation of prior service or continuing active duty service if applicable.

c. Active Component Officer

(1) Applicants for officer programs must meet accession commissioning physical standards.

(2) Officer applicants may be processed at a MEPS, Military Treatment Facility (MTF), or NAVOPSPTCEN (refer to note below). If the need should arise, NAVCRUITDIST CO's may, on a case-by-case basis, approve the use of civilian facilities ("contract physicals") for the performance of accession physicals (to the active or reserve component) for licensed medical providers, chaplains, and attorneys applying for accession through a direct accession (non-student) or direct commissioned officer (DCO) program.

Note: Prior service applicants who received or is currently in receipt of any type of disability compensation (e.g. VA, Physical Evaluation Board [PEB], etc.) shall be processed at a MEPS only.

(3) When the examiner determines the applicant is physically qualified or not physically qualified, the applicant's complete physical examination is ready to be forwarded as medical documents to NAVCRUITCOM (N3M) for physical qualification determination.

(4) NAVCRUITDIST officer processor will ensure the N3M determination letter is uploaded into CIRIMS and forwarded to the appropriate program manager for next action.

(5) The appropriate program manager will inform the NAVCRUITDIST when the applicant has been approved or disapproved for continued processing.

Note: Pregnant female applicants are ineligible for further processing.

d. Reserve Component Officer

(1) NAVET applicants (prior officers only) separated from active duty for less than six months who meet all of the following criteria are able to affiliate with the reserves with no further medical review required:

(a) Physically qualified for separation.

(b) The member is not changing designators.

(c) The member has no factors that would limit world-wide assignment or deploy ability.

(d) The member has no Veteran's Affairs (VA) disability compensation pending.

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

(2) All NAVET applicants (prior officer only) for affiliation with more than 6 months but less than 24 months from separation from active duty service and still has a remaining military service obligation (MSO), must submit the following documents to N3M for a physical qualification determination:

(a) N3M officer submission cover page

(b) DD214 or separation orders

(c) DD2697 or separation physical

(d) Last completed physical examination that includes hearing and vision testing

(e) A current 2807-1 (within 90 days) signed by a credentialed privileged provider

(f) A letter of activity from the applicant regarding any limitations or restrictions that may impact world-wide assign ability

(3) For all other RC officer applicants follow the process for AC officer applicants in [article 020805c](#).

BCA Note 1: Body composition measurements will be conducted and recorded on medical documents by a healthcare provider or command fitness leader (CFL) only.

BCA Note 2: NAVET female officers who gave birth to a child within the last six months and whose separation from active duty or drill status was less than six months ago may process for affiliation without meeting the Navy's height, weight, and body fat standards. Once affiliated, they must meet Navy height, weight, and body fat standards per OPNAVINST 6110.1.

Pregnancy Note: Pregnant NAVET female officers whose separation from active duty or drill status was less than six months ago

may process up until their 32nd week of pregnancy. All other pregnant females are ineligible.

e. Validity Period of Physical Examinations

(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) Military routine, separation, release, and discharge physical examinations are valid for a period of 24 months from the date of release from active duty or drill status. Prior service applicants processing for AC commissioning or RC affiliation or commissioning require a new complete physical examination after twenty four months have elapsed since their last period of active duty (verified by their Summary Points Capture document).

(3) The DD Form 2807-1 which is used to update the member's physical examination must be dated no greater than 90-days prior to the date of N3M review. Applicants processing for RC affiliation must include a DD Form 2808. Physical examinations dated greater than 90 days prior to the date of N3M review must be updated with the use of DD Form 2807-1 and signed by a credentialed military provider (military medical officer, nurse practitioner, physician assistant, or an independent duty corpsman (IDC)), or an authorized contracted physician (officer applicant only, with prior NAVCRUITREG commander approval).

Note: Hospital corpsman's assigned to a MTF or NAVOPSPTCEN are not authorized to sign DD2807-1s unless they hold one of the following NECs: 8491, 8425, 8402, 8494, or 8403.

f. Processing applicants on the Temporary Disability Retirement List (TDRL) receiving severance pay or disability compensation as follows:

(1) TDRL through NAVPERSCOM (Pers-8). NAVPERSCOM notifies appropriate recruiting activities when personnel on the TDRL are eligible for reenlistment. If the Navy member desires

to reenlist or re-affiliate, recruiters will use the following guidelines:

(a) Arrange for a new MEPS physical examination. No other type of exam is authorized.

(b) Submit physical examination results to N3M for review and physical qualification determination.

(c) Reserve officers on the TDRL (or equivalent) of another service, who are declared "fit for full duty" and are authorized to affiliate in their respective service branch, may apply for inter-service transfer into the Navy when formally separated or discharged from the other service. If found physically qualified, submit the physical examination results to N3M for physical qualification determination.

(d) For information regarding the TDRL program, including an applicant's current status, contact NPC (PERS-8).

(2) Waiver of Disability Compensation

(a) 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 final Physical Evaluation Board (PEB) determination with a rating of 30% or higher are transferred to the Permanent Disability Retired List (PDRL) and are ineligible. Those rated below 30% receive disability severance pay and may be eligible. 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 and are authorized to affiliate must each fiscal year notify, in writing, the Veteran's Administration regional office (or other source of government pension, disability compensation, or retired pay) their declaration of drawing either Navy reserve pay or compensation pay, per MILPERSMAN article 7220-380.

(b) N3M will review waivers for applicants who are drawing (or have a claim pending for) a pension, disability allowance, disability compensation, or retired pay from a federal government by virtue of prior military service. A NAVRES 1326/4 will be sent to N3M in addition to the medical documentation.

(3) Disability/Severance Pay

(a) Personnel previously discharged with disability severance pay are not precluded from affiliating 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 N3M. In such cases, N3M may reverse the medical examiner's determination. Consideration for waiver will be given at time of N3M review.

(b) Personnel in the above category who subsequently affiliate are not required to repay any disability severance pay previously received. However, the member must each fiscal year notify, in writing, the Veteran's Administration regional office (or other source of government pension, disability compensation, or retired pay) their declaration of drawing either Navy Reserve pay or compensation pay, per MILPERSMAN article 7220-380.

g. Instrumented Drug Testing (IDT) Requirements:

(1) Instrumented Drug Test

(a) All Navy applicants will be screened for the presence of marijuana, cocaine, and amphetamines via an Instrumented Drug Test. MEPS performs instrumented drug testing for all Navy applicants processed through the MEPS. This is accomplished by the MEPS Drug and Alcohol Test (DAT) initiated during the applicant's initial physical examination. RC officer applicants processed at an MTF or by a contract physician will be screened for drug use during their first full drill requirement after contracting.

(b) AC officer applicants not administered an Instrumented Drug Test by the MTF or contract physician are ineligible for further processing until an Instrumented Drug Test is completed. In such cases, the applicant may be taken to either the NAVCRUITDIST or local NAVOPSPTCEN to have a urine sample collected by the command's urinalysis coordinator for delivery to one of the Navy's authorized drug laboratories. Instrumented Drug Test procedures will be conducted in accordance with OPNAVINST 5350.4. Urine samples will be mailed individually to the Navy drug lab with clear instructions for the sample to be screened for the possible presence of drugs. Applicant urine samples will not be mailed with urine samples collected from command members as part of the Navy's random drug testing program.

Note: Use of NAVOPSPTCEN for the purpose of conducting Instrumented Drug Tests is strictly at the discretion of the NAVOPSPTCEN CO.

020806. HIV/SEROLOGICAL EXAMINATION REPORTS

a. Every reasonable effort should be made to ensure that the physical reports submitted as part of the application include results of a serological exam. Where this is not possible, process per procedures found in the MANMED, which stipulate that when such examinations are not practicable at time of application or commissioning, they may be accomplished at the member's first duty station.

b. All new accessions will be screened for the presence of the Human Immunodeficiency Virus, Type III (HIV) antibody. This testing is part of the entrance physical examination at MEPS or a MTF. Negative HIV test results will be recorded on the DD Form 2808. All active duty officer applicants and DCO applicants must have a negative HIV result within 24 months prior to commissioning. Documentation of negative results for the HIV screening must be signed by a medical department representative except in the case of physicals conducted by MEPS.

c. Testing. Individuals who have a positive ELISA test will have a Western Blot Test completed on their blood sample. For Navy Reserve applicants, negative HIV results must be verified and documented within 24 months before affiliation of a direct commission officer; assignment of a veteran to a drill status requires the applicant to sign a Page 13 agreeing to have an HIV drawn on their first drill weekend.

d. Notifying Applicants of Positive Test Results for MEPS Test Only. Individuals who test positive for HIV are not eligible for enlistment, commissioning, appointment, or affiliation. Positive Western Blot Test results and HIV test results will be treated with the highest degree of confidentiality, released to no one without a demonstrated need to know per MANMED. The following procedure applies for notifying applicants of positive test results:

(1) MEPS will notify a Western Blot or HIV positive applicant by registered letter that he or she needs to return to the MEPS to discuss a medical problem and to contact his or her recruiter to arrange an appointment at MEPS.

(2) The CO will receive an "eyes only" copy of the letter. Upon being contacted by the applicant, the recruiter will contact MEPS and schedule an appointment for the applicant with the chief medical officer.

(3) Applicants are to be transported to and from the interview by responsible NAVCRUITDIST personnel. In no case will the recruiter inform an applicant of the positive test results.

(4) The chief medical officer will inform the applicant of the positive HIV test results, the implications of such results, and will offer the individual the opportunity for a second HIV antibody test.

(5) In those instances where the applicant acknowledges receipt of the letter, but does not return to the Navy medical facility within 30 days, the MEPS will send a second registered letter that specifically advises the applicant of the positive test results.

(6) When the NAVCRUITDIST receives acknowledgement of the second letter, the case will be considered closed.

e. Non-MEPS Positive Test Results Handling. Positive test results will be handled with extreme sensitivity and confidentiality. Under no circumstances will a non-medical professional or recruiting personnel release test results to any applicant.

020807. DRUG AND ALCOHOL TEST (DAT)

a. All officer candidates will be administered a DAT as part of their physical examination for application for commission or appointment. In addition, they will be tested again within 72 hours (normally 24 hours) of arrival at their respective school (OCS, ODS, or DCO).

b. Candidates will be made aware of these tests and advised that any positive result from a DAT will result in their immediate disqualification and release from active duty.

c. Active duty collegiate programs (NUPOC, BDCP, CEC, and HSCP) must have received the results of the DAT prior to commission or enlistment due to delay in reporting to respective schools.

d. Inactive duty collegiate programs (HPSP, JAG students, etc.) will be tested upon commencing active duty (normally when reporting to respective schools).

e. Oxycodone and Oxymorphone (synthetic opiates) are key ingredients in the drugs Percodan, Percocet, and Tylox, which are commonly prescribed to relieve pain after medical or dental surgery. These drugs are part of the DAT screen panel.

(1) All current DEP and collegiate members will be informed of the focus on opiate abuse and provided an opportunity to reveal any prescription pain medication use. Those admitting to prescription pain medication use will have all medical documents and a statement from the prescribing physician submitted for NAVCRUITCOM (N3M) review to determine whether the condition is disqualifying.

(2) Additionally, all current DEP and collegiate members will be informed that subsequent instrumented drug testing at OCS, ODS, or DCO School will screen for natural and synthetic opiates. Those with positive DAT results will be subject to further medical officer review and possible entry level separation.

(3) New contract applicants will be informed of the standard drug panel changes prior to administration of the DAT at MEPS. Applicants who, on the initial DAT, test positive for any opiate (natural or synthetic) and are not prescribed such medication by a physician are ineligible for Navy service for a period of 12 months (365 days).

(4) Applicants may, at service discretion, re-test on the 366th day following initial test date with a NAVCRUITCOM waiver. Applicants testing positive on their second test are barred from Navy enlistment, commissioning or affiliation. Applicants having valid pain medication prescriptions will be submitted for MEPS chief medical officer review to determine whether the condition is disqualifying and whether such disqualification is temporary or permanent.

020808. MEDICAL CONSULTS

a. The expense involved in obtaining additional medical information that is not available through the MEPS or military medical facilities, and which is required prior to an applicant's physical determination by NAVCRUITCOM (N3M), must be borne by the applicant.

b. Statements from optometrists will be accepted on all matters pertaining to eye examinations, except definitive diagnosis of disease. If there is evidence of disease, then the opinion of an ophthalmologist regarding the type and severity of the disease process should be sought. Ophthalmologists are considered qualified to make statements concerning all diseases and conditions of the eyes. In all instances, the examiner should be informed of precisely what information is desired. When the desired information can be supplied by an optometrist or ophthalmologist, no preference should be indicated to the applicant.

020809. CORRECTION OF MINOR PHYSICAL DEFECTS

a. NAVCRUITCOM representatives will not recommend that any medical or surgical treatment be taken for the sole purpose of meeting the physical standards for enrollment in any officer program. Such corrective procedures should be done only with a view toward attaining a better state of physical qualification and only on the advice of the individual's personal physician. Correction of such defects will be the sole responsibility of the applicant, financially and otherwise, and no assurance, implied or otherwise, will be given that he or she will be accepted if disqualifying defects are corrected.

b. Elective surgical procedures, such as radial keratotomy, PRK and Lasik, which are performed to improve visual acuity, may not be accepted by the Navy as corrective. The performance of any corrective procedure may result in a condition which disqualifies the applicant.

020810. REQUIREMENTS FOR RE-EXAMINATION

a. Applicants whose applications are pending, or who request reconsideration after failure to select for reasons other than physical disqualification, are not required to undergo a complete physical reexamination unless a period of two years has elapsed since the date of the last physical examination.

b. Applicants who are enlisted or commissioned must have a physical within two years of the projected commissioning date or graduation from OCS/ODS per MANMED 15-13. If the physical will expire prior to initiation of OCS or ODS, a new physical examination is required.

c. A complete physical examination and report are required in each instance where the applicant has suffered an illness,

injury, or has elective surgery that has created a material change in his or her physical condition.

d. The Manual of Medicine (MANMED 15-45) states that pregnancy is a physically disqualifying condition. OPNAVINST 6000.1 states that women with pregnancies that existed prior to entrance or during initial training (i.e., recruit training or Officer Candidate School (OCS)) will be discharged as unqualified for military service. Direct commission officer (DCO) applicants are not eligible to be commissioned if they are pregnant. Applicants previously disqualified for pregnancy may resubmit after being evaluated by an OB/GYN and obtaining a Release of Care Certificate and a documented negative pregnancy test by the treating physician.

020811. NOTIFICATION OF PHYSICAL STATUS. In all cases of physical disqualification, the applicant will be notified by an OR, including those who are temporarily disqualified.

020812. COURTESY REVIEWS

a. Purpose. The purpose of courtesy reviews is to provide an initial medical risk assessment to aid the NAVCRUITDIST in determining if an applicant should initiate application processing based upon knowledge of a known medical condition. Applicants will not be sent to MEPS to obtain physicals for courtesy reviews.

b. The request for a courtesy review will be submitted directly to NAVCRUITCOM (N3M) with the following:

(1) An Officer Applicant Courtesy Review Cover Sheet (checklist).

(2) A Medical Prescreen of Medical History Report (DD Form 2807-2).

(3) All civilian supporting medical documentation available including surgical reports (if applicable).

(4) A statement from the applicant concerning the condition (if applicable).

(5) In the case of prior service applicants, documentation of discharge from military service (DD214 or separation orders).

(6) For current active duty enlisted applicants applying for officer programs, a statement from the applicant regarding current military status and date of end of obligated service.

c. The R-OPS (or OIC of a NRS), or, in the absence of the R-OPS or OIC, the XO will review and approve all courtesy review requests by signing and dating the Officer Applicant Courtesy Review Cover Sheet (checklist) prior to submitting the request to NAVCRUITCOM (N3M).

d. NAVCRUITCOM (N3M) will provide the NAVCRUITDIST with one of the following recommendations based on the documents provided:

- (1) Processing warranted
- (2) Processing not warranted
- (3) Insufficient information to provide an assessment

e. In the case of "processing warranted", refer to [chapter 4](#) for application submission guidance.

f. In the case of "processing not warranted", the NAVCRUITDIST will inform the applicant of N3M's initial assessment. As courtesy review risk assessments do not constitute field rejection criteria, the NAVCRUITDIST will ask the applicant if they still wish to proceed with processing. If the applicant decides to complete processing, refer to [chapter 4](#) for application submission guidance.

g. In the case of "insufficient information to provide an assessment", the NAVCRUITDIST has two options:

(1) The applicant can seek, at the applicant's own expense, additional civilian medical documentation to assist N3M in making a medical risk assessment. If the applicant chooses to do so, the NAVCRUITDIST will resubmit all documents included in the initial courtesy review request, any new documents obtained by the applicant and a new Officer Applicant Courtesy Review Cover Sheet (checklist).

(2) The applicant may submit an application to board. Refer to [chapter 4](#) for application to board submission guidance. Physical at MEPS should not be completed until after the applicant is RECPRO "Y". Forward final documents when completed as required.

h. Courtesy Reviews do not replace processing of the official physical. NAVCRUITCOM (N3M) courtesy review risk assessments are only preliminary recommendations and do not constitute final documents submission or final medical finding.

020813. MEDICAL WAIVER PROCEDURES. All officer program applicants will have their medical documents reviewed by NAVCRUITCOM (N3M). The following procedures apply:

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

b. The applicant is found to be physically qualified (PQ) or not physically qualified, waiver approval (NPQRW).

c. If an applicant is found to be temporarily not physically qualified (TNPQ), NAVCRUITCOM (N3M) will forward a letter directly to the NAVCRUITDIST stating the additional information that is needed prior to a final determination of physical qualification.

d. If an applicant is not physically qualified (NPQ), a letter stating the reason for physical disqualification will be forwarded to the NAVCRUITDIST from NAVCRUITCOM (N3M) and the applicant will be processed for non-selection.

e. Medical conditions not waiverable:

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

(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 keratoconus or corneal ectasia (abnormal corneal shape).
- (10) History of glaucoma.
- (11) Refractive surgery: Radial Keratotomy.
- (12) History of aphakia (lens replacement of the eye).
- (13) Severe allergic reaction to common foods.
- (14) Cirrhosis.
- (15) Corneal transplant history.
- (16) Crohn's disease or ulcerative colitis (inflammatory bowel disease).
- (17) Eosinophilic esophagitis.
- (18) Severe deformities of the mouth, throat, or nose that interfere with speech or mastication of ordinary food.
- (19) Scoliosis or kyphosis (spine curvature) that is symptomatic or outside of MANMED 15-48 limits.
- (20) History of eating disorders: Anorexia nervosa and bulimia.
- (21) Headaches (recurrent and severe), which require prescription medication or interfere with daily activity.
- (22) Hepatitis, chronic: Hepatitis B or Hepatitis C carrier.
- (23) Malignant hyperthermia or hyperpyrexia (adverse reaction to anesthesia).
- (24) Multiple sclerosis (nerve disease involving muscle weakness and un-coordination) and muscular dystrophy (progressive atrophy or wasting of the muscles).
- (25) Severe orthopedic injuries that result in functional limitations secondary to residual muscle weakness, paralysis, or marked decreased range of motion.

(26) Otitis media (middle ear infection or inflammation), chronic or currently active.

(27) Pes cavus (abnormally high-arched feet) or pes planus (flat feet) that is symptomatic or requires orthotic use.

(28) Pneumonectomy, removal of entire lung.

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

(30) Prosthetic replacement of joints.

(31) Psychiatric conditions: schizophrenia; major depression, recurrent; bipolar disorder; panic disorders; sexual disorders; eating disorder (e.g. anorexia, bulimia); and personality disorders, severe.

(32) History of retinal disease or detachment.

(33) Un-descended testicle unless surgically removed or confirmed to be congenital absence.

(34) Chronic skin disorders. Atopic dermatitis; eczema; psoriasis.

(35) Congenital spinal fusion, if greater than two vertebral interspaces. Surgical spinal fusion, regardless of method or number of interspaces.

(36) History of drug or alcohol abuse or diagnosed substance dependence.

(37) History of neurofibromatosis.

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

(39) History of intestinal bypass or stomach stapling.

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

(41) Latex allergy.

(42) Anabolic steroid use. Any applicant admitting steroid use within the previous two months is not enlistment eligible. The chief medical officer at MEPS may consider waivers on an individual basis after attaining internal medicine

consultation or appropriate history. If a waiver is recommended, request must be forwarded to NAVCRUITCOM (N3M). Send the following test results for waiver consideration:

(a) Microscopic urinalysis and

(b) Liver function study. Dosage strength of steroids used must also be documented. Use of steroids longer than two months before enlistment application is not medically disqualifying; however, any indication of high steroid dosage or chronic use must have internal medicine consultation to evaluate late or residual steroid effects.

f. Medical Conditions Generally Considered Waiverable
Applicants who appear to be, in all other respects, qualified for enlistment but reveal a history of one or more of the following common conditions must be advised that treatment records or a summary from their private or attending physician will be of value to the examining MEPS physician during the pre-enlistment physical examination and may reduce the possibility of temporary medical disqualification.

Note: This list is not all-inclusive.

(1) History of ophthalmologic disorders such as excessive refractive error: +/- 8.00 diopters sphere, +/- 4.00 diopters cylinder. LASIK and PRK surgery to include preoperative refractive measurements.

(2) History of respiratory disorders such as childhood asthma, reactive airway disease or exercise-induced asthma, pneumothorax (traumatic or spontaneous).

(3) History of orthopedic surgery or injury (ORIF, retained hardware, ACL or arthroscopic, Bankhart repair, bunionectomy).

(4) History of gynecological disorders such as endometriosis, cervical dysplasia, or abnormal PAP smear.

(5) History of cardiovascular disorders such as repaired congenital heart malformation or conductive disorder (WPW) treatment.

(6) History of abdominal or gastrointestinal disorders such as hernia repair (must be 60 days postoperative with release from care statement), GERD, hemorrhoids.

(7) History of neurological disorders such as back pain, surgery or asymptomatic mild Scoliosis, sleepwalking, childhood epilepsy, concussion.

(8) History of urinary disorders such as kidney stones, proteinuria, or childhood enuresis.

(9) History of psychiatric disorders such as mood, personality, conduct, or behavior disorder. History of ADD or ADHD with medication use. (Must provide medical treatment records and transcripts regarding work or school performance after discontinuation of medication. Applicant must have been off medication for one year).

(10) History of dermatological disorders such as mild skin disorders (i.e., acne, pilonidal cyst, contact dermatitis, urticaria, and warts).

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

Note: The NAVCRUITDIST may request a physical profile reconsideration from N3M when new additional medical or physical information is obtained.

Note: NAVCRUITDIST OPs will ensure the N3M determination letter is uploaded into CIRIMS and forwarded to the appropriate program manager for next action.

020814. FLAG REVIEW PROCEDURES

a. Requests for flag review of a NPQ applicant are only to be completed following receipt and acceptance of an official NPQ determination from NAVCRUITCOM (N3M). The following procedures apply:

(1) The NAVCRUITDIST CO must write a formal request for flag review endorsing the applicant.

(2) The NAVCRUITDIST CO's formal request and all new additional medical documentation will be forwarded to NAVCRUITCOM (N3M) via the respective Region Commodore. Any request received at NAVCRUITCOM that does not include the respective region's endorsement will be returned to the NRD with no action taken.

EXHIBIT 020801. WEIGHT AND HEIGHT SCREENING TABLE

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

Note 1: If the applicant is within the height and weight standards listed above, he or she is eligible for enlistment or commissioning with no further action required.

Note 2: If the applicant fails to meet prescribed height and weight requirements, a single-site abdominal circumference measurement will be taken. Male applicants with an abdominal measurement of 39.0 inches or less and females measuring 35.5 inches or less are qualified for enlistment or commissioning with no further action required.

Note 3: Applicants who fail the single-site abdominal circumference measurement shall be measured for body fat (BF) percentage in accordance with OPNAVINST 6110.1 series. Males having 26 percent or less BF and females with a 36 percent or less BF are eligible for enlistment or commissioning with no further action required.

Note 4: If the applicant fails to meet any of the requirements listed in notes 1 through 3 above, he or she is not eligible

Note 5: Height waivers for applicants above 80 inches or below 57 inches are not authorized. Exceptions to this policy may be requested for NAVETs only.

Note 6: Aviation applicants must weigh between 105-235 lbs. Pilot applicants rarely meet anthropometric standards below 64 or above 76 inches height. NFO applicants between 62 and 78 inches in height generally will meet anthropometric standards. Questions regarding anthropometric qualifications are to be directed to NAVCRUITCOM (N31).

SECTION 9 DRUG AND ALCOHOL SCREENING REQUIREMENT

020901. POLICY

a. 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 or alcohol abuse. Recruiting procedures must include positive measures to identify and screen out drug or alcohol abusers at the point of application for admission. They will also provide an administrative procedure for the granting of pre-service drug abuse waivers to good risk applicants for initial entry into the service.

b. 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.

c. 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.

d. Pre-Service Behind-The-Wheel (BTW) 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 BTW convictions (such as driving while intoxicated (DWI), driving under the influence (DUI), operating under the influence of liquor (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 is 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 the date of the original offense before being gained as an accession or affiliation. Applicants with more than two BTW convictions are ineligible for commission; 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 NAVCRUITCOM provided the person has no more than two BTWs and is not assessed onto active duty or gained as an affiliation until 12 months has elapsed since the date of the most recent BTW offense. The mandatory waiting period is not waiverable.

020902. DEFINITIONS

a. 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 omissions.

(1) 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.

(2) Alcohol Dependence and/or Alcoholism. The compulsive use of alcohol resulting in physical, psychological or social harm to the user and continued use despite that harm.

(3) Alcohol Induced Related Offense. Any adverse adjudication involving alcohol.

(4) Alcoholic. An individual who is suffering from the disease of alcoholism.

(5) 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 or psychedelics, and specific depressants and stimulants.

(6) 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.

(7) Detoxification. Medical and psychological management of the alcohol and or drug withdrawal processes.

(8) Drug Abuse. Illegal or non-medical use of, or possession of, drugs.

(9) 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.

(10) 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.

(11) 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.

(12) 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.

(13) Drug Trafficking or Supplying. The wrongful distribution of a controlled substance.

(14) 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

rejects clearly any further marijuana use. Marijuana use for reasons of a deeper and more continuing nature than those motivating drug experimenters or casual users cannot be waived.

(15) 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.

(16) 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.

(17) Narcotics. Any opiates or opiate derivatives, including their synthetic equivalents. Included as opiates are Morphine, Codeine, Heroin, Methadone, Talwin, Percodan, Darvon, etc.

(18) 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.

(19) 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.

(20) 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.

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

(22) 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.

020903. WAIVER CRITERIA FOR DRUG USE

a. Nuclear Propulsion Programs. No officer or officer candidate will be accepted into the Nuclear Propulsion Program, including officers assigned to Naval Reactors' staff, who has:

(1) Been addicted to any illicit drug or is physically or psychologically dependent on any illicit drug or alcohol.

(2) Been a drug trafficker or manufacturer per OPNAVINST 5355.3.

(3) Abused illicit drugs (other than marijuana).

Note: Waivers for pre-service experimental marijuana use may be granted by CNRC (with Commander, Navy Personnel Command (PERS-42) concurrence), for nuclear propulsion officer candidates, nuclear power school instructors, and Naval reactor engineers.

b. During processing and in personal history questioning, the following will be accomplished for applicants to the Navy Nuclear Propulsion Program:

(1) Applicants will acknowledge, by signature, that they may be subject to further background investigation and that any false statements made during application may subsequently result in removal from the program. The certification will also indicate to what extent the applicant meets the criteria in the above paragraph and will contain a signed statement rejecting the illegal use of drugs.

(2) If the applicant admits to drug abuse and requests consideration, the following information concerning the circumstances of past drug abuse involvement will be obtained:

(a) Type(s) of drug(s) abused

(b) Number of times, approximate dates and amounts

(c) Period over which taken

(d) Last involvement

(e) Civil involvement

Note: The Nuclear Propulsion Program Pre-Service Drug Abuse Statement NAVCRUIT 1131/8 will be used to document the statements made by applicants for nuclear programs regarding drug use. This form will be submitted with the application kit to NAVCRUITCOM. NAVCRUITCOM will review all pre-service drug abuse statements and grant waivers, if appropriate (with PERS-42 concurrence). Applicants for these programs may be granted a pre-service drug abuse waiver by NAVCRUITCOM (with PERS-42 concurrence) for experimental use of marijuana only.

c. All Non-Nuclear Officer Programs. No individual will be accepted in any officer program, exclusive of the nuclear field programs above, who has:

(1) Been addicted, or physically or psychologically dependent on any drug or alcohol

(2) Been a trafficker of illegal drugs

(3) Abused drugs classified as Class D offenses (major misconduct or felony ([Exhibit 021003](#))).

(4) Abused marijuana within the past 90 days.

d. Pre-service drug abuse waivers may be requested for a non-nuclear field officer applicant as discussed in section 11 of this chapter. Pre-service drug abuse waiver authority for applicants in non-nuclear related officer programs is listed in [Exhibit 020901](#). Pre-service drug abuse waivers will not be considered for any applicant for a non-nuclear field officer program who has:

(1) Abused drugs classified as Class D offenses (major misconduct or felony ([Exhibit 021003](#))) within one year of the date of application submission.

(2) Abused marijuana within 90 days of the date of application submission.

e. No applicant will be considered for a pre-service drug abuse waiver who does not reject further abuse.

f. Those applicants requiring drug waivers will be considered for a pre-service drug abuse waiver based upon the type and extent of drug abuse, expressed attitude toward past and future drug abuse, suitability under the whole-person concept, and the recommendation of the cognizant NAVCRUITDIST CO, XO.

g. Those applicants who are not eligible for drug waiver consideration under the parameters stated above are subject to mandatory rejection at the field level. This does not preclude submission of an application at a later date if the pre-service drug abuse waiver criteria can be met at that time.

020904. PREVIOUS OR CURRENT ALCOHOL ABUSE. Previous or current alcohol abuse, including documented alcohol-related incidents or offenses, will be a factor in the whole-person evaluation made by the selection board for all officer programs. Although not a mandatory rejection factor, significant history of alcohol abuse is viewed negatively and will normally result in non-selection.

EXHIBIT 020901. ELIGIBILITY AND WAIVER CHART FOR OFFICER APPLICANTS WITH ALCOHOL/DRUG ABUSE AND/OR ALCOHOL/DRUG RELATED OFFENSES

If applicant self-admits or has received adverse adjudication for: (Note 1)	Then the waiver authority is
Use of marijuana (cannabis, THC).	1-5 times = No waiver required. 6 or more = NAVCRUITDIST CO Note: Mandatory minimum waiting period of 90 days since last use or conviction
Behind the Wheel (BTW) offenses.	1 = NAVCRUITDIST CO 2 = NAVCRUITCOM (N31) 3 or more = ineligible
Prior psychological or physical dependence on any drug (including alcohol).	NAVCRUITCOM (N3M) (Note 2)
Use of stimulant, depressant, psychedelic, hallucinogenic (see box below for LSD), synthetic drugs, narcotics or misuse of miscellaneous substances (other than experimental/casual use of marijuana).	1-3 times = NAVCRUITDIST CO 4 or more = NAVCRUITCOM (N31) Note: Mandatory minimum waiting period of one year since last use or conviction.
Drug related offenses (including possession of drug paraphernalia)	1 = NAVCRUITDIST CO 2 or more = NAVCRUITCOM (N31)
Alcohol related offenses (total BTW and non-BTW offenses).	2 = NAVCRUITDIST CO 3 or more = NAVCRUITCOM (N31) Note: Cannot have more than 2 BTW offenses included.
Drug trafficking/supplying.	Ineligible. No waivers authorized.
LSD use within two years prior to enlistment/commissioning.	Ineligible.

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

Note 2: An applicant who has been psychologically or physically dependent upon drugs or alcohol may request a NAVCRUITCOM

eligibility determination when the pre-service dependency has been resolved in such a way that there is little likelihood that such behavior will recur. Their MEPS physical must include a psychiatric consultation. The applicant is considered a good risk for entry into the Navy if:

- a. The applicant has successfully abstained from drugs and alcohol for more than two years,
- b. The employment history or school attendance subsequent to rehabilitation is favorable, and
- c. The applicant appears well-motivated.
- d. A minimum of two years has elapsed since release from treatment.

SECTION 10 LEGAL/CONDUCT REQUIREMENT

021001. GENERAL

a. Recruiters will inquire with all applicants as to the status of any previous or current legal issues and document the applicant's responses. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment or commission.

Note: Applicants who are charged and or convicted of any offense after final selection, but prior to shipping, must resolve all legal issues prior to executing orders and reporting to OCS or ODS. The applicant must provide documentation to NAVCRUITCOM (N311) for non-nuclear OCS applicants, NAVCRUITCOM (N313) for nuclear applicants and NAVCRUITCOM (N314) for non-nuclear ODS applicants to prove they are free of any further obligations. Resolution of legal issues is defined as being clear of all federal, state, city, and or county encumbrances. This includes, but is not limited to:

- (1) All community service
- (2) Unsupervised probation
- (3) The payment of all fines
- (4) Any other court-imposed requirements

b. Criminal or civil charges may result in the applicant's release depending on circumstances involved with the charges or allegations. Failure to inform NAVCRUITCOM in writing within 14 calendar days of the initial offense will constitute grounds for immediate release and rejection of future applications and or reconsiderations.

021002. DEFINITIONS

a. The following court-related terms are defined to assist in determining an applicant's qualifications:

(1) Adverse Juvenile Adjudication

(a) 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".

(b) 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

(c) Regardless of whether sentence was then imposed, withheld, or suspended, and,

(d) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of "subsequent proceedings" used in juvenile courts in the United States are: "expungement", "record sealing", reopening the case to change the original finding of "guilty" or "delinquency", or the plea of "guilty" or admission of the truth of the allegations in the petition to "not guilty", dismissal of the original petition, setting aside the adjudication of "delinquency". Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

(e) 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 021003](#), 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.

(2) Community Service. Is a sentence of a specific amount of labor to be performed for the benefit of the community. 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 or commission 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.

(3) Conviction

(a) 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": 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 or commission purposes. Pretrial intervention or diversionary programs will be considered a "conviction". Similarly, requirements imposed by law enforcement officials, (i.e., police, sheriffs, deputy sheriffs, or state troopers), will be viewed as a non-judicial administrative action. The key question is, "Was there involvement by judicial authorities?"

(b) 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.

(4) 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 or commission decision level.

(5) Major Misconduct (Felony)

(a) A major misconduct (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 021003](#) for general felony offenses.

(b) An offense is classified as a major misconduct (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 major misconduct

(felony) charge that is adjudicated as a major misconduct (felony), which is amended later to a lesser offense classification, shall be considered a major misconduct (felony) for enlistment or commission waiver purposes. 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.

(6) 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 commission processing.

(7) Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to (under the supervision of) a probation officer or other agent designated by the court. Regional legal terms synonymous to probation will be treated exactly as probation is used throughout this manual. Except for those circumstances described in [article 021006b](#), applicants currently on probation are ineligible for enlistment or commission until the term of their probation is completely fulfilled.

(8) 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 or commission in these cases.

(9) 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.

(a) 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.

(b) Domestic Violence Rejections

Note: Any applicant who has been convicted of a felony or misdemeanor crime of domestic violence is ineligible for enlistment or commission.

1. Applicants who have convictions for domestic violence, as defined in Title 18 U.S. Code sections 921 and 922 as discussed below are ineligible for service. There are 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.

2. The crime of domestic violence means any crime which includes the attempt or use of physical force or the threat of or use of a deadly weapon, where the perpetrator (applicant) is the:

a. current or former spouse, parent or guardian of the victim; or

b. the perpetrator and victim are parents of a child; or

c. the perpetrator cohabitated with the victim as a spouse, parent or guardian; or

d. the perpetrator was serving in a role similar to spouse, parent or guardian of the victim.

Note 1: This rule does not apply to deferred prosecutions, pretrial diversions, or similar alternative dispositions in a domestic violence case. These are not considered convictions for purposes of this rule. Deferred prosecutions are not the same as deferred or suspended sentences, which are the result of a conviction.

Note 2: 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.

(10) Unconditional Suspended Sentence/Unsupervised Unconditional Probation. An unconditional suspended sentence and unsupervised unconditional probation are considered a suspended sentence and probation imposed by a court, respectively, even though the court imposes no conditions:

- (a) Regarding an individual's freedom of movement.
- (b) Requiring the payment of damages.
- (c) Requiring periodic reporting by individuals to an officer of the court (to include a probation officer).
- (d) Involving supervision by an officer of the court (including a probation officer) upon the individual.

(11) Violation of Probation. All applicants charged with probation violation require a NAVCRUITCOM (00J) enlistment or commission eligibility determination.

(12) Enlistment/Commission as an Alternative to Prosecution. Applicants may not enlist or commission as an alternative to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. They are ineligible for enlistment or commission until the original assigned sentence would have been completed.

021003. DOCUMENTATION OF CONDUCT QUALIFICATION

a. The applicant is the primary source by which the OR gathers information on conduct qualification for enlistment or commission. 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.

(1) DD Form 369 (Police Record Check). This form facilitates police record checks when required by this manual. Refer to [article 021103](#) for submission requirements.

(2) DD Form 370 (Request for Reference). This form is used to obtain, or confirm, information to help determine an applicant's eligibility for enlistment or commission. Recruiters will use the form in three instances:

- (a) When required by this manual, or

(b) when considered appropriate in questionable cases, or

(c) when directed.

c. Single Scope Background Investigation (SSBI)/National Agency Check-Local Agency Check (NACLC/Tier 3/Tier 3R). The SSBI and NACLC/Tier 3/Tier 3R are important background checks by which an applicant's pre-accession arrest history is verified. Currently the SSBI and the NACLC/Tier 3/Tier 3R investigation requests are submitted to the Office of Personnel Management (OPM) via transmission of applicant's fingerprints and the Electronic Personnel Security Questionnaire (EPSQ).

021004. 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. 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.

021005. IDENTIFIED MISCONDUCT OFFENSE(S)

a. Depending on the nature of the misconduct offense(s) identified (if any), the applicant's application will require one of the following actions: Automatic rejection, legal determination (NAVCRUITCOM (00J)), misconduct waiver, or no further action.

(1) **Automatic Rejection**. Application for enlistment/commission will be automatically rejected with no further processing for any individual who:

(a) Is awaiting trial, awaiting sentence, or on parole

(b) Has pending civil unpaid fines/court dates

(c) Is on any type of probation (supervised or unsupervised), suspended jail time or has not completed court requirements such as counseling, driver school, etc.

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

(e) Holds religious beliefs that conflict with the principle that voluntary enlistees/officers are subject to unrestricted service on a 24-hour-a-day, seven-days-a-week basis.

(f) Has reservations about military service because of religious, moral, or ethical reasons.

(g) 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.

(h) Exhibits transsexual or other gender identity disorders.

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

(j) Is required by any state or federal court, statute, or administrative regulation to register as a sex offender.

(k) 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 or the foregoing, solicitation to commit any of the foregoing, or any other sexual offense.

Note: NAVCRUITCOM (00J) will determine enlistment/commission 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/commissioning.

(l) Participated in any organization that espouses extremist/supremacist causes, attempts to create illegal discrimination or advocates use of force/violence against the U.S. Government and territories/possessions. Participation also includes engaging in any other activity that relates to those organizations or is in furtherance of those organizations'

objectives when such activities are detrimental to good order and discipline or mission accomplishment.

(m) Has been convicted of a hate crime or received adverse adjudication resulting from a hate crime offense.

(n) Is a single parent or dual military couple having custody of one or more children and refuses to complete a Family Care Plan Arrangement Agreement (OPNAV 1740/7).

(o) Has ever tested positive for drugs on a Military Entrance Processing Station (MEPS) Drug and Alcohol Test (DAT).

(2) **Legal Determination.** NAVCRUITCOM (00J) must review all applicant issues falling into the following mandatory determination categories:

(a) Lautenberg Amendment (Domestic Violence Law)

(b) Custody determination

(c) Parental consent (cases where NAVCRUIT 1133/97 has not been executed)

(d) Drug-related crimes (other than possession of marijuana and drug paraphernalia) (to include trafficking/supplying illegal drugs)

(e) Sex related crimes

1. Exhibits transsexual or other gender identity disorders.

2. Engages in exhibitionism, transvestitism, voyeurism, or other forms of deviant behavior.

3. Is required by any state or federal court, statute, or administrative regulation to register as a sex offender.

4. Has been convicted of rape, carnal knowledge, forcible sodomy, sodomy of a minor, prostitution involving a minor, indecent assault, assault with intent to commit rape, assault with intent to commit sodomy, indecent act with a minor, indecent language with a minor, kidnapping of a minor, pornography involving a minor, incest, attempt to commit any of the foregoing, conspiracy to commit any or the foregoing, or solicitation to commit any of the foregoing.

5. Any other crimes of a sexual nature

(f) Negligent homicide

(g) Release from sentence conditioned upon entering the Navy

(h) Probation violation

(i) All major misconduct (felony) offenses, including major misconduct offenses reduced to a lesser charge ([Exhibit 021003](#) refers)

Note: To request a legal determination from (00J), complete a Legal Determination Request Form (located in the NRC Sharepoint Portal), CO's endorsement, and copies of the documents listed in [Exhibit 021001](#), and forward to 00J via the following NRC Share Portal link:

https://mpte.portal.navy.mil/sites/FOUO_NRC/00J%20Legal%20Determinations/forms/AllItems.aspx

(3) **Misconduct Waiver.** If the identified misconduct offense(s) does not require an automatic rejection, or if (00J) determines the offense to be waivable after conducting a legal determination, the OR must review [Exhibit 021002](#) to determine what type or level of misconduct waiver is required, if any. Misconduct waiver procedures are outlined in section 11 of this chapter.

021006. CIVIL RESTRAINT

a. Eligibility

(1) Applicants under civil restraint or any type of probation (supervised or unsupervised, conditional or unconditional) are ineligible for enlistment or commission. Do not begin processing an applicant during a period of civil restraint or probation. Waiver of this restriction is not authorized.

b. Mandatory Waiting Period After Civil Restraint.
Processing of applicants who have been on any type of civil parole or 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 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 felony convictions, or

(c) after thirty days for early release from parole or probation of misdemeanor or lesser convictions.

(4) Processing Applicants after Confinement.

Confinement, as used in this instruction, is defined as:

"Physical restraint not in a normal place of residence (such as, held in any jail or prison, juvenile hall, boys home, etc., of any city, county, state, or federal jurisdiction) where such confinement is the result of civil adjudication". The mandatory waiting periods are:

(a) Three months after confinement of 15 days or more for adult or juvenile offenders.

(b) Two months after confinement of 4 to 14 days in adult or juvenile cases.

(c) No mandatory waiting period after confinement of 1-3 days for adult or juvenile offenders.

Note: The above mandatory waiting periods are not waivable.

021007. 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 or commissioned without prior approval of NAVCRUITCOM (00J).

(2) Procedure. Submit requests for enlistment or commission eligibility determination of applicants who are involved in civil suits to NAVCRUITCOM (00J).

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

021008. SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE

a. Applicants charged with domestic violence require a NAVCRUITCOM (00J) determination of enlistment or commission 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 021002](#) to determine if an additional waiver is required.

EXHIBIT 021001. 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	Birth Certificate Court Documents Handwritten Statement (lived with child/paying child support?)
3. Parental Consent (cases where NAVCRUIT 1133/97 has not been executed)	Handwritten statement by the applicant and parent/Guardian Court Documents Birth Certificate
4. Drug Related Crimes (other than possession of marijuana and drug paraphernalia)	PRC Court Documents Handwritten Statement
5. Sex Related Crimes	PRC Court Documents Handwritten Statement
6. Negligent Homicide	PRC Court Documents Handwritten Statement Possible Call to the District Attorney (DA) (Underlying circumstances are very important!!)
7. Release from sentence conditioned upon entering the Navy	PRC Court Documents Handwritten Statement May need minutes from court Possible call to DA
8. Probation Violation	PRC Court Documents Handwritten Statement Type of violation? Punished for violation?
9. All major misconduct (felony) offenses, including major misconduct offenses reduced to a lesser charge	PRC Court Documents Handwritten Statement Possible call to DA

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

EXHIBIT 021002. ELIGIBILITY AND WAIVER CHART FOR OFFICER APPLICANTS WITH CIVIL/CONDUCT OFFENSES

Offense	Number of Offenses	Waiver Authority
Traffic Violations (Regardless of When Occurring) Notes 1, 3 thru 9	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 & 9	Up to 2 3-5 6 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 & 9	1-3 4 or more	NAVCRUITDIST CO No waiver authorized
Major Misconduct (Felonies) (Regardless of When Occurring) Notes 1, 2, 5, 6, 7, 8, 9 & 10	1 (Adult) or 1 (juvenile) Applicants can have 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	NAVCRUITCOM (NAVCRUITDIST CO must conduct personal interview.) No waiver authorized
Combination Rules: (Misconduct and Non-Traffic Offenses) Notes 1, 2, 4, 5, 6, 7, 8, 9 & 10	Combination of 1 misconduct and up to 5 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 Combination of 3 misconduct and 4 or more non-traffic offenses Any combination totaling seven or more misconduct and non-traffic offenses Combination of 1 major misconduct and 4 or more additional offenses other than traffic violations	NAVCRUITDIST CO NAVCRUITDIST CO NAVCRUITDIST CO No waiver authorized No waiver authorized No waiver authorized

Note 1: In determining the classification of an offense (traffic, non-traffic offenses, misconduct and major misconduct), refer to [Exhibit 021003](#) and the notes at the bottom of each category of offenses. The list of offenses in [Exhibit](#)

[021003](#) takes precedence over state or local adjudications, with the exception of major misconduct (felony) offenses, refer to [article 021003e.\(2\)](#) for additional guidance.

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. They do not have to be waived for enlistment or commission purposes, no matter how long ago they occurred; however, these violations must be listed on the applicant's Personnel Security Questionnaire (SF-86) and Waiver Brief Sheet.

Note 4: A drug waiver is required if two or more violations are drug-related. An alcohol waiver is required if two or more violations are alcohol-related. Refer to [chapter 2, section 9, exhibit 020901](#) for waiver limits and authority.

Note 5: Refer to [article 020901d](#) for behind the wheel (BTW) offenses.

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

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

Note 8: Any applicant arrested, charged, cited, or adjudicated with a major misconduct offense regardless of final offense disposition 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 or commission eligible.

Note 9: Use NAVCRUITCOM (00J) Legal Determination Sheet, (NAVCRUIT Form 1133/108), in all cases where this instruction states that NAVCRUITCOM (00J) must make an eligibility

determination or offense classification decision. This form can be downloaded from the NAVCRUITCOM Sharepoint Portal.

Note 10: All major misconduct waivers must be forwarded to COMNAVCRUITCOM via the region commander for endorsement.

EXHIBIT 021003. 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 following accident.
119	Failure to yield right-of-way.
120	Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing; backing into intersection or highway; backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing, such as passing on right, passing in no-passing zone, passing stopped school bus, or passing person in cross walk.
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	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
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 021003. 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; such as beyond parental control; incorrigible; runaway; truant; or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief. (Fine or restitution of \$500 or less and no confinement)
229	Pandering.
230	Poaching.
231	Purchase, possession or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing 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.

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 021003. 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, U.S. Code, 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 an 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. (Refer to definitions listed in article 020902)
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a 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/taking of a vehicle/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 021003. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Major Misconduct
	<i>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.</i>
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/(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, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (Mandatory rejection IAW CNRCINST 1131.2E article 021005)
434	Riot.
435	Robbery, to include armed.
436	Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent to). (Mandatory rejection)
437	Sodomy (Only when it is nonconsensual or involves a minor)
438	Stolen property, knowingly received (value of \$500 or more).
439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other major misconduct offenses not specifically listed.

Note: Offenses of comparable seriousness should be treated as major misconduct. In doubtful cases, the following rule should be applied: If the maximum confinement under local law is one year or more, the offense should be treated as a major misconduct offense. Any applicant arrested, charged, cited, or

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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.

SECTION 11 WAIVERS

021101. GENERAL POLICY

a. Enlistment/Commissioning Criteria. Criteria standards for enlistment or commissioning are established to ensure that the Navy enlists or commissions 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 commissioned 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 or commissioned.

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 commission 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)

021102. 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 program requirement 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.

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

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

(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.

021103. SPECIAL CONSIDERATIONS FOR CONDUCT AND MEDICAL WAIVERS

a. Conduct Waivers

(1) Requirement to Disclose. Applicants are required to disclose all arrests, detentions, or investigations by police and juvenile authorities, even if no charges or trials resulted. They are also required to disclose dependency status and any 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. 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 record checks must be conducted.

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

(5) 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.

(6) Character References

(a) When an applicant requires a COMNAVRUITCOM 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., college deans, college professors, doctors, employers, etc.).

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.

(7) Decisions on Conduct Waiver Requests. Applicants should be judged on their fitness for duty in the Navy by their character at the time of application. The whole person concept discussed in [article 021102b](#) 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.

Note: The single most important aspect of a waiver request is the commanding officer's recommendation, particularly in the case of major misconduct (felony) 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.

b. Medical Waivers. Submit medical waiver requests with supporting documentation to N3M via CIRIMS. (Refer to [article 020813](#))

021104. WAIVER AUTHORITY LEVELS. Requests for waiver of enlistment or commissioning criteria will be submitted to the appropriate waiver authority for decision. There are two waiver authority levels (NAVCRUITDIST and NAVCRUITCOM) discussed in this chapter.

a. NAVCRUITDIST Level Waiver Procedures

(1) "By Direction" waiver approval and documentation authority.

(a) NAVCRUITDIST COs may authorize their XO, R-OPS, or A-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) Officer Training Command, Newport (OTCN) Commanding Officer. The OTCN commanding officer is granted waiver authority commensurate with NAVCRUITDIST COs. The following exceptions apply:

1. Two alcohol or drug-related "Behind the Wheel" (BTW) convictions.
2. Two convictions of possession or 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 1: The above non-minor misdemeanors require mandatory processing by NAVPERSCOM (PERS-83) for post-accession personnel. In all instances where this instruction requires pre-accession waiver authority at the NAVCRUITCOM level, the OTCN commanding officer will refer post-accession waiver requests to PERS-83.

Note 2: In all cases where the applicant requires a NAVCRUITDIST level waiver, the NAVCRUITDIST CO (or designated "By direction" personnel) shall conduct a personal interview with the applicant.

b. NAVCRUITCOM Level Waiver Procedures

(1) Conduct and Drug/Alcohol waivers. All applicants requiring a NAVCRUITCOM conduct or drug or alcohol waiver must be personally interviewed by the NAVCRUITDIST CO (or designated "By direction" personnel). If the CO (or designated "By direction" personnel) recommends forwarding the waiver, he or she must personally endorse the waiver (cannot be delegated), and the waiver must contain the following statement: "The commanding officer (or designated "By direction" person) has personally interviewed this applicant." The waiver request paperwork (Form 1133/39 and appropriate Officer Waiver Request Checklist) must be completed and forwarded to NAVCRUITCOM (Waivers section) by scanning and uploading the complete waiver request package to NAVCRUITCOM Waiver Submissions via the iNAVY (Sharepoint). The Form 1133/39 and appropriate checklist can be found in the CNRC Sharepoint Portal.

Note: All major misconduct waivers must be forwarded to NAVCRUITCOM via the respective region commander for endorsement.

(2) Prior Service Veteran (RE-Code) waivers. For prior service veteran waivers, with the exception of prior service veteran's separated solely for homosexual conduct (see note 2 below), the RE-code waiver request paperwork must be completed and forwarded to NAVCRUITCOM (Waivers section) by scanning and uploading the complete waiver request package to NAVCRUITCOM Waiver Submissions via the iNAVY Portal (Sharepoint). Include the following documents: Waiver Briefing Sheet (Form 1133/39), the Officer RE-code Waiver Request Checklist (located on CNRC Sharepoint Portal), and copies of the applicant's commissioning documents to include the DD214/NGB 22 and any other supporting documentation. Also, upload these documents into CIRIMS.

Note 1: The Reenlistment Code Chart ([Exhibit 021101](#)) provides waiver eligibility (if any) for prior service veterans. No

prior service waiver is authorized if the veteran's RE-Code cannot be verified.

Note 2: All prior service applicants issued a reenlistment code of RE-4 (or equivalent) upon separation, solely for homosexual conduct, may be eligible for enlistment or commissioning provided his or her DD-214/NGB 22 meets the criteria listed in note 1 of [Exhibit 021101](#) and all other eligibility requirements are met. These applicants will be processed for an enlistment or commissioning eligibility determination (not an RE-Code waiver) as follows:

a. NAVCRUITDIST will scan and upload the applicant's DD-214/NGB 22 to NAVCRUITCOM Waiver Submissions via the iNAVY Portal (Sharepoint) and CIRIMS.

b. NAVCRUITCOM (N31) will be the final approval authority for all eligibility 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.

c. Processors 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, processors will enter "RE-R1" in lieu of "RE-4" for prior service members separated solely for homosexual conduct.

021105. 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 signed copy of the Waiver Briefing Sheet.

b. Waiver Approval/Disapproval Letters. The officer processor or designated personnel must upload all waiver approval or disapproval letters in CIRIMS and retain a copy in the member's residual file.

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

EXHIBIT 021101. REENLISTMENT CODE (RE-CODE) 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, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 3S, 3V, RE-4 (Note 1)
AIR NATIONAL GUARD	RE-6I, 6V
ARMY & ARMY NATIONAL GUARD	RE-4 (Note 1), RE-4A, RE-4R
MARINE CORPS	RE-2, RE-2B, RE-2C, RE-3S, RE-4 (Note 1), RE-4B
ELIGIBLE TO REENLIST	
NAVY & USCG	RE-1, RE-1I, RE-1E, RE-1J, RE-5, RE-7
AIR FORCE	RE-1, RE-1J, RE-1M, RE-1P, RE-1Q, RE-1R, RE-1T, 3A, 3B, 3C, 3D, 3E, 3I, 3K, 6B, RE-12, RE-13, RE-14
AIR NATIONAL GUARD	RE-6A, 6B, 6C
ARMY & ARMY NATIONAL GUARD	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2, RE-2A, RE-2B, RE-2C
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 (Note 2), RE-3, RE-3B, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3L, RE-3M, RE-3N, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3T, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6, RE-8
AIR FORCE	RE-1A, 2I (Note 3), 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N, 5A, 5B
AIR NATIONAL GUARD	RE-6F, 6J, 6K, 6M, 6N, 6P, 6R (NOTE 3), 6S
ARMY & ARMY NATIONAL GUARD	RE-3, RE-3A, RE-3B, RE-3C
MARINE CORPS	RE-3A, 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

Note 1: Prior service applicants issued a reenlistment code of RE-4 (or equivalent) upon separation, solely for homosexual conduct, may be eligible for enlistment or commissioning, provided all other eligibility requirements are met. (Note: Member's record must be reviewed to assure the sole supported reason for processing was homosexual act, conduct, or marriage.) In order to be eligible for further processing, the applicant's prior service DD-214 must reflect the following:

a. Block 28: contain one of the following narrative reasons: Homosexual Act, Homosexual Conduct, or Homosexual Marriage.

b. Block 26: Contain one of the following Separation Codes (SPD): BRA, BRB, BRC, GRA, GRB, GRC, HRA, HRB, HRC, JRA, JRB, or JRC.

c. Character of Service must be Honorable (no other misconduct was used as a basis for discharge).

If the applicant's DD-214 meets the above listed criteria, then prior service eligibility determination is required as outlined in [article 021104b\(2\)](#). For any questions concerning this policy, contact NRC Officer Policy (N35) at (901) 874-9188 or 9038.

Note 2: Only for personnel released for commissioning and subsequently fail to commission.

Note 3: Applicant must be a naturalized citizen.

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CHAPTER 3 OFFICER PROGRAMS

SECTION 1 OFFICER CANDIDATE SCHOOL (OCS) STUDENT PROGRAMS

030101. BACCALAUREATE DEGREE COMPLETION PROGRAM (BDCP-XXXX7)

- a. Program Authorization: 147
- b. Service Agreement: NAVCRUIT 1131/100
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST
- d. Applicants who have previously been enrolled in any ROTC program and have received pay entitlements, subsistence allowance, tuition, or fees are not eligible for BDCP.
- e. Officer Communities Participating in BDCP (XXXX7). The OR and OP shall ensure applicants meet BDCP requirements as well as the provisions of the specific community's program authorization (PA) to which they are applying. The following designators are eligible for BDCP:

	Program Designator	BDCP Designator
Surface Warfare	1160	11607
Special Warfare	1180	11807
Special Operations Officer	1190	11907
Naval Flight Officer	1370	13707
Pilot	1390	13907
Surface Warfare - Eng Duty Officer Option	1460	14607
Aviation Maintenance Duty	1520	15207
Special Duty - Intelligence	1630	16307
Information Warfare	1640	16407
Public Affairs	1650	16507
Meteorology - Surface	1860	18607
Supply Corps	3100	31007
Civil Engineer	5100	51007

SECTION 2 NUCLEAR OFFICER PROGRAMS

030201. NUCLEAR PROPULSION OFFICER CANDIDATE (11701 or 11601)

- a. Program Authorization: 100A
- b. Service Agreement: NAVCRUIT 1131/120
- c. NUPOC OFFICER APPLICATION PRODOCS CHECKLIST

030202. NAVAL REACTORS ENGINEER (12201)

- a. Program Authorization: 100B
- b. Service Agreement: NAVCRUIT 1131/121
- c. NUPOC OFFICER APPLICATION PRODOCS CHECKLIST

030203. NUCLEAR POWER INSTRUCTOR (12101 or 12102)

- a. Program Authorization: 100B
- b. Service Agreement: NAVCRUIT 1131/122
- c. NUPOC OFFICER APPLICATION PRODOCS CHECKLIST

SECTION 3 OFFICER DEVELOPMENT SCHOOL (ODS) PROGRAMS

(ACTIVE AND RESERVE)

030301. HEALTH SERVICES COLLEGIATE PROGRAM (HSCP)

- a. Program Authorization: 132
- b. Service Agreement: NAVCRUIT 1131/130
- c. ACTIVE/RESERVE MEDICAL SERVICE CORPS (MSC) OFFICER APPLICATION CHECKLIST
- d. Officer communities participating in HSCP. Recruiters and processors will ensure applicants are familiar with HSCP requirements as well as the provisions of the specific community's program authorization to which applying. The following program designators apply:

	Designator
Medical Corps	21007
Dental Corps	22007
Medical Service Corps	23007

030302. ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP) (1975X, 1985X, 1995X)

- a. Program Authorization: 130
- b. Service Agreement: NAVCRUIT 1131/131
- c. ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP MEDICAL CORPS STUDENT CHECKLIST
- d. Officer Communities Participating in HPSP. Recruiters and processors shall ensure applicants are familiar with HPSP requirements as well as the provisions of the specific community or specialty program authorization to which they are applying. Availability of HPSP for specific specialties is dependent on Navy needs. The following program designators apply:

	Designator
Dental Corps	1985
Medical Corps	1975
Medical Service Corps	1995

030303. FINANCIAL ASSISTANCE PROGRAM (FAP)

- a. Program Authorization: 130(B) and 130(C)
- b. Service Agreement: NAVCRUIT 1131/132
- c. ACTIVE/RESERVE MEDICAL SERVICE CORPS (MSC) OFFICER APPLICATION CHECKLIST
- d. Officer Communities Participating in FAP. Recruiters and processors shall ensure applicants are familiar with the FAP requirements as well as the provisions of the specific community or specialty program authorization to which they are applying. Availability of FAP for specific specialties is dependent on Navy needs. The following program designators apply:

	Designator
Dental Corps	22053
Medical Corps	21053

030304. NAVY NURSE CORPS ACTIVE DUTY ACCESSION BONUS PROGRAM
(Availability of accession bonuses is dependent on needs of the Navy.)

- a. Program Authorization: Title 37 USC 302D and Assistant Secretary of Defense (Health Affairs) memorandum of 19 December 1994
- b. Service Agreement: NAVCRUIT 1131/133
- c. ACTIVE/RESERVE NURSE CORPS (NC) OFFICER APPLICATION CHECKLIST

030305. DENTAL STUDENT PROGRAM (1925i)

- a. Program Authorization: 217
- b. Service Agreement: NAVCRUIT 1131/134
- c. ACTIVE/RESERVE DENTAL CORPS OFFICER APPLICATION CHECKLIST

030306. MEDICAL CORPS ACTIVE/RESERVE (2100/2105)

- a. Program Authorization: Active/Reserve: 113
- b. Service Agreement: Active: NAVCRUIT 1131/137
Reserve: NAVCRUIT 1131/161
- c. ACTIVE/RESERVE MEDICAL CORPS OFFICER APPLICATION CHECKLIST
- d. Medical Corps Subspecialties:

Medical Corps	SSP
Aviation Medicine	15A0
Aerospace Medicine	15A1
Anesthesia	15B0/15B1
Surgery	15C0/15C1
Neurosurgery	15D0/15D1
OB/GYN	15E0/15E1
General Medicine	15F0
Ophthalmology	15G0/15G1
Orthopedic Surgery	15H0/15H1
Otolaryngology	15I0/15I1
Urology	15J0/15J1
Preventative Medicine	15K0/15K1
Occupational Medicine	15K2
Phys Med & Rehab	15L0/15L1
Pathology	15M0/15M1
Dermatology	16N0/16N1
Emergency Med	16P0/16P1
Family Practice	16Q0/16Q1
Internal Med	16R0/16R1
Neurology	16T0/16T1
Undersea Med	16U0
Undersea Med, Sub	16U1
Pediatrics	16V0/16V1
Nuclear Medicine	16W0
Psychiatry	16X0/16X1
Diagnostic Radiology	16Y0/16Y1
Radiation Oncology	16Y2
Health Care Mgmt	1806

**030307. DENTAL CORPS AND GENERAL PRACTICE RESIDENCY
ACTIVE/RESERVE (2200/2205)**

a. Program Authorization:

(1) Active: DA - 114/ GPR - 114

(2) Reserve: 213

b. Service Agreement:

(1) Active: NAVCRUIT 1131/138

(2) Reserve: NAVCRUIT 1131/162

c. ACTIVE/RESERVE DENTAL CORPS OFFICER APPLICATION
CHECKLIST

d. Dental Corps Subspecialties:

Dental Corps	SSP
Comprehensive Dentistry	1725
Dental Education Programs	1720
Dental Science and Research	1790
Dentistry (General)	1700
Endodontics	1710
Health Care Management	1806
Health Services Quality Assurance	1907
Operative Dentistry	1740
Oral Surgery	1750
Oral Medicine/Oral Diagnosis	1745
Oral Pathology	1780
Orthodontics	1735
Pediatric Dentistry	1795
Periodontics	1760
Prosthodontics	1769
Public Health Dentistry	1775
Temporomandibular Disorders	1785
Maxillofacial Prosthetics	1730

030308. MEDICAL SERVICE CORPS (MSC) (2300/2305)

a. Program Authorization:

(1) Active: 115

(2) Reserve: 115

b. Service Agreement:

(1) Active: NAVCRUIT 1131/139

(2) Reserve: NAVCRUIT 1131/163

c. ACTIVE/RESERVE MEDICAL SERVICE CORPS (MSC) OFFICER
APPLICATION CHECKLIST

d. MSC Subspecialties:

Medical Service Corps	SSP
Health Care Administration	1800
Patient Administration	1801
Medical Logistics Administration	1802
Medical Data Services Administration	1803
Medical Construction Liaison	1804
Plans, Operations, and Medical Intelligence	1805
Health Care Management	1806
Biochemistry	1810
Toxicology	1811
Microbiology	1815
Epidemiology	1816
Immunology	1817
Parasitology	1819
Virology	1819
Radiation Health	1825
Radiation Survey Ionizing	1826
Radiation Survey Non-Ionizing	1827
Radiation Specialist	1828
Physiology	1835
Aerospace Physiology	1836
Clinical Psychology (Resident Only)	1840
Child Psychology (Resident Only)	1841
Neuropsychology (Resident Only)	1842

Medical Service Corps	SSP
Medical Psychology (Resident Only)	1843
Aerospace Experimental Psychology	1844
Research Psychology	1845
Entomology	1850
Environmental Health	1860
Industrial Hygiene	1861
Audiology	1862
Medical Technology	1865
Social Worker	1870
Physical Therapist	1873
Occupational Therapy	1874
Clinical Dietetics	1876
Administrative Dietetics	1877
Optometry	1880
Pharmacy, General	1887
Pharmacy, Clinical	1888
Podiatry	1892
Physician Assistant	1893
Medical Logistics Administration Resident only	3121

030309. NURSE CORPS ACTIVE/RESERVE (2900/2905)

a. Program Authorization:

(1) Active: 116

(2) Reserve: 116

b. Service Agreement:

(1) Active: NAVCRUIT 1131/133

(2) Reserve: NAVCRUIT 1131/165

c. ACTIVE/RESERVE NURSE CORPS (NC) OFFICER APPLICATION
CHECKLIST

d. Nurse Corps Subspecialties:

Nurse Corps	SSP
Professional Nursing	1900
Administration	1901
Education	1903
Quality Assurance	1907
Medical/Surgical Nursing	1910
Medical Nursing	1911
Surgical Nursing	1912
Cardiovascular Nursing	1913
Oncology Nursing	1916
Parental Nursing/Maternal and Child Health	1920
Obstetrical Nursing	1921
Pediatric Nursing	1922
Newborn Nursing	1923
Psychiatric Nursing	1930
Orthopedic Nursing	1935
Ambulatory Care Nursing	1940
Emergency/Trauma Nursing	1945
Preoperative Nursing	1950
Critical Care Nursing	1960
Surgical Intensive Care Nursing	1961
Medical Intensive Care Nursing	1962
Coronary Care Nursing	1963
Neonatal Intensive Care Nursing	1964
Post-Anesthesia Care Nursing	1968
Nurse Anesthesia	1972
Pediatric Nurse Practitioner	1974
Adult Health Nurse Practitioner	1975
Family Nurse Practitioner	1976
OB/GYN Nurse Practitioner	1980
Nurse Midwife	1981
Plans, Operations And Medical Intelligence	1805
Health Care Management	1806
Management (Generic)	0030
Manpower, Personnel, and Training Analysis	0033
Education and Training Management	0037
Computer Technology Systems Management	0095

030310. NURSE CANDIDATE PROGRAM (29002)

- a. Program Authorization: 116C
- b. Service Agreement: NAVCRUIT 1131/141
- c. ACTIVE/RESERVE NURSE CORPS (NC) OFFICER APPLICATION CHECKLIST

030311. JUDGE ADVOCATE GENERAL CORPS ACTIVE/RESERVE (2500)

- a. Program Authorization: 111
- b. Service Agreement: Active: NAVCRUIT 1131/140
- c. JAG OFFICER APPLICATION CHECKLIST

030312. JUDGE ADVOCATE GENERAL CORPS STUDENT PROGRAM (1955)

- a. Program Authorization: 209
- b. Service Agreement: NAVCRUIT 1131/136
- c. JAG OFFICER APPLICATION CHECKLIST

**SECTION 4 GENERAL OFFICER OFFICER CANDIDATE SCHOOL (OCS)
PROGRAMS**

(ACTIVE ONLY)

030401. SURFACE WARFARE (11600)

- a. Program Authorization: 100
- b. Service Agreement: NAVCRUIT 1131/101
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

**030402. SURFACE WARFARE - (ENGINEERING DUTY OFFICER) OPTION
(11602)**

- a. Program Authorization: 101A
- b. Service Agreement: NAVCRUIT 1131/106
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

**030403. SURFACE WARFARE - (INFORMATION PROFESSIONAL) OPTION
(11603)**

- a. Program Authorization: 108D
- b. Service Agreement: NAVCRUIT 1131/233
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030404. SURFACE WARFARE - (OCEANOGRAPHY) OPTION (11604)

- a. Program Authorization: 108B
- b. Service Agreement: NAVCRUIT 1131/111
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030405. SURFACE WARFARE - (INFORMATION WARFARE) OPTION (11605)

- a. Program Authorization: 108C
- b. Service Agreement: NAVCRUIT 1131/236
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030406. SPECIAL WARFARE (11800)

- a. Program Authorization: 100D
- b. Service Agreement: NAVCRUIT 1131/102
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030407. SPECIAL OPERATIONS OFFICER - EOD (11900)

- a. Program Authorization: 100E
- b. Service Agreement: NAVCRUIT 1131/103
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030408. NAVAL FLIGHT OFFICER CANDIDATE (NFO) (13700)

- a. Program Authorization: 106
- b. Service Agreement: NAVCRUIT 1131/104
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030409. AVIATION OFFICER CANDIDATE (AOC) (13900)

- a. Program Authorization: 106
- b. Service Agreement: NAVCRUIT 1131/105
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

**030410. SUBMARINE ENGINEERING GRADUATE ACCESSION (SEGA)
ENGINEERING DUTY (ED) OFFICER (14600)**

- a. Program Authorization: 148
- b. Service Agreement: NAVCRUIT 1131/241
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

**030411. AEROSPACE ENGINEERING DUTY (AVIATION MAINTENANCE)
OFFICER (15200)**

- a. Program Authorization: 107
- b. Service Agreement: NAVCRUIT 1131/107
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030412. SPECIAL DUTY (PUBLIC AFFAIRS) OFFICER (16500)

- a. Program Authorization: 103
- b. Service Agreement: NAVCRUIT 1131/110
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030413. SPECIAL DUTY (OCEANOGRAPHY) OFFICER (18000)

- a. Program Authorization: 108B
- b. Service Agreement: NAVCRUIT 1131/235
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030414. SPECIAL DUTY (INFORMATION WARFARE) OFFICER (18100)

- a. Program Authorization: 108C
- b. Service Agreement: NAVCRUIT 1131/243
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030415. SPECIAL DUTY (INFORMATION PROFESSIONAL) OFFICER (18200)

- a. Program Authorization: 108D
- b. Service Agreement: 1131/239
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030416. SPECIAL DUTY (INTELLIGENCE) OFFICER (18300)

- a. Program Authorization: 108A
- b. Service Agreement: NAVCRUIT 1131/108
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030417. SPECIAL DUTY (CYBER WARFARE ENGINEER) OFFICER (18400)

- a. Program Authorization: 121
- b. Service Agreement: 1131/242
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030418. SUPPLY CORPS (31000)

- a. Program Authorization: 102
- b. Service Agreement: NAVCRUIT 1131/112
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

030419. CIVIL ENGINEER CORPS (51000)

- a. Program Authorization: 104A
- b. Service Agreement: NAVCRUIT 1131/113
- c. OCS OFFICER APPLICATION PRODOCS CHECKLIST

**SECTION 5 GENERAL AND MEDICAL OFFICER DIRECT COMMISSION OFFICER
(DCO) , NAVET, AND ODS PROGRAMS**

(RESERVE ONLY)

030501. PILOT (1315) NAVAL FLIGHT OFFICER (NFO) (1325)

- a. Program Authorization: 201
- b. Service Agreement: NAVCRUIT 1131/240
- c. RESERVE OFFICER (NAVET-OSVET-IST) CHECKLIST

030502. SPECIAL WARFARE OFFICER (1135)

- a. Program Authorization: 100D
- b. Service Agreement: NAVCRUIT 1131/150
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030503. SPECIAL OPERATIONS OFFICER - EOD (1145)

- a. Program Authorization: 100E
- b. Service Agreement: NAVCRUIT 1131/103
- c. RESERVE OFFICER (NAVET-OSVET-IST) CHECKLIST

030504. ENGINEERING DUTY OFFICER (1465)

- a. Program Authorization: 203
- b. Service Agreement: NAVCRUIT 1131/151
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030505. AERONAUTICAL ENGINEERING DUTY OFFICER (1515)

- a. Program Authorization: 232
- b. Service Agreement: NAVCRUIT 1131/152
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030506. AEROSPACE MAINTENANCE DUTY OFFICER (1525)

- a. Program Authorization: 204A
- b. Service Agreement: NAVCRUIT 1131/153
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030507. SPECIAL DUTY OFFICER (INFORMATION WARFARE) (1815)

- a. Program Authorization: 108C
- b. Service Agreement: NAVCRUIT 1131/154
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

**030508. SPECIAL DUTY OFFICER (STRATEGIC SEALIFT OFFICER) (1625,
1665, 1675, 1695)**

- a. Program Authorization: 221
- b. Service Agreement: NAVCRUIT 1131/155
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030509. SPECIAL DUTY OFFICER (INTELLIGENCE) (1835)

- a. Program Authorization: 108A
- b. Service Agreement: NAVCRUIT 1131/154
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030510. SPECIAL DUTY OFFICER (INFORMATION PROFESSIONAL) (1825)

- a. Program Authorization: 108D
- b. Service Agreement: NAVCRUIT 1131/154
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST (Rev 11-08)

030511. SPECIAL DUTY OFFICER (PUBLIC AFFAIRS) (1655)

- a. Program Authorization: 208
- b. Service Agreement: NAVCRUIT 1131/157
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030512. SPECIAL DUTY OFFICER (OCEANOGRAPHY) (1805)

- a. Program Authorization: 108B
- b. Service Agreement: NAVCRUIT 1131/235
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030513. SUPPLY CORPS (DCO - 3165) & (NAVET - 3105)

- a. Program Authorization: 227
- b. Service Agreement: NAVCRUIT 1131/159
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030514. CIVIL ENGINEER CORPS (5105)

- a. Program Authorization: 211
- b. Service Agreement: NAVCRUIT 1131/160
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030515. HUMAN RESOURCES (1205)

- a. Program Authorization: 230
- b. Service Agreement: NAVCRUIT 1131/234
- c. RESERVE DIRECT COMMISSION OFFICER (DCO) PRODOCS
CHECKLIST

030516. MEDICAL CORPS (2105)

Refer to section 3, [article 030306](#).

030517. JUDGE ADVOCATE GENERAL CORPS (2505) - (NAVETS ONLY).

Refer to section 3 [article 030311](#).

030518. NURSE CORPS (2905).

Refer to section 3, [article 030309](#).

030519. MEDICAL SERVICE CORPS (2305).

Refer to section 3 [article 030308](#).

030520. DENTAL CORPS AND GENERAL RESIDENCY (2205).

Refer to section 3 [article 030307](#).

SECTION 6 CHAPLAIN PROGRAMS

030601. CHAPLAIN CANDIDATE (1945)

- a. Program Authorization: 219
- b. Service Agreement: NAVCRUIT 1131/135
- c. ACTIVE/RESERVE CHAPLAIN CORPS OFFICER APPLICATION
CHECKLIST

030602. CHAPLAIN CORPS (ACTIVE - 41000) & (RECALL - 41001)

- a. Program Authorization: 110
- b. Service Agreement: NAVCRUIT 1131/142
- c. ACTIVE/RESERVE CHAPLAIN CORPS OFFICER APPLICATION
CHECKLIST

030603. CHAPLAIN CORPS RESERVE (4105)

- a. Program Authorization: 110
- b. Service Agreement: NAVCRUIT 1131/166
- c. ACTIVE/RESERVE CHAPLAIN CORPS OFFICER APPLICATION
CHECKLIST

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CHAPTER 4 ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING

SECTION 1 GENERAL INFORMATION

040101. INTRODUCTION. This section provides general information for the processing and selection of officer candidates.

040102. RESPONSIBILITIES. As outlined in [chapter 1](#), the officer recruiter's (OR) primary responsibility is to prospect, recruit and assist with processing officer candidates. The officer processor's (OP)/officer processing lead's (OPL) primary responsibility is to process applicant kits. ORs are responsible for tracking the progress of their applicants in CIRIMS from time of entry through final approval, attainment and shipping, or for reserves, drill verification entry. Once an applicant makes the decision to move forward and desires to submit an application for an officer program, that applicant and any documents obtained up to that point should be handed over from the recruiter to the supporting officer processor. The officer processor will obtain any additional documents needed from the applicant to complete the application, arrange for testing (as needed), coordinate a visit to MEPS as needed through the recruiter, and then once the application is complete and accurate, submit the application up the NRD chain of command for quality assurance checks and eventual submission to NRC.

040103. POINTS OF CONTACT. As codes tend to stay stable over time, and personnel and phone numbers change frequently, it is difficult to maintain a manual with current contact information. For current telephone numbers, refer to www.npc.navy.mil, select "Reference Library" tab, then select "Phone Books".

040104. ADVERTISING AND CONTACTING PROSPECTS. Recruiters are specifically prohibited from developing their own advertising or printed materials (including letters for mailing, guidelines for prospects, questionnaires, forms, etc.) without explicit prior approval from NAVCRUITCOM (N9).

040105. SUBMISSION PROCEDURES

a. Always refer to the most recent applicable checklist and program authorization (PA), which can be found at <https://mppte.portal.navy.mil/sites/nrc/Pages/Home.aspx>.

040106. QUOTA AVAILABILITY. The Chief of Naval Operations, Director of Accessions (N13), will establish quota limitations within the various programs and advise NAVCRUITCOM of these limitations via an annual goaling letter. Following current selection standards and within current qualification criteria, sufficient selection flexibility will be maintained in order to fulfill but not exceed the established quotas.

040107. BOARD MEMBER RECOMMENDATIONS. It is not required that the specific reasons for the recommendations of staff members be recorded. The contents of officer and officer candidate application packages will be made available within the guidelines set forth in COMNAVCRUITCOMINST 5720.11.

040108. DOCUMENT VERIFICATION REPRODUCTION POLICY. BERS 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) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

040109. WITHDRAWAL FROM PROCESSING

a. If the applicant desires to withdraw from processing after the application has been submitted to NAVCRUITCOM and before final selection status is determined, the R-OPS/A-OPS/OR will require a signed statement from the applicant explaining their reason for requesting withdrawal from further processing. The applicant's statement will be maintained in the applicant's residual file.

b. If the applicant desires to decline the commission after selection, MILPERSMAN article 1100-030 requires the applicant to provide a signed statement explaining why they are declining. The applicant will also sign the Oath and Acceptance of Office as declined. A copy of the applicant's statement and a copy of the signed or declined Oath and Acceptance of Office will be maintained in the applicant's residual. The commissioning documents will be returned to Navy Personnel Command (NPC) (Pers-804). The OR, R-OPS, A-OPS or OACR will ensure the signed statement is attached in CIRIMS and "next action" the NRC processor for appropriate entry into CIRIMS. If the OR is unable to obtain a signed declination letter, refer to the NRC program manager for guidance.

040110. GUIDANCE ON PROGRAM PREFERENCES AND SELECTIONS

a. It is common for applicants seeking Navy commissions to apply to more than one community and to prioritize their desires on the application for commission. Due to the competitive nature of the application process, this practice is encouraged. To ensure that selection practices are applied fairly to all applicants, the following policies are established:

(1) Applicants will be reviewed by professional recommendation boards for all communities to which they apply, unless:

(a) The applicant is professionally recommended for their top preference on the first board that convenes (applicant will be removed from consideration at other boards) or,

(b) The applicant makes written notification of a change to his or her preferences prior to completion of all boards.

(2) NAVCRUITCOM will continue to post board results for each professional recommendation board as they adjourn. Recruiters and applicants must understand that professional recommendation board results do not constitute an offer of commission in that community. Only a selection letter from NAVCRUITCOM is an offer for commissioning.

(3) Upon completion of all boards to which the applicant has applied, NAVCRUITCOM will extend an offer of commissioning (select letter) in the highest community for which professionally recommended, based on the applicants preferences as expressed on the application for commission.

(4) Should an applicant desire to change his or her preferences during the board process, a request must be forwarded from the Navy recruiting district's R-OPS to NAVCRUITCOM's National OPO, via the Regional OPO, for coordination with the program manager, communities, and board authority. Refer to [Exhibit 040101](#).

(5) Requests for preference changes received after a board has convened will not be reviewed until after that board has concluded. Preferences expressed in the application for commission will apply to boards that have been convened or adjourned; the request for preference change will only apply to boards which have yet to convene.

(6) Waivers to this policy may be considered after all boards have been convened and an offer of commission has been made in the rare instance that an applicant has an earnest change of preference. The NAVCRUITCOM N3 will have final authority over such waiver determinations. Requests for a waiver must be submitted in writing and routed through the NAVCRUITDIST R-OPS, NAVCRUITDIST CO, Region OPO and National OPO, and then to the N3 for final determination. Waivers shall be the exception, and will be balanced against the needs of the Navy.

040111. FINAL SELECTION AUTHORITY

a. Final selection authority for officer candidates and direct appointment programs has been delegated to NAVCRUITCOM. In all cases, these selection decisions are based on the "whole-person" concept, taking into consideration all elements of an individual's application. In each case, recruiters must ensure that prospects and applicants understand that application submission and pro-board recommendation does not constitute final selection nor guarantee final selection. It is incumbent upon the recruiter to ensure that adequate, complete, and accurate information is available to selection board officials to aid them in making an informed decision.

b. Waiver Authority. Waiver authority resides with NAVCRUITCOM or higher authority for officer applicants.

c. Waiver Procedures. Unless requesting a medical waiver, requests for waiver consideration of an eligibility requirement or program qualification and requests for determination of suitability for enlistment or commissioning will be sent to NAVCRUITCOM. The CO's endorsement of request for a waiver is mandatory in this process.

d. Processing Applicants selected as Alternates for Accession. In accordance with OPNAVINST 1120.13 (series), with the exception of SEAL, JAG, and NUPOC applicants, NAVCRUITCOM will process for attainment applicants selected as alternates by professional review or recommendation boards. NAVCRUITCOM will utilize alternates as needed within a current fiscal year (FY) to attain assigned accession goals. If not needed during the current FY, all alternates will be rolled-over into the next FY and will be processed for accession or attainment unless withdrawn from continued processing due to performance, academic, or behavior-related issues. In accordance with OPNAVINST 1120.13 (series), neither NAVCRUITCOM nor individual communities have the authority to remove a community's professional recommendation, even if selected as an alternate,

once awarded simply because an applicant crosses FY boundaries. NAVCRUITCOM processes all alternates for eventual accession, affiliation, commissioning and shipping, if not within the current FY, then for the next FY based on assigned accession goals.

040112. FIELD REJECTION AUTHORITY

a. Officer recruiters will review and examine the facts surrounding a prospect's application and background to determine whether they are suitable for appointment in the United States Navy. Proper evaluation of all information obtained will eliminate individuals who are definite risks with regard to future performance and those who may eventually bring discredit to the Navy. Nothing in this manual is meant to preclude rejection of a prospect for enlistment or appointment by recruiting personnel acting within the bounds of good judgment if it is determined the prospect is not desirable for commissioned service. A rejection letter is not required.

b. Field rejection based on a qualitative judgment of professional experience is not permitted in the case of prospects for the Medical, Dental, Nurse, Medical Service, Judge Advocate General and Chaplain Corps. Furthermore, the recommendation of suitability or non-suitability reflected on the summary sheet must reflect a whole-person evaluation of the applicant, regardless of professional standing.

c. For additional guidance on reasons for possible field rejection, refer to [article 021005](#) for automatic rejections and legal, civil, and criminal issues, and [article 020106](#) for information concerning marginally qualified prospects.

040113. RECORDS MAINTENANCE. This article is in accordance with SECNAVINST M5210.1 SSIC 1130. The R-OPS will ensure compliance.

a. Recruiting Operations Records. These are files, either electronic or paper, related to the recruiting of officer and enlisted personnel to include documents on local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian communities or organizations or with other activities or offices. Destroy two years from accession, attainment, non-selection or withdrawal.

b. Officer Recruiting Records. Withdrawn or rejected applications for commission. These files include those of

individuals found disqualified by the local recruiting officer, and those forwarded to NAVCRUITCOM for final action and rejection, and related correspondence and papers.

(1) Return to Applicants: Birth certificates, transcripts of college credit, letters of endorsement, and other material of value to the applicant.

Note: Letters of endorsement are distinctly different from letters of reference. Letters of endorsement are generally offered to the applicant for inclusion in their application. They are not required to be submitted directly to the Navy nor do non-disclosure rights apply, unlike letters of reference.

(2) Destroy all other documents, either electronic or paper, after final determination is made by NAVCRUITCOM.

c. Correspondence with individual applicants for commissions, prospective applicants, and other interested individuals (filed alphabetically by name). Destroy two years from date of accession, attainment, non-selection or withdrawal.

d. Requests for Information. Any requests for any information held in the electronic or paper residual file by anyone other than NAVCRUITCOM shall be forwarded to the appropriate program manager for review and action.

040114. AUTHORIZATION AND GUIDANCE ON RECORDS DESTRUCTION

a. All records, electronic or paper, will be approved by the R-OPS prior to destruction. Destruction of files will be by deletion, breaking of the CD-ROM, burning or shredding. The Residual File Checklist will be used after final disposition of an application has been determined to purge the record of unnecessary documents. The Residual File Checklist will be maintained in the Dead File and destroyed when two years old.

b. Electronic Records. Status of applications and their dispositions at NAVCRUITCOM will be maintained in CIRIMS.

c. Third Party Information. Third party information, (i.e., any written, personal opinions expressed about the applicant, to include references and police checks) will be destroyed at time of withdrawal, rejection, enlistment or commissioning, declination, or at the 12 month mark from the date of the applicant's first submission or, if applicable, resubmission.

Note: Summaries, interviews, FITREPs and EVALs are not third party information. Summaries and interviews, however, will not be shared with applicants.

040115. RECRUITING RESIDUAL FILE REQUIREMENTS. Affiliation and direct appointment residual files will be maintained for two years from the attainment date of orders for all personnel affiliated.

EXHIBIT 040101. APPLICANT DESIGNATOR CHANGE REQUEST

1700
N342
(Date)

From: CO, Navy Recruiting District _____
To: Navy Recruiting Command, N31
Via: Commander, Navy Recruiting Region _____

Subj: APPLICANT DESIGNATOR CHANGE REQUEST ICO (FIRST, MI,
LAST), USN

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) Application Processing and Summary Record
(NAVCRUIT 1131/238)
(c) NAVCRUITCOM OPO Policy Memo dtd 6 Nov 07

Encl: (1) Applicant request for change to designator preference
order.

1. In accordance with references (a) thru (c), enclosure (1) is
forwarded. Request change designator preference for OCS
candidate (FIRST, MI, LAST) as follows:

- a. Choice 1: 11600
- b. Choice 2: 31000
- c. Choice 3: 51000

2. NAVCRUITDIST CO comments. (Please include why your applicant
should be considered for designator change. Please be specific
on your request.)

(Signature)

SECTION 2 APPLICANT TESTING

040201. CONTROL OF TESTING MATERIAL

a. NAVCRUITDIST CO may designate one officer to be the TCO for the district vice having a separate TCO for enlisted and officer programs. Additionally, one or more officers may be designated as an ATCO for the district, responsible for both enlisted and officer testing. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual - Officer) and COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual - Enlisted). All personnel authorized to administer and 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.

b. 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 to:

- (1) Establish and maintain adequate test security provisions.
- (2) Requisition, store, issue, safeguard and account for all officer programs testing materials within the NAVCRUITDIST.
- (3) Ensure compliance with security and handling regulations at outlying recruiting offices prior to recommending that the NAVCRUITDIST CO authorize sub-custody of testing material.
- (4) Ensure all sub-custodians and test administrators are thoroughly familiar with security and handling regulations prior to recommending their appointment by the NAVCRUITDIST CO as custodians and or test administrators.
- (5) Be thoroughly familiar with the references for administration, handling, accountability, scoring, and safeguards of the Aviation Selection Test Battery (ASTB).
- (6) Conduct quarterly inventory and page check of all test booklets assigned by sub-custody. This inventory shall be documented in the Test Control Log. This inventory meets the requirements of the sub-custodian monthly inventory and page checks.

(7) Conduct an inventory of all testing materials prior to any changes in custodians. This inventory shall be documented in the Test Control Log.

(8) Conduct an additional inventory of all testing materials at any time a suspected compromise of the security container may have occurred. This inventory shall be documented in the Test Control Log.

c. Sub-Custodian Responsibilities. The sub-custodian will:

(1) Maintain adequate test security provisions, and provide for the storage, issuance, safeguarding and accounting of all officer programs testing materials assigned to that NRS.

(2) Conduct monthly inventory and page checks of all test booklets assigned by sub-custody. This inventory shall be documented in the Test Control Log.

(3) Be thoroughly familiar with the references for administration, handling, accountability, and safeguards of the ASTB.

040202. AVIATION SELECTION TEST BATTERY

a. Testing Overview. The U.S. Navy and Marine Corps Aviation Selection Test Battery (ASTB) consists of seven sections: the Math Skills Test (MST), Reading Comprehension Test (RCT), Mechanical Comprehension Test (MCT), Aviation and Nautical Information Test (ANIT), the Naval Aviation Trait Facet Inventory (NATFI), the Performance-Based Measures (PBM) battery, and the Biographical Inventory with Response Verification (BI-RV).

(1) Six score components are derived from weighted combinations of these sections: the Academic Qualifications Rating (AQR), Pilot Flight Aptitude Rating (PFAR), Pilot Aviation Fit (PAF), Flight Officer Flight Aptitude Rating (FOFAR), Flight Officer Aviation Fit (FOAF), and Officer Aptitude Rating (OAR).

(2) The ASTB was developed using industry standard scientific methods to predict the success of students in aviation officer training programs and is also used to predict the success of applicants for service as military officers in general. The Navy, Marine Corps, and Coast Guard use the complete test battery as a primary selection instrument for aviation programs. The OAR score, derived from the MST, RCT, and MCT only, is used to determine officer suitability for non-aviation programs.

(3) The ASTB is available online through the Automated Pilot Examination (APEX) secure Web-based testing platform. Portions of the ASTB are also available in paper-and-pencil format. These include the MST, RCT, and MCT. This means that it is possible to generate an OAR, which is based only on the MST, RCT, and MCT, without use of the APEX system or access to a computer. The ANIT, NATFI, and PBM must be taken online using the APEX platform at an authorized ASTB examination site. Administration of the PBM requires the use of an approved Hands on Throttle and Stick (HOTAS) set, which currently includes the Cougar HOTAS and Saitek HOTAS. The BI-RV may be taken on any web-enabled computer. This may, but is not required to be an APEX-equipped workstation. AQR, PFAR, and FOFAR scores will not be generated until all ASTB subtests have been completed. Examinees who complete the OAR portion of the ASTB and need a full set of ASTB scores must merge their test into a full ASTB within 90 days of the completion of the OAR portion of the test battery. A completed test merge counts as a single ASTB attempt for the purposes of lifetime administration limits.

(4) All applicants for AC GENOFF programs, including CEC, are required to complete the Officer Aptitude Rating (OAR) portion of the ASTB and obtain a minimum score of 35 in order to qualify for kit submission. (**Note:** Nuclear power officer, chaplain and JAG applicants are exempt from this requirement and are therefore not required to complete the OAR portion.)

(5) All aviation applicants (pilot (1390) and naval flight officer (1370)) are required to take the full and complete ASTB, including all sections.

b. ASTB Retest Policy

(1) For the purposes of this section, retest means to test a person for a second time with either a portion or complete ASTB examination. A lifetime limit of three ASTB administrations is mandated for the current version of the ASTB. The portions of the battery available in paper-and-pencil format are available in three forms, NMOTC 1532/2 (Form 6), NMOTC 1532/3 (Form 7), or NMOTC 1532/4 (Form 8), none of which may be taken more than once. Any retest using a paper and pencil form must be with a form the examinee has not previously taken. Improperly administering a duplicate form will count as one of the examinee's three lifetime attempts. The ASTB administered online via APEX is delivered in computer-adaptive format, presenting a different combination of items to examinees on each administration. The adaptive ASTB may be used for any number of an examinee's three permitted attempts.

(2) The first retest shall occur only after 90 full calendar days have elapsed between the date of the completion of the first full ASTB administration, and the start date of the retest. Do not retest before the 91st day.

(3) A second (and final) retest is authorized no earlier than 90 days from the completion of the first retest (testing to occur no earlier than the 91st day). A lifetime limit of three ASTB administrations is mandated, a third retest is prohibited.

Note: Previous administrations of ASTB Forms (Forms 1-5) do not count toward the lifetime three-test limit.

(4) In the case of a merged test, the next legal test date is determined by the 90 day period, counted from the date the last portion was completed.

(5) Applicants who have taken the entire test and who are being retested must take the entire test battery again even though they may be satisfied with their performance on certain sections. An applicant's official scores are derived from his or her most recent legal test, even if scores were higher on a previous attempt. Examinees may not mix-and-match scores from various attempts.

(6) In order to determine retest/form eligibility, the examiner must query the examinee's test history, either via APEX or by contacting the Navy Medicine Operational Training Center (NMOTC) (Code 341) before testing the individual. In cases where an applicant is given a non-adaptive test form he or she has already taken, or retests too early, the illegal administration will fail to generate valid scores, but will still be counted against the his or her lifetime retest opportunities.

c. ASTB Use. The Navy, Marine Corps, and Coast Guard use the ASTB as a primary selection instrument for aviation candidates and the OAR (derived from the MST, RCT, and MCT only) for selecting non-aviation officer candidates.

d. ASTB Administration. Navy Medicine Operational Training Command (NMOTC) (Code 341) generates all procedures governing the administration, handling, accountability, scoring and safeguards for the ASTB.

(1) All personnel responsible for ASTB test administration and custody shall have read and be thoroughly familiar with the references for administration, handling, accountability, and safeguards of the ASTB. These references

can be obtained from NMOTC (Code 341) at commercial 850-452-2435, DSN 459-2435, or e-mail (nmotc-astb@med.navy.mil). The references for these procedures are:

(a) Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Test Battery, APEX Platform Version 4.0 (NMOTC P-5098C Part I, 2012), and

(b) Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Test Battery, Paper Version (NMOTC P-5098C Part II, 2012).

Note: Examiners utilizing APEX should reference (a), while examiners administering paper forms should reference (b).

(2) Handling of all testing materials, completed answer sheets and APEX Login ID and passwords shall be limited to personnel designated in writing on official letterhead as either test control officers, ([Exhibit 040201](#)), officer programs test administrators, ([Exhibit 040202](#)), or personnel authorized sub-custody of ASTB material, ([Exhibit 040203](#)). Personnel authorized custody or sub-custody use of APEX by their NAVCRUITDIST commanding officer should register for an APEX account at <https://apex4.nomi.med.navy.mil/production>, then follow the listed steps to download and install the APEX platform. In most cases, computer admin privileges will be required to download and install APEX. Individuals who do not have sufficient privileges must contact their local IT departments for assistance.

e. ASTB Accountability. Those activities authorized by NMOTC to hold and administer testing materials have certain specific responsibilities. Any designated individual accepting custody of the testing materials specifically accepts the responsibility for the following:

(1) Security. Test booklets, filled in test answer sheets, and the APEX 4 testing platform are classified "FOR OFFICIAL USE ONLY". These materials shall be handled in all respects as to access, transmission, use, stowage, and control of dissemination in accordance with current security instructions.

(2) Maintenance of an adequate supply of testing materials and mailing materials.

(3) Exact conformity to the procedures outlined herein, including the above noted references.

(4) Observance of the limitations prescribed herein and the above references concerning discussion of test results with examinees.

f. Sub-Custody of ASTB

(1) Activities authorized sub-custody (i.e. NRS) of ASTB test booklets, answer sheets and or APEX accounts other than the NAVCRUITDIST Headquarters shall be designated in writing by the NAVCRUITDIST commanding officer only after the TCO has verified the adequacy of security provisions, testing facilities, and test administration personnel.

(2) Sub-custody of ASTB testing materials to non-recruiting activities, including ROTC units, is prohibited. These activities shall request ASTB testing materials through NMOTC.

g. Applicant Counseling Limitations

(1) Officer programs recruiting, processing, and testing personnel are prohibited from disclosing any information concerning the tests other than a general overview. No specific information about the test (e.g., test questions) may be given.

(2) Recruiters may advise applicants to review standard study guides for military officer candidate programs, which are available in most libraries and commercial bookstores.

h. Loss or Compromise of the ASTB

(1) Upon discovery of loss or compromise of ASTB materials or APEX Login IDs or passwords at recruiting command activities, NAVCRUITDIST personnel shall immediately contact NMOTC (Code 341), commercial (850) 452-2435, or DSN 459-2435, and NAVCRUITCOM (N311).

(2) Commanding officers shall direct an investigation of the circumstances surrounding the loss or compromise of testing material, and upon completion, provide a report to NAVCRUITCOM (N311) and (00IG) via the appropriate chain of command.

EXHIBIT 040201. TEST CONTROL OFFICER (TCO) DESIGNATION LETTER

1200
Ser ____ / ____
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: DESIGNATION AS TEST CONTROL OFFICER

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NMOTC P-5098C (2004), Examiner's Manual for The
United States Navy and Marine Corps Aviation
Selection Tests
(c) NMOTC P-5098C Part II (2004), APEX.NET Version 1.1
Examiner's Guide

1. In accordance with the provisions of references (a) through
(c), you are hereby designated as the Officer Programs Test
Control Officer for Navy Recruiting District, _____.

2. You are directed to familiarize yourself with the provisions
of the above references regarding all aspects of test
accountability, security, custody, handling, administration and
testing.

Commanding Officer

Copy to:
Service Record

EXHIBIT 040202. OFFICER PROGRAMS TEST ADMINISTRATOR DESIGNATION LETTER

1200
Ser ____ / ____
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: DESIGNATION AS OFFICER PROGRAMS TEST ADMINISTRATOR

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NMOTC P-5098C (2004), Examiner's Manual for The
United States Navy and Marine Corps Aviation
Selection Tests
(c) NMOTC P-5098C Part II (2004), APEX.NET Version 1.1
Examiner's Guide

1. In accordance with the provisions of reference (a) through (c), you are authorized to administer the Aviation Selection Test Battery (ASTB) for Navy recruiting district, _____.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing. You are responsible to the test control officer for the proper administration of the ASTB.

Commanding Officer

Copy to:
Service Record

**EXHIBIT 040203. AVIATION SELECTION TEST BATTERY MATERIAL SUB-
CUSTODY LETTER**

1200
Ser ____ / ____
Date

From: Commanding Officer, Navy Recruiting District _____
To: _____

Subj: SUB-CUSTODY OF AVIATION SELECTION TEST BATTERY MATERIAL

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) NMOTC P-5098C (2004), Examiner's Manual for The United States Navy and Marine Corps Aviation Selection Tests
(c) NMOTC P-5098C Part II (2004), APEX.NET Version 1.1 Examiner's Guide

1. In accordance with the provisions of references (a) through (c), you are authorized sub-custody of the following testing materials.

2. You are directed to familiarize yourself with the provisions of the above references regarding all aspects of test accountability, security, custody, handling, administration and testing. You are responsible to the test control officer for the proper administration and security of the test material.

Commanding Officer

(List testing materials here)

I ACKNOWLEDGE RECEIPT OF THE ABOVE LISTED MATERIALS:

Signature

Date

**SECTION 3 ACTIVE/ DIRECT COMMISSION/ STUDENT PROGRAMS
APPLICATION PREPARATION AND SUBMISSION**

040301. INTRODUCTION. This section provides specific guidance for preparing officer program applications for active duty, direct commission, and student programs.

a. For clarification and ease of understanding, for this chapter, OR refers to officer recruiter. OP refers to the NAVCRUITDIST or station processor and includes the OPL when acting as a processor and not the lead. OPL refers to the OPL acting as the processing lead. The NAVCRUITCOM processor is referred to as such.

b. Active duty accessions are also referred to as direct accessions (DA). DCOs are primarily non-prior service staff corps and unrestricted line officers affiliating in certain reserve programs. Students may be currently attending schools or have acceptance letters and be applying for student programs. All of these kits are processed similarly. Exceptions are noted below.

040302. INITIAL PROCESSING

a. During the initial interviewing process, the OR will have the lead or contact read, sign, and date the Privacy Act Statement (NAVCRUIT 5211/1) and Voter Registration Information (DD Form 2645). If initial contact is via phone, the OR will read the Privacy Act Statement to the lead or contact.

b. Once a contact pursues an opportunity in the Navy or Navy Reserve, he or she may download or receive application forms by email or fax. These forms will be completed and uploaded into CIRIMS using the proper protocol and standardized responses. Faxing of documents is highly discouraged as re-faxing deteriorates document legibility. Overnight delivery services at Navy expense are not authorized.

c. The OR interviews and blueprints the contact for program suitability and medical qualification. Keep in mind the goal is selling the Navy, not a particular program. The contact may not be selected for his or her program of choice, yet can still be an accession for another program.

d. The OR will brief all prospects interested in applying for a commission in the United States Navy as to the hardships encountered in serving in the Navy, e.g., possible family separation, etc.

e. The OR will ensure that the contact completes all applicable items and signs the Officer Candidate Commitment to Success Form (NAVCRUIT 1131/15) prior to submitting the prospect's application to NAVCRUITCOM.

f. The OR checks the applicable program authorization to verify the contact's eligibility for program(s) of choice and ensures open goal. The OR ensures open goal by consulting with his or her assigned goals, CR, R-OPS, or by referencing the National Officer Programs Officer Report available on the Navy Recruiting Command Quarterdeck under N3 department.

g. The OR prints the checklist for applicable program.

h. Determine if contact is qualified:

(1) If qualified and a goal is assigned, or the community is making selections for the next fiscal year, The OR, OP, or OPL briefs the prospect on the application process and provides him or her the application paperwork, as well as a copy of the checklist, highlighting those items he or she needs to provide or complete. The OR will ensure that the prospect is advised of the following:

(a) The contents of the applicable service agreement.

(b) The type and duration of training to be received, including physical fitness assessment (PFA) requirements at OCS and ODS.

(c) That after processing and approval, the application will be forwarded to NAVCRUITCOM for final action.

(d) That written notification to the NAVCRUITDIST is required for withdrawal of an application or declination of selection, stating the reasons for the request.

(e) That marginal applicants should be prepared for possible rejection.

(2) If the prospect is not qualified per the basic eligibility requirements (BERs) or PA, do not process. The prospect should be referred to the R-OPS, or, if application is in process, a Field Review Board for possible field rejection.

(3) Screen applicant for medical qualification, asking questions that will identify potential disqualifying conditions,

such as asthma, allergies, ADD, medication history, or past surgeries.

i. The OR or OP provides NASIS access for the prospect so he or she can complete the SF-86 at his or her convenience. Once SF-86 is completed, the OP will check for accuracy and, when required in the application process, submit with fingerprints to OPM. For details on NASIS, refer to [section 8](#) of this chapter.

j. The OP or OPL starts a file on the prospect for tracking items submitted by the applicant for application.

k. The OP or OPL works with the prospect to complete all items on the applicable checklist.

l. For medical and chaplain programs only, once the prospect begins the application process, the OP or OPL submits Scroll Prescreen 1131/67 to R-OPS, who submits to NAVCRUITCOM PM for scroll submission. All others will be submitted for scroll by the NAVCRUITCOM PM after "RECPRO Y". For details on the scroll process, refer to [article 040805](#) of this chapter.

040303. CHECKLIST ITEMS TO REQUEST EARLY

a. Recommend the OP request or complete these items (as required) early in the process due to lengthy turn-around time. Work these concurrently with the application process.

(1) All prospects must complete the Medical Prescreen DD form 2807-2 and MEPCOM form 680.

(a) If no issues are indicated on the Medical Prescreen Form, schedule a physical for the applicant at MEPS.

(b) If issues are indicated on the prescreen, send both the 2807-2 and the 680 to the MEPS and the physician will determine if he or she will need additional information and will notify the NRD, and the prospect will need to supply the requested documents. If MEPS indicates no additional information is needed, schedule the physical.

(c) If MEPS determines the prospect should not receive a physical ("floors them"), send all MEDDOCS to N3M via MEDWAIVE for a courtesy review.

(d) In a courtesy review, N3M will determine either:

1. "warranted", in which case you will schedule a physical, or

2. "not warranted", meaning they have incomplete information or applicant is likely to be NPQ'd

(e) NUPOC prospects should have physicals scheduled as soon as possible so they have N3M letter at time of interview.

(f) Refer to [article 040304](#) for more detailed information.

(2) Police Record Check, DD form 369, as required.

(3) Request prospect's prior service record (as required).

(4) Request for Conditional Release DD Form 368 (if required).

(5) Tattoo screening.

(6) Security Investigation form - page 13.

(7) For students only: Degree Completion Plan as required.

(8) For OCS and cyber warfare engineer prospects only: Administer ASTB exam. Once scored, recheck PA for eligibility.

(9) For all medical provider applicants with a full unrestricted license (as listed in [chapter 7, section 5](#), paragraph c): Credentialing package must be completed and verified prior to kit going to the Professional Review Board. For all medical provider applicants with a restricted license (training status): Credentialing package must be submitted prior to kit going to the Professional Review Board. (refer to [chapter 7, section 5](#), paragraph c).

(10) For chaplains only: Ecclesiastical Endorsement (Refer to [chapter 7, section 4](#)).

040304. MEDICAL PROCESSING

a. The following applicants require a N3M letter of physical qualification be submitted with the application; therefore, kit and medical processing can be completed concurrently.

(1) Active Duty Programs: Pilot, medical, chaplain, SEAL, SWO, EOD, NFO, IW, SWO IP, IP, SWO IW, intel and supply; as well as 1 and 2 year NCP programs.

(2) Reserve Programs (DCO): All DCO programs.

b. NUPOC and NAVET applicants must have their physicals uploaded into MEDWAIVE at the time of kit submission.

c. All other OCS and JAG applicants must have their physicals uploaded into CIRIMS within 60 days of PROREC "Y" or prior to submission to receive application goaling credit.

d. Once the physical is completed at MEPS, the MEDDOCS are forwarded to the NAVCRUITCOM medical advisor (N3M) via MEDWAIVE for physical determination. The determinations are as follows:

(1) Physically Qualified (PQ)

(2) Not Physically Qualified (NPQ). If the applicant is found NPQ, he or she should be field rejected.

(3) Temporarily Not Physically Qualified (TNPQ). For TNPQ applicants, NAVCRUITCOM (N3M) works directly with the NAVCRUITDIST processor through MEDWAIVE. The NAVCRUITDIST has 60 days to submit the requested information. After 60 days, the record will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection due to inactivity. Refer to [article 040308](#) to request reconsideration of an application de-selected due to inactivity through the receipt of an inactivity letter.

(4) Physically Qualified Waiver (PQW)

e. Once N3M makes a physical determination (PQ, NPQ, TNPQ, PQW), the OP uploads the N3M letter of physical determination into CIRIMS and will "next action" the NAVET PM.

f. Incomplete applications after PQ and "RECPRO Y"

(1) After a PQ, if an application is incomplete, the NAVCRUITDIST has 60 days in which to submit the necessary information for a complete and accurate application.

(2) Applications incomplete after 60 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection due to inactivity. Refer to [article 040308](#) to request reconsideration of an application de-selected due to inactivity through the receipt of an inactivity letter.

040305. KIT SUBMISSION

a. The OR and OP will review the kit using the appropriate officer application checklist. Prior to submitting the kit, the OR and OP (or personnel with "by direction" authority) will sign and date the appropriate checklist.

b. OP submits the Application Processing and Summary Record (NAVCRUIT 1131/238), current SF-86, and required forms per the checklist and uploads into CIRIMS. Include completed checklist.

(1) Upload in batches as grouped on checklist (for medical program applicants, include PRODOCS and N3M letter).

(2) Name the file as follows: name of section on checklist-applicant last name first initial (with NO comma!) - applicant SSN last 4 digits - date (YYYYMMDD)
Example: App-SmithJ-1234-2010JAN01

(3) "Next action" NAVCRUITDIST OPL

c. OPL validates kit for completeness and checks for any errors.

(1) If the kit is incomplete or contains errors, the OPL will "next action" the OP to correct errors and or complete kit. Once the kit is complete and error-free, the OP will "next action" the OPL for revalidation. This continues until the kit is complete and accurate.

(2) If the kit is complete and error-free, the OPL forwards it to the NAVCRUITDIST R-OPS for validation. Both the OPL and the R-OPS sign as required, the kit is scanned and uploaded into CIRIMS, then the OPL will "next action" the appropriate NAVCRUITCOM processor.

(3) The completed signed checklists will be submitted to the appropriate NAVCRUITCOM processor with the kit and a copy is maintained with the applicant's electronic or paper residual file at the NAVCRUITDIST.

(4) For medical programs applicants, applications will not be forwarded to the Professional Review Board until Centralized Credentialing and Privileging department (CCPD) review (if required) is complete.

(5) Except when required for the program or if the NAVCRUITCOM PM specifically requests it, the N3M letter will not be submitted to NAVCRUITCOM prior to an applicant's CIRIMS record indicating a "RECPRO Y".

d. Once the application is received at NAVCRUITCOM, the NAVCRUITCOM processor will:

(1) Review the application for completion and accuracy.

(2) Enter a received date in the CIRIMS record.

(3) If the application is determined incomplete, notify the NAVCRUITDIST via CIRIMS with a list of missing items and or required actions.

(4) Applications are considered as being complete and accurate when they contain all documents required by the application checklist for a specific program which enables a community to confer a recommendation of "Select" or "Non-Select" to NAVCRUITCOM. Complete and accurate applications are required to be "next actioned" to the NAVCRUITCOM processor by 2359 (local time based on district location) of the published application due date to be accepted and processed for board. Complete and accurate applications submitted by a NAVCRUITDIST after 2359(L) of the published kit due date will be passed to the applicable program manager who will PRO-X the application and return the application to the NAVCRUITDIST. Applications on hand at NAVCRUITCOM deemed as being incomplete as of 2359(L) of the published application due date will also be PRO-X by the applicable program manager and returned to the NAVCRUITDIST.

e. If CIRIMS is not updated within 48 hours after an application has been forwarded to NAVCRUITCOM, the NAVCRUITDIST should call the NAVCRUITCOM processor for verification of receipt.

f. Fails to meet BERs. When applications are determined not to meet BERs, the NAVCRUITCOM processor will return the electronic record to the recruiter.

g. Once a complete and accurate kit is received by the NAVCRUITCOM processor, it will be sent via "next action" to the appropriate NAVCRUITCOM program manager. A complete kit contains all documents required by the application checklist for a specific program which enables a community to confer a recommendation of "select" or "non-select" to NAVCRUITCOM.

h. Once the complete kit has reached the appropriate program manager, the selection process is initiated. Refer to [article 040307](#).

040306. SELECTION CRITERIA

a. In determining which applicants are to be selected, due consideration will be given to the overall qualifications of the individual, with the objective of selection of candidates who best exemplify the standards of moral, mental and physical fitness required of a Navy officer. The following information at a minimum will be considered in the selection of applicants, particularly for officer candidate programs leading to active duty.

(1) Collegiate Record. College scholastic record based on the quality of the educational institution attended, the academic curriculum completed, grade point average (GPA) and class standing attained. For minimum GPA requirements, refer to the applicable program authorization and current COMNAVCRUITCOM notices and or instructions.

(2) Test Scores. Written qualification test score(s) including but not limited to OAR and ASTB (when required). For minimum test score requirements, refer to the applicable program authorization and current COMNAVCRUITCOM notices and or instructions.

(3) Work Experience. Previous work experience as determined by employment history and employer references which must be validated with prior service information and or curriculum vitae (CV).

(4) Extracurricular Activities. Positions of leadership and responsibility that may have been held in academic, athletic or civic organizations.

(5) Letters of Recommendation. Personal and employer input on past performance, moral character, special qualifications and experiences.

(6) Qualities of Citizenship. Honor and trust as determined through investigative summaries and by the specific program requirements.

(7) Prior Service. Previous military records and or records of a previously attended military service academy or officer training program in accordance with applicable checklists and program authorizations. Thorough attention will be paid to the reasons surrounding disenrollment on the part of any applicant who was previously enrolled in any program leading to commissioning as an officer in the U.S. Armed Forces, considering especially the recommendations of former COs,

academy officials, etc., regarding the applicant's potential as an officer candidate or Navy officer.

(8) Recruiting Personnel Recommendations. The APSR and recommendations of the field recruiting activity staff (CO, XO, R-OPS, OR and or OP or OPL) or chain of command (if applicant is military) are required.

(9) Physical Qualifications. The applicant's physical qualifications will be a determining factor in the final selection status of an applicant, but will not normally be a determining factor in the recommendations of the Pro-Board. If a waiver of physical standards is required for commissioning, it will be granted by N3M based on the needs of the naval service in the particular category for which application is being made.

040307. SELECTION PROCEDURES

a. Initial Screen. A review of the kit will be conducted to determine if the applicant is qualified per the following:

(1) The program manager for the program under which the application has been made, will conduct a careful study of the entire application and or the military record of the individual concerned and make a determination as to whether the applicant is qualified for the program to which they are applying.

(2) If the applicant meets BERs, program authorization requirements, and any other criteria that may have been directed by the professional recommendation board (Pro-Board), the application will be sent to the applicable Pro-Board.

(3) If the program manager determines the applicant does not meet BERs, the application will be sent to the appropriate NAVCRUITCOM director for confirmation and final non-selection. Ideally, applicants who do not meet BERs or program authorization requirements should not reach NAVCRUITCOM; they should be field rejected or referred to the appropriate NRD R-OPS.

b. Pro-Board. All applications passing initial screening will be reviewed by a Pro-Board conducted either by the applicable officer community manager or NAVCRUITCOM.

(1) Pro-Boards conducted by NAVCRUITCOM will consist of at least three NAVCRUITCOM staff members, one of which must be an O6, and one of which will normally be serving as the director or PM for the program under which the application has been made.

(2) Pro-Boards conducted by the officer community managers and senior professionals in the specialty applied for will be conducted per their own guidelines.

(3) Questionable cases will be referred to the appropriate NAVCRUITCOM director for resolution and, as necessary, may forward to NAVCRUITCOM N31 for final decision.

(4) The Pro-Board will consider the application based on the factors discussed in the selection criteria above and will make a professional yes or no recommendation. Receipt of a professional recommendation does not guarantee final selection. Information included in medical documents or JPAS could reveal that the applicant is not qualified for enlistment or commissioning.

c. Once a professional recommendation is received, the NAVCRUITCOM program manager will enter a "RECPRO Y or N" into the applicant's CIRIMS record.

d. Upon "RECPRO Y" for AC and RC programs that did not already have a N3M PQ and JPAS previously submitted, the NAVCRUITDIST (NAVCRUITCOM for fleet applicants) will:

(1) Initiate JPAS (if not already initiated), and obtain JPAS with one of the following favorable dispositions: scheduled, initiated, opened, closed or adjudicated.

(2) Complete physical and submit to N3M via MEDWAIVE.

e. Upon receipt of N3M "PQ" letter and favorable JPAS letter, these documents will be uploaded to NAVCRUITCOM within 30 days.

f. Upon "RECPRO N", the application will be sent to the appropriate NAVCRUITCOM director for final determination. If applicants are requesting consideration for more than one officer designator, the application will not be sent for final determination until Pro-Board results have been made for all requested designators.

g. Final Selection/Non-Selection. Receipt of a professional recommendation does not guarantee final selection. Goals may not be available or information included in the application could reveal characteristics about an applicant that are inconsistent with final selection. These include applicants who are:

- (1) Not physically qualified (NPQ) for commissioning.
- (2) Not best qualified (NBQ) for commissioning.
- (3) In receipt of final adjudication of security clearance stating the member is ineligible for a clearance.
- (4) Not eligible for age waiver.
- (5) Qualified but no quota (QNQ) available for commissioning.

h. Once applicant is professionally recommended:

- (1) The NAVCRUITDIST has 60 days to submit all required information to complete the kit.
- (2) Kits incomplete after 60 days will be forwarded to the appropriate NAVCRUITCOM division officer recommending non-selection due to inactivity. Refer to [article 040308](#) to request reconsideration of an application de-selected due to inactivity through the receipt of an inactivity letter.

i. Final Select/Select Letter: Once an applicant has been professionally recommended and FINDOCS have been received and verified, the appropriate director or deputy director will sign the Final Select Letter (FINSEL). FINDOCS to be verified include:

- (1) N3M has been verified for the appropriate designator (URL, RL, or Staff).
- (2) Favorable security clearance status verified via JPAS (e.g. scheduled, initiated, open, closed, or adjudicated).
 - (a) Intelligence Officer (18300) selects require a favorable TS/SCI pre-screen from a regional Special Security Officer (SSO).
 - (b) Information Warfare (18100)/SWO Information Warfare (11605)/Cyber Warfare Engineer (18400) require a favorable TS/SCI pre-screen from Fleet Cyber Command Security Office.

- (3) Scroll has been received or sent for approval.
- (4) Final official transcripts that confer degree shall be verified (minimum accredited Bachelor of Arts or Bachelor of Science).

j. COMDOCS/Enlistment Docs: Once an applicant is selected and the kit is complete at NAVCRUITCOM, ([chapter 4, section 10](#) refers), the following actions are required for each program:

(1) HSCP and BDCP:

(a) Select letters signed by the appropriate director.

(b) NAVCRUITDIST notified of selection and enlists selectees.

(c) NAVCRUITDIST sends enlistment documents and service agreement to NAVCRUITCOM director via CIRIMS, who will forward (if no errors) to collegiate management.

(d) Distribute documents as required.

Refer to [chapter 8](#) for collegiate management once enlisted.

(2) OCS:

(a) The director of OCS signs select letter.

(b) NAVCRUITCOM processor receives the signed select letter via CIRIMS, notifies the NAVCRUITDIST of selection.

(c) NAVCRUITDIST completes enlistment documents and service agreement.

(d) Copy of the agreement is uploaded into CIRIMS and a "next action" is forwarded to NAVCRUITCOM.

(e) Distribute documents as required.

(f) NAVCRUITCOM attains enlistee. Once the member has reported to OCS, the member's kit is archived into CIRIMS.

(3) ODS/HPSP:

(a) The appropriate director signs select letter.

(b) The NAVCRUITCOM processor receives the signed select letter via CIRIMS. Notifies the NAVCRUITDIST of selection and requests COMDOCS from PERS-8.

(c) NAVCRUITDIST receives COMDOCS; commissions selectee per COMDOCS and MILPERSMAN article 1100-030.

(d) Copy of the oath is uploaded into CIRIMS and a "next action" is forwarded to the NAVCRUITCOM.

(e) Distribute documents as required.

1. ODS: NAVCRUITCOM attains the officer. Once the officer reports to ODS, the member's kit is archived into CIRIMS.

2. HPSP: Once COMDOCs are approved, the member's kit is archived into CIRIMS and is under the management of NAVMED MPT&E.

(4) DCO:

(a) The appropriate director signs the select letter.

(b) The NAVCRUITCOM processor receives the signed select letter via CIRIMS, notifies the NAVCRUITDIST of selection, and requests COMDOCs from PERS-8.

(c) NAVCRUITDIST receives COMDOCs; commissions selectee per COMDOCs and MILPERSMAN article 1100-030. Copy of the oath, program service agreement, is uploaded into CIRIMS and a "next action" is forwarded to the appropriate director.

(d) NAVCRUITCOM processors review the signed oath and program service agreement for accuracy and forward the signed oath, program service agreement, Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1), and prior service documentation (if applicable) via encrypted e-mail to the appropriate clerk at PERS-911C.

(e) PERS-911C gains the member in IMAPMIS, prints and signs the Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1).

(f) PERS-911C scans and e-mails the approved Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1) and e-mails to the NAVCRUITCOM processor.

(g) NAVCRUITCOM processor completes the FINACT "T" in CIRIMS and informs the NAVCRUITDIST of the attainment.

(h) NAVCRUITDIST has two working days from the receipt of the approved Ready Reserve Transfer Request Service Agreement (RRA) (NAVPERS 1200/1) to deliver the RRA, NRC Select

letter, and N3M PQ or PQW letter to the new officer's NOSC. Documents must be delivered via email.

(i) NAVCRUITDIST shall contact the Personnel department at the NOSC to which the member is assigned to confirm the drill schedule, enroll the member in orientation, and ensure the member is assigned a sponsor. Additionally, the NAVCRUITDIST shall ensure that the new DCO has supporting documentation with them on their first drill weekend in order to complete necessary orientation forms including (but not limited to): NAVPERS 1070/602 (Record of Emergency Data), SF 1199A (Direct Deposit Sign Up Form), SGLV 8286 (Service Member's Group Life Insurance Election and Certificate) and SGLI 8286A (Spouse Coverage Election and Certificate).

(j) NAVCRUITDIST shall give the new DCO a copy of all medical documents used in their affiliation to include DD2807-2 and DD2808, and the NAVRES Incentive Agreement (if applicable) for subsequent delivery to the NOSC Medical Department on their first drill weekend.

040308. RECONSIDERATION REQUESTS. Any officer program applicant who has been non-selected, whether due to not being professionally recommended (RECPRO N) or having been issued an inactivity letter by the program manager after having been professionally recommended (RECPRO Y), may request reconsideration of their application through the following procedures.

a. Applicants that were issued inactivity letters by the program manager shall only be required to submit a new APSR which addresses the reason(s) for the previous delay in processing within the updated motivational statement. No other new information in the APSR is required for reconsiderations that result from inactivity letters.

b. For all reconsideration requests resulting from a non-professional recommendation by the same board or community (RECPRO N), the following information must be included:

(1) A new Application Processing and Summary Record (APSR) (NAVCRUIT 1131/238), with the "Reconsideration" block marked appropriately along with a current SF86.

(2) An updated applicant's motivational statement within this new APSR, in which the applicant specifically requests reconsideration and states the new items in their application that make them more competitive for professional recommendation.

(3) New or updated information that makes the applicant more competitive for professional recommendation including, but not limited to additional education, professional certifications, new employment or additional scope of responsibility. If only submitting new letters of recommendation, then the application will be considered for submission at the discretion of the division director.

(4) The officer processor will clearly list the new items added to the application that makes the applicant more competitive for professional recommendation in the NRD's remarks section of the APSR.

(5) The OPL or OP will upload the reconsideration documents and label them as "Reconsideration" in CIRIMS and "next action" the NRC processor. The NRC processor will update the CIRIMS record.

c. Applications will not be reconsidered for the same program unless new information is submitted that indicates the applicant is better qualified than when previously not professionally recommended or unless changes occur within the requested program's status (e.g., requested program was previously closed and re-opens).

Note: If an applicant is applying to a PRO-BOARD in a particular community for the first time, it is not a reconsideration request and that request does not need to satisfy the reconsideration policy requirements. It is only a reconsideration request if an applicant is re-applying to a community that previously did not professionally recommend them or if they were issued an inactivity letter by the division director.

Note: Original employment references and letters from previous employers need not be replaced. Only references from any new employers are required.

040309. FINANCIAL INCENTIVE PROGRAMS

a. Requests for information regarding financial incentives for Reserve officer programs will be addressed by COMNAVRESFORCOM (N112).

b. Processing. Upon final selection, if an applicant is eligible and requests a financial incentive, the OP or OR will submit the applicant's NAVCRUIT Form 1131/43 (Affiliation Processing and Summary Record) to COMNAVRESFORCOM (N112) and

obtain a quota number and NAVRES Incentive Agreement (Affiliation or Accession Bonus for Commissioned Officers in Designated Critical Skills Written Agreement) for the Navy Reserve for eligible designators and sub-specialties. COMNAVRESFORCOM (N112) will complete the NAVRES Incentive Agreement and a copy will be forwarded to the NAVCRUITDIST. The applicant must sign the agreement and the NAVCRUITDIST will submit it with the gain package to the NOSC and upload it into CIRIMS. RESPERMAN 1100-010 states that the NOSC Incentive Program Coordinator shall forward all bonus applications to COMNAVRESFORCOM (N11) within five working days of the member's first drill weekend electronically to cnrfc_officerbonus_shop@navy.mil for all officer SELRES accessions.

c. If an applicant declines a financial incentive program, a Declination Statement of Financial Incentives must be submitted on a NAVPERS 1070/613. The completed NAVPERS 1070/613 must be uploaded into CIRIMS.

040310. NUCLEAR, CHAPLAIN, AND CWE INTERVIEWS

a. Nuclear and Chaplain Interview Procedures. An additional application phase is required for nuclear and chaplain programs. Once both the application and N3M letter are received and evaluated at NAVCRUITCOM, all nuclear and active duty chaplain applicants are required to attend an interview in Washington, D.C., with representatives of their respective community. Upon successful completion of the interview, a final selection decision will be rendered. Applicants who do not successfully complete the interview will be non-selected and they will either be considered for other programs or processing will be terminated. Travel arrangements will be made by the NAVCRUITDIST while lodging and meal accommodations will be made by NAVCRUITREG. The applicant receives applicant travel orders, but does not receive per diem.

b. Cyber Warfare Engineer (CWE) Interview Procedure. An additional application phase is required for the cyber warfare engineer applicants if professionally recommended by the community. The applicant shall complete an initial telephone interview with a cyber warfare community POC. If selected for further processing, the applicant shall be scheduled for an in-person interview. Once identified for an in-person interview, the U.S. Fleet Cyber Command POC will contact the applicant to provide travel guidance. If the candidate is unable to travel for the in-person interview, a virtual interview (e.g. telephone, VTC, etc.) shall be arranged.

(1) If the applicant does not have a government travel card, the applicant will be required to pay for lodging and per diem in advance. Upon completion of the travel, the applicant will submit a travel voucher through the NRD with U.S. Fleet Cyber Command's LOA for reimbursement. NRDs are instructed to contact the U.S. Fleet Cyber Command POC for further guidance.

(2) Active duty members or applicants who have access to the Defense Travel System (DTS) will need to coordinate travel between the U.S. Fleet Cyber Command POC and their command's travel coordinator.

040311. NAVAL SPECIAL WARFARE (SEAL) OFFICER SCREENING PROCESS

a. Once ordered to the Professional Screening Board (ORDPRO) by NRC, Naval special warfare (SEAL) officer applicants will be screened by Naval Special Warfare Command (NSWC) prior to an applicant being offered an in-person interview. NSWC will select the requisite number of applicants to be interviewed in order to fill the identified number of In-Year Accession Plan slots (e.g. interview 40 applicants for 20 slots).

b. Three interview periods will be conducted each summer, to coincide with midshipmen summer cruises. Each applicant receiving an invitation to interview will receive funded travel to and from a pre-determined interview location (usually Little Creek, VA, or Coronado, CA).

c. Once all interviews are complete, NSWC will hold a final selection board each September, for the following fiscal year. Names of selectees will then be released to the field and final selection letters will be issued.

040312. OBTAINING RESERVE BILLETS.

a. For NAVET applicants, TAs will work with the applicant to select a vacant billet from JOAPPLY at <https://navyreserve.navy.mil>. Once a vacant billet has been identified, the TA will send a billet suppression e-mail to CNRFC N122. Exceptions are pilots (1315) desiring flying status in squadrons. These (1315) officers obtain billet information from the squadron commanding officers. Each air wing holds its own selection board.

b. For DCO Information Dominance Corps (1805, 1815, 1825, 1835) unit assignment, ORs will contact their local IDC OIC or AOIC.

c. Medical billet requests will be sent to the appropriate BUMED RAO or manpower officer.

d. CEC (5105), EDO (1465), and HR (1205) DCO assignments are currently made by the community manager after pro board selection.

e. Contact the COMNAVRESFORCOM Reserve chaplain program manager for chaplain (4105) applicants.

f. If no vacant billet is available or if there is a delay of longer than two weeks in obtaining billeting, then the officer will be assigned to the NOSC Operational Support Unit (OSU) (for GENOFF) or the Operational Health Support Unit (OHSU) (for health care professionals) in Assignment Processing (IAP) status.

**SECTION 4 NAVY AND OTHER SERVICE VETERAN APPLICATION PREPARATION
AND SUBMISSION**

040401. INTRODUCTION. This section provides specific guidance for preparing officer program applications for Navy veterans (NAVETs) and other service veterans (OSVETs). NAVETs are officers who have been released from active naval service and are being affiliated into the reserves. NAVETs and OSVETs will be processed by NRC NAVET transition assistants (TAs). Officer recruiters shall refer any interested NAVET or OSVET to the NRC NAVET transition assistant team.

040402. OTHER SERVICE VETERANS AND INTER-SERVICE TRANSFERS

a. Other service veterans (OSVETs) who have been discharged and have no remaining military service obligation (MSO) as evidenced by their DD-214 are processed by NAVCRUITCOM as any other civilian, with the exception of obtaining prior military records per checklist and PA.

b. OSVETs who are under MSO and maintain a commission are processed by Pers-9 as a reserve inter-service transfer (IST).

c. Prior to working with any applicant who wants to request an inter-service transfer, a NRC NAVET transition assistant (TA) shall upload an Inter-Service Transfer Pre-Screen application into CIRIMS for submission to BUPERS-318. TAs shall submit the applicable documentation in accordance with the Inter-Service Transfer Pre-Screen checklist for initial approval from BUPERS-318 prior to submitting a complete inter-service transfer application.

d. Inter-service transfers are processed by PERS-9, not by NAVCRUITCOM. IST kits will be submitted through CIRIMS to the NAVET PM who will forward to PERS-9 for review and approval. This will prevent a potential loss of PII when submitting kits via fax or e-mail. Complete instructions can be found at <http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/officers/pages/ist.aspx>

040403. NAVET INITIAL PROCESSING

a. Before processing a NAVET for affiliation, it is necessary for the NRC NAVET transition assistant (TA) to verify with Navy Personnel Command (PERS-911C) that the prospect meets all eligibility requirements. Verification must be entered in CIRIMS record. Refer to [article 040406](#).

b. When appropriate, NRC NAVET transition assistants (TAs) will inform active duty personnel prior to their separation from active duty to maintain a complete copy of their service, medical and dental records and review their DD Form 214 worksheet prior to separation. TAs will also refer any officer currently transitioning from active duty to the Career Transition Office (CTO) for SELRES affiliation.

c. During the initial interviewing process, the NRC NAVET transition assistant (TA) will have the applicant read, sign, and date the Privacy Act Statement (NAVCRUIT 5211/1) and Voter Registration Information (DD Form 2645). If initial contact is via phone, the TA will read the Privacy Act Statement to the prospect.

d. Once a prospect pursues an opportunity in the Navy Reserve, it is acceptable for a prospect to download or receive the application forms by email or fax. These forms will be completed and uploaded into CIRIMS using the proper protocol and standardized responses. Faxing of documents is highly discouraged as re-faxing deteriorates document legibility.

e. The NRC NAVET transition assistant (TA) must determine if the NAVET has received a reserve commission (often administered prior to release from active duty). If not, the TA will submit name and SSN to the NAVET PM for scroll submission as the applicant will not be awarded a reserve commission until the name is approved through scroll process.

040404. FINANCIAL INCENTIVES

a. Requests for information regarding financial incentives for reserve officer programs will be addressed by COMNAVRESFORCOM (N112).

b. Processing. Prior to final selection, if an applicant is eligible and requests a financial incentive via a NAVCRUIT Form 1131/43 (Affiliation Processing and Summary Record), the NAVET program manager will request applicant affiliation approval from NAVPERSCOM (Pers-911C). If approved, the NAVET PM will obtain a quota number and NAVRES Incentive Agreement (Affiliation or Accession Bonus for Commissioned Officers in Designated Critical Skills Written Agreement) for the Navy Reserve from COMNAVRESFORCOM (N112) for eligible designators and sub-specialties. COMNAVRESFORCOM (N112) will complete the NAVRES Incentive Agreement and a copy will be forwarded to the NAVET PM. The applicant must sign the agreement and the NRC NAVET transition assistant (TA) will submit it with the gain package to the NOSC, and upload into CIRIMS. RESPERMAN 1100-010

states that the NOSC incentive program coordinator shall forward all bonus applications to COMNAVRESFORCOM (N11) within five working days of the member's first drill weekend electronically to cnrhc_officerbonus_shop@navy.mil for all officer SELRES accessions.

c. If an applicant declines a financial incentive program, he or she must sign a Statement of Declination of Financial Incentives (NAVPERS 1070/613) and the OP will upload a copy into CIRIMS.

040405. NAVET MEDICAL PROCESSING

a. Medical processing should be completed concurrently with kit processing. MEDDOCS should be loaded into MEDWAIV either prior to or concurrently when the completed kit is loaded into CIRIMS. Refer to [chapter 2, section 8](#) for physical requirements, as well as the current applicable checklist and program authorization.

b. MEDDOCS are forwarded to the NAVCRUITCOM medical advisor (N3M) via MEDWAIVE for physical determination. The determinations are as follows:

(1) Physically qualified (PQ)

(2) Not physically qualified (NPQ)

(3) Temporarily not physically qualified (TNPQ). For TNPQ applicants, the OR or OP will be notified via MEDWAIVE of any documentation requested by NAVCRUITCOM (N3M).

(4) Physically qualified waiver (PQW)

c. Once N3M makes a physical determination (PQ, NPQ, TNPQ, or PQW), the OP uploads the physical determination into CIRIMS and will forward a "next action" to the NAVET program manager.

040406. NAVET KIT SUBMISSION

a. Complete the affiliation application paperwork in accordance with the current Reserve Officer Affiliation Checklist. Medical processing should be completed concurrently via MEDWAIVE.

b. Kit Processing. NRC NAVET transition assistant (TA) creates kit in CIRIMS and submits required information for eligibility verification by PERS-911C via "next action" to the NAVET program manager. When kit is received by the NAVET program manager, he or she will "next action" PERS-911C for

verification. Once PERS-911C completes verification and is noted in CIRIMS, PERS-911C will "work request" the NRC NAVET transition assistant (TA), via the NAVET PM, to upload the required forms for processing by completing the "work request". Submits Affiliation Processing and Summary Record (NAVCRUIT 1131/43) and required forms per current checklist. Clinical applicants will fill out the required credentialing paperwork for submission to CCPD via CIRIMS.

c. The TA will assist the applicant in searching for a billet via JO APPLY. Medical billet requests will be sent to the appropriate BUMED RAO or manpower officer. Once a vacant billet has been identified, the OR will send a billet suppression e-mail to CNRFC N122. If no vacant billet is available or if there is a delay of longer than three working days in obtaining billeting, then the officer will be assigned to the NOSC Operational Support Unit (OSU) (for GENOFF) or the Operational Health Support Unit (OHSU) (for Health Care Professionals) in Assignment Processing (IAP) status.

d. Once the billet has been suppressed by CNRFC N122, the applicant signs a Ready Reserve Agreement (RRA) and the NRC NAVET transition assistant (TA) uploads the RRA into CIRIMS. NRC NAVET transition assistant (TA) uploads completed kit to CIRIMS and forwards "work request complete" to the appropriate NAVET program manager.

e. When the application is received by the NAVET program manager, he or she will review the application for completion and accuracy, enter a received date in the applicant's CIRIMS record, and submit the kit to PERS-911C via CIRIMS for approval.

f. PERS-911 will approve or disapprove and update in CIRIMS. PERS-911 will scan and upload the Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1) that PERS-911C has signed into CIRIMS and send the kit back to the NAVET program manager in CIRIMS.

g. The NAVET program manager will request for a NAVET approval letter from the Reserve accessions director. Once signed, forward a "next action" to the NRC NAVET transition assistant (TA).

h. The NRC NAVET transition assistant (TA) e-mails all documents (in the order listed on the checklist) to the gaining NAVOPSPTCEN Manpower Department (including any financial incentive written agreements and the approved Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1) and e-mails the applicant a copy of their affiliation paperwork.

040407. NAVET VOLUNTARY TRAINING UNIT (VTU) PROCESSING

a. Officers in the Active Status Pool (ASP) may be considered for assignment to a VTU if qualified. Officers must meet medical affiliation standards set forth in [chapter 2](#) of this manual. Officers will be screened for eligibility and approved by Navy Personnel Command (Pers-911) in accordance with RESPERMAN 1300-010. NRC NAVET transition assistants (TAs) must process officer VTU affiliation requests in accordance with articles [040403](#), [040405](#), and [040406](#). VTU affiliations will not result in any attainment credit. Officers will be assigned to the VTU in "In Assignment Processing (IAP)" status.

SECTION 5 NAVET APPOINTMENTS AND REAPPOINTMENTS

040501. INTRODUCTION. This section provides specific guidance for NAVET appointments and reappointments.

040502. AUTHORIZATION. MILPERSMAN 1131-040, Appointment of Officers in the Navy Reserve, outlines policy for regular Navy officers separating from active duty, and former regular Navy or Navy Reserve officers considered qualified by Navy Personnel Command (NAVPERSCOM).

040503. ACTIVE COMPONENT NAVY OFFICERS BEING PROCESSED FOR HONORABLE SEPARATION - CAREER TRANSITION OFFICER

a. Active component Navy officers who request separation from the Navy and who have satisfied their military service obligation (MSO) may request appointment in the Navy Reserve before separation through the Career Transition Office (CTO). Regular Navy officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment in the Navy Reserve. However, it is imperative that all officers desiring a reserve appointment execute a Reserve Oath of Office and return it to PERS-911.

b. Favorable action on resignation requests from officers who have not satisfied their MSO will normally be contingent upon their acceptance of a Reserve appointment, if tendered.

c. Separation orders will specify whether the member has or has not been approved for a reserve appointment, and whether separation is contingent upon acceptance of a reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM (PERS-802) and is to be executed no earlier than the day after separation and within six months of release.

e. The reserve appointment will be in the same grade, with the same date of rank, and normally in the same general category of designator, as that held in the active component Navy.

f. Point of contact is NAVPERSCOM (PERS-9) via their transition assistant (TA).

040504. OTHER SERVICE VETERAN APPOINTMENTS. Former qualified aviators from other services, who have finished their MSO and no longer hold a commission, may apply for direct commission as a 13X5 if they have been selected by a Navy Pilot Selection Board for affiliation with a reserve force squadron (RESFORON) or

squadron augment unit (SAU). Applicants should submit an OSVET package with their pilot selection board acceptance memo to NAVCRUITCOM.

040505. FORMER OFFICER REQUESTING RE-APPOINTMENT - NAVY VETERAN

a. Former active and reserve component Navy officers who were honorably discharged, who wish to be affiliated with the SELRES through the NAVET process must request a reserve re-appointment from NAVPERSCOM (Pers-911C) via CIRIMS. The reserve appointment will normally be in the same grade and designator as previously held.

b. The following former active and reserve component Navy officers or designators may request a reserve re-appointment regardless of the length of separation or failure to maintain a SELRES status:

- (1) GENOFF (Refer to note 1)
- (2) Civil Engineer Corps (CEC/510X)
- (3) Supply Corps (310X)
- (4) JAG Corps (250X)

Note 1: SWO/111X, SUB/112X, SEAL/113X, EOD/114X, PILOT/131X, NFO/132X, HR/120X, EDO/144X, AEDO/151X, AMDO/152X, SSO/166X, PAO/165X, IW/181X, IP/182X, INTEL/183X, OCEANO/180X.

c. Former active and reserve Medical Service (MC/210X, DC/220X, MSC/230X, NC/290X) and Chaplain Corps (410X) officers who have been discharged less than three (3) years and wish to be affiliated with the SELRES through the NAVET process must request a reserve re-appointment from NAVPERSCOM (Pers-911C). If discharged for more than three (3) years, these former officers must affiliate through the direct commission officer (DCO) process.

d. The reserve appointment will normally be in the same grade and designator previously held. NAVPERSCOM (PERS-911) will adjust the member's pay entry base date. If the period of separation is in excess of six months, PERS-911 will adjust the member's date of rank.

e. The member will request a reserve appointment in writing to NAVPERSCOM (PERS-911) via CIRIMS by a Navy Reserve officer recruiter. All re-appointment requests from former Navy

officers separated more than 3 years must contain the same enclosures as those within 3 years and will be endorsed by the recruiter and must include:

(1) Name, Social Security number, designator at time of separation, address, and phone number;

(2) A statement of the reason for not requesting, receiving, or retaining a reserve commission at the time of separation;

(3) Declaration of intent to affiliate with the selected reserves upon re-appointment;

(4) A copy of the member's DD Form 214, Certificate of Release or Discharge from Active Duty;

(5) A copy of the member's separation orders (if separated from active duty;

(6) A copy of an updated SF-86 Electronic Personnel Security Questionnaire (EPSQ) for National Security Positions if period of separation is more than one year;

(7) A copy of DD Form 2807-1 (Report of Medical History) completed within last 90 days, and DD Form 2808 (Report of Medical Examination) completed within the previous 2 years. DD Form 2807-01 and DD Form 2808 may be accessed at <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>;

(8) A current dated and signed resume; and

(9) Last two fitness reports.

SECTION 6 JAG CORPS OFFICER PROCESSING

040601. INTRODUCTION. This section discusses the Judge Advocate General (JAG) Corps (JAGC) application process for both the student program and direct accessions. For the JAGC, applicants apply directly to the JAGC for initial screening, and then once selected, processing is completed with an officer recruiter. Recruiters should prospect for JAG applicants to ensure the JAGC has enough qualified applicants to reach goal.

040602. JAG APPLICANT PROCESS (STUDENT PROGRAMS AND DIRECT ACCESSIONS)

a. Law students/licensed attorneys learn of the Navy JAGC by various means, including:

- (1) Internet/JAG website (www.jag.navy.mil),
- (2) On-campus visits to law schools,
- (3) Job fairs/career fairs,
- (4) Law school career services office,
- (5) Other JAG Corps or Navy officers, and
- (6) Recruiter prospecting.

b. Applicants may receive application materials from their Career Services Office, from PERS 4416E, or directly from the website at www.jag.navy.mil/Careers, under the "APPLY" tab. All required forms for the professional selection board are downloadable and can be filled out on-line.

c. Applicants download the required forms, collect all supporting documents, and are personally responsible for providing a complete application to PERS 4416E by the published deadline. Applicants are also personally responsible for scheduling their own professional community interview. Approved/certified interviewers are posted on the JAG Corps Career website under the Apply tab. Documents required of applicant before application is seen by JAG Corps professional selection board are:

- (1) JAG Corps preliminary application form
- (2) Copies of all undergraduate and law school transcripts

(3) LSAT score

(4) Résumé/Curriculum Vitae (CV)

(5) Recent photograph (5x7 or 8x10, business attire)

(6) Professional community interview

(7) Three letters of recommendation

(8) JAG workforce applicants must provide proof of good standing in their current BAR and their license.

d. Once the JAG Corps accessions selection board is held and professional selections are made, NAVCRUITCOM is provided a list of professional selects and non-selects and the JAG PM submits the "select" names to scroll.

e. PERS 4416E notifies all applicants of their professional "select" or "non-select status".

f. Professionally recommended applicants are directed to the responsible NAVCRUITDIST officer programs recruiter for further processing.

g. Recruiters then process complete application materials per the current checklist, knowing that the applicant has already been professionally recommended for selection.

h. Professionally recommended applicants complete the final application and selection process, including necessary medical screening and security background checks. Once the applicant's name is confirmed on the scroll by the Office of the Secretary of Defense, and all other documents are in order, a final selection letter is sent to applicant and commissioning documents are requested.

i. Commissioning documents are sent to the processing NAVCRUITDIST and a commissioning ceremony is scheduled. The new accession signs a 4-year service agreement and takes the oath of office. Students are commissioned as ensigns in the IRR, and direct accessions are commissioned as LTJGs in the active component.

**SECTION 7 RECALL TO ACTIVE DUTY APPLICATION PREPARATION AND
SUBMISSION**

040701. INTRODUCTION. This section provides information on recalls to active duty applications.

040702. AUTHORIZATION

a. The following references pertain to recall to active duty.

(1) Title 5 U.S.C. 301

(2) Title 10 U.S.C. 543 and 549

(3) SECNAVINST 1427.2, Rank, Seniority and Placement of Officers on the Active-Duty Lists of the Navy and the Marine Corps

(4) SECNAVINST 1420.1

(5) BUPERSINST 1540.41

(6) DoD Directive 1304.19

(7) MILPERSMAN article 1320-150, Voluntary Recall or Call to Extended Active Duty for Reserve Officers

(8) MILPERSMAN article 1132-010, Navy Reserve three-Year Recall program

040703. RECALL PROCESSING PROCEDURES. Personnel who previously held commissions in the U.S. Navy or U.S. Navy Reserve and are requesting recall to active duty may only be processed through NAVCRUITCOM if they are applying to medical or chaplain programs. All other personnel must submit their request through the BUPERS recall branch (PERS-31) per MILPERSMAN article 1320-150.

040704. RECALL TO ACTIVE DUTY (MEDICAL AND CHAPLAIN)

a. Refer to the most recent Reserve Officer Affiliation Checklist.

(1) Eligible: Drilling reserve or S1 status

(a) OR checks goaling letter or contacts appropriate medical PM to determine need for specific designator, SSP, AQD

1. Ensures that the block requesting "Minimum time frame for recall" on the NAVPERS 1331/5, Application to Recall for Extended Active Duty, states "indefinite".

2. The OP uploads the completed NAVPERS 1331/5 and other required forms (per appropriate checklist) into CIRIMS and forwards a "next action" to the NAVCRUITDIST OPL.

3. Completes per kit processing instructions as set forth in [article 040305](#).

(b) Concurrently, MEDDOCS will be submitted to N3M via MEDWAIVE.

(c) Once the kit is complete and error-free, the NAVCRUITDIST OPL and R-OPS must sign the required forms and forward a "next action" to the NAVCRUITCOM processor.

(d) Upon verification of a complete and accurate kit, NAVCRUITCOM will forward a "next action" to the appropriate medical or chaplain PM for review and forward to the Pro Board (chaplains go to board via PERS).

(e) The Pro Board reviews and recommends "Pro Yes" or "Pro No".

(f) When the medical determination is back from N3M, it is uploaded into CIRIMS by the OPL or OP.

(g) When the Pro determination is completed and the applicant is determined PQ, the complete kit is sent to PERS-911 (Recall Shop).

(h) Final determination for approval or disapproval is made by PERS-911, who sends a letter of selection or non-selection to the applicant. PERS-911 will submit for scrolling as needed.

(2) Not eligible: S2 status

040705. PHYSICAL STANDARDS. Each applicant selected for recall to extended active duty must meet physical standards appropriate to their grade as established by Chief, Bureau of Medicine and Surgery at the time ordered to active duty.

040706. DESIGNATOR CHANGE. Recall applications from officers who are requesting a change of designator must include the

statement: "recall contingent upon approval of change of designator" per MILPERSMAN article 1320-150.

040707. CALL TO ACTIVE DUTY. Officers without prior active naval service may apply for call to active duty per MILPERSMAN article 1320-150.

040708. AUGMENTATION. Reserve officers requesting recall to active duty will not be recalled until approved by OSD for active duty commissions. These officers will be submitted for scroll through PERS-8.

040709. SELECTION. Basic criterion for selection is whether, in the opinion of the staff, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, and suitability for assignments, etc, to compete successfully on a career basis with their contemporaries. Both regular and reserve Officers will receive official notification of the final decision on their recall request.

SECTION 8 NASIS, JPAS AND SCROLL PROCESSES

040801. INTRODUCTION. This section provides specific guidance on the NASIS and scroll processes, including step-by-step directions for NASIS.

040802. NASIS PROCESS FOR OFFICER APPLICANTS

a. The following programs require an investigation request (JPAS) with one of the following dispositions (scheduled, opened, closed or adjudicated) to be submitted with the application, thus allowing kit and NASIS processing to be completed concurrently (refer to [article 040805](#) for NUPOC security clearance submission requirements):

(1) AC and RC Medical DA/Recall/FAP/Student/DCO/NAVET programs

(2) AC Nuclear DA and Student programs

(3) AC and RC Chaplain DA/Recall/Student/DCO/NAVET programs

(4) SEAL, EOD, SEGA (EDO), Cyber Warfare programs

(5) DCO applicants in the SEAL, CEC, EDO, AEDO, and AMDO programs

b. The remaining designators not mentioned in the above programs should be processed for an investigation request (JPAS) only after being professionally recommended by the Professional Recommendation Board. The investigation, with one of the following dispositions (scheduled, opened, closed or adjudicated), shall be uploaded by either the officer processor (OP) or the officer processing lead (OPL) within 30 days of receiving a PROREC "YES".

c. After submitting the investigation request to JPAS, the four release forms will be printed and the applicant will date and sign each of them. Ensure the applicant's signature is clear and legible. If not, OPM may request another copy of the release form(s) with a legible signature.

d. The OP or OPL will scan and upload the signed release forms to JPAS. Once an investigation request is successfully submitted to JPAS, within 89 days the release forms have to be faxed to the JPAS fax server. If the release forms are not received by the fax server, the investigation request is

terminated on the 90th day. Records in NASIS with a status of "Terminated" can be edited and resubmitted to JPAS at any time.

e. Three business days after uploading the release forms, the OP or OPL will perform the action of "Check Investigation Status" in NASIS.

(1) If all of the release forms were received, NASIS will automatically archive the record as "Successful". This means the investigation request has been released to JPAS.

(2) If any of the release forms were not received, the name of the release form(s) will be displayed.

(3) The OP or OPL will check the release form(s) that were not received for any blemishes that may be causing the fax server to reject.

(a) If necessary, the OP or OPL will print another release form and have the applicant sign and date. The OP or OPL will scan and upload this release form to JPAS.

(b) If no blemishes are found the OP or OPL will scan and upload the release form(s) that were not received to JPAS.

(4) Three business days later the OP or OPL will perform the action of "Check Investigation Status" in NASIS.

(5) If the release form still has not been received, initiate a Footprints' ticket and request a coordinated fax. Provide the name and phone number of the person that DSS should contact.

(6) NAVCRUITCOM N6 will contact DSS and have someone contact the POC to schedule a time to fax the release form(s) while the fax server is monitored by someone at DSS.

040803. KEY ISSUES WITH NASIS PROCESSING OF OFFICER APPLICANTS

a. Fingerprint checks are only valid for 120 days from the date the applicant was fingerprinted. If the investigation request is submitted after the 120 day period, the OP or OPL will have to mail another fingerprint card to OPM to request another fingerprint check.

b. Many of the MEPS will not live scan fingerprint officer applicants. When fingerprinting applicants, do the following:

- (1) Submit the investigation request to JPAS.
- (2) Print the four release forms and have the applicant date and sign.
- (3) Electronically scan the four signature pages to "desktop" (scan each page separately and name it "Last name and type of form," (ie. SMITH REL)). Then upload the four pages to the JPAS server via the "Upload Sig Pages" option in NASIS.
- (4) Perform the action of "Check Investigation Status" in NASIS the next business day.
- (5) Once the release forms have been received, write the OPM Request ID number (located on the signature pages or in the NASIS system) at the top of the fingerprint card.
- (6) Mail the fingerprint card via traceable means to:

E-QIP Rapid Response Team
OPM-FIPC
1137 Branchton Road
Boyers, PA 16020

c. Once the four release forms are processed by JPAS, the investigation request is released to OPM to be initiated. Once OPM receives the request they will wait 30 days for fingerprints. If the fingerprints are not received in that time, OPM will close the investigation request as "unacceptable."

d. When OPM receives the investigation request they will review the record to ensure they have all necessary information. If they need additional information, they will attempt to contact the person who is listed as the submitting officer number (SON) point of contact. It is important to keep the contact information in the SON record up to date. Do this using the SON for Submitters link in the maintenance section of the navigation bar in NASIS. If OPM does not receive the additional information they will close the investigation request as unacceptable.

e. If OPM closes an investigation request as "unacceptable", the OP or OPL will need to re-submit a new investigation with new signature pages, a request ID, and verify the previous fingerprint check is still good. **Note:** Prior to resubmission, the OP shall contact the E-Quip Rapid Response Team at (724) 794-5612 ext. 4400 (Option 4) to determine reason

that investigation was found unacceptable in order to avoid making the same mistake twice.

f. If the applicant has an existing completed investigation and has less than a two year break from active service (AC, FTS, SELRES), the previous investigation could still be valid. Refer to [article 040804](#) for JPAS verification and documentation procedures.

g. If the applicant has an existing completed investigation but has a two year or greater break from active service (AC, FTS, SELRES), the following actions must be completed:

- (1) Submit a new SF86 to OPM via NASIS.
- (2) Once the submission rejects, click on "search."
- (3) Highlight the name of the individual that rejected.
- (4) Click on the "break in service" option on toolbar.

This action alerts JPAS that the member has a current investigation on file but requires a new one due to broken service.

(5) Re-submit the SF86 along with new signature pages to OPM via NASIS.

h. If the applicant has an existing completed NACLC/Tier 3/Tier 3R or ANACI/Tier 3/Tier 3R investigation less than 9.5 years old (calculated from the close date of investigation), and now requires an SSBI, the investigation request will have to be entered in e-QIP vice NASIS. In this case, the OP or OPL will submit a Foot Print requesting an e-QIP investigation record be created.

i. There should be at least one person at the district office that has access to JPAS. This will enable that person to do the following:

- (1) Check for previous investigation results.
- (2) Check for receipt of new investigation requests by OPM.
- (3) Check for date the new investigation request is opened by OPM.
- (4) View and verify the Person Summary for previous investigation information.

040804. PROCESS OF JPAS VERIFICATION

a. Once an applicant's SF86 is sent via NASIS to OPM's Joint Personnel Adjudication System (JPAS), the NRD's officer processor shall conduct the following actions:

(1) Utilizing the applicant's SSN, check JPAS for status of the requested security clearance, if any, beginning 72 hours after submission.

(2) If after 72 hours no change is indicated, contact the E-QUIP Rapid Response Team at (724) 794-5612 ext. 4400 (Option 4) to determine reason for inactivity of investigation.

(3) If OPM closes an investigation request as "unacceptable", the OP or OPL will need to re-submit a new investigation with new signature pages, a request ID, and verify that the previous fingerprint check is still good. **Note:** Prior to resubmission, the OP shall contact the E-Quip Rapid Response Team at (724) 794-5612 ext. 4400 (option 4) to determine reason that investigation was found unacceptable.

(4) If JPAS reflects "Loss of Jurisdiction", contact N35 officer policy at (901) 874-9038 for assistance as a Research/Recertify/Upgrade Eligibility Request Notification must be sent to OPM for further processing.

(5) The OP will continue to check the JPAS site on a regular basis until the investigation reflects as being "scheduled", "opened", "closed", or "adjudicated" by OPM.

(6) Once the security investigation in JPAS reflects as being, "scheduled", "opened", "closed", or "adjudicated", the OP will complete and upload a copy of the Officer Applicant JPAS Summary Memorandum ([Exhibit 040801](#)) into CIRIMS and send a "next action" to the NAVCRUITCOM processor notifying them that the applicant meets minimum accession requirements.

040805. NUPOC SECURITY CLEARANCE SUBMISSION REQUIREMENTS

a. All NUPOC applicants require a T3 (NACLC) be scheduled at OPM prior to their interview in Washington, D.C. If selected, designators 12101 and 12102 (Nuclear Power Instructor) only require a T3 (NACLC) with no further action required once their T3 (NACLC) is favorably adjudicated. However, designators 11701, 11601 and 12201 require an SSBI once selected for the program and T3 (NACLC) is favorably adjudicated.

b. Once designators 11701, 11601 and 12201 are selected for the program, the NRD must complete the following actions:

(1) Verify JPAS at:
<https://jpaspi.dmdc.osd.mil/JPAS/JCAVSSelectAPersonServlet> for investigation status.

(2) If the T3 (NACLC) investigation is favorably adjudicated, the NRD must request the clearance be upgraded in NASIS to SSBI by submitting a footprint ticket to NRC requesting NASIS investigation be upgraded to SSBI for Nuclear Power applicant. If fingerprints are over 120 days old they are expired and new fingerprint submission is required.

(3) If the applicant's T3 (NACLC) investigation has not been favorably adjudicated, the NRD must continue to track JPAS until the applicant's T3 (NACLC) investigation is favorably adjudicated, and then the NRD must request the clearance be upgraded in NASIS to SSBI for Nuclear Power applicant as discussed in subparagraph b.

040806. SCROLL PROCESS

a. All Active-Duty List (ADL) and Reserve Active-Status List (RASL) Officers must be on an approved scroll prior to being commissioned in the U.S. Navy. Title 10, United States Code, requires the President to appoint ADL officers to the grades of lieutenant and below and RASL officers to the grades of commander and below. This authority has been delegated to the Office of the Secretary of Defense (OSD). The appointment of ADL officers to the grades of lieutenant commander and above and RASL officers to the grade of captain requires nomination by the President, and senate confirmation.

b. The timeframe for completion of an active and reserve scroll that only requires OSD approval is approximately 4-6 weeks, while senate confirmation can take up to three months or more. Scrolls are submitted weekly to OSD. The process is as follows:

(1) For all medical program applicants, the recruiter meets with the potential officer program applicant; completes and has them sign the Pre-screening Form (NAVCRUIT 1131/67)

(2) Recruiter forwards NAVCRUIT 1131/67 to NAVCRUITDIST R-OPS.

(3) NAVCRUITDIST R-OPS verifies the NAVCRUIT 1131/67 for the following:

(a) Applicant's legal name (last, first, middle initial, and suffix) as listed on the applicant's SSN card.

(b) If applicant has no middle initial, then 'NMN' should be on the form;

(c) Social Security number (complete);

(d) Rank (if applicable) and status;

(e) Program request;

(f) Form signed by applicant and recruiter;

(g) NAVCRUITDIST is on form.

(4) NAVCRUITDIST R-OPS or acting R-OPS compiles all scroll data into one Excel spreadsheet per the following format:

(a) All CAPS;

(b) Times New Roman, 12 font;

(c) No comma after the first name;

(d) A period after the middle initial;

(e) A period after suffixes (JR., SR.), but no period after (II, III, etc.);

(f) SSN must be submitted as follows: xxx-xx-9999

(g) Rank must be submitted as follows:

-ENSIGN
-LTJG
-LT
-LCDR
-CDR
-CAPT

(h) Example spreadsheet.

NAME	LAST FOUR	RANK	ACTIVE OR RESERVE	DESIG	NOTES	NRD
SAILOR, JOSEPH Q.	9999	LT	ACTIVE	1120	STA	247
NAVY, JOE B., JR.	6789	LTJG	RESERVE	1145	OCS	116
DOE, JOHN C. III	3333	LTJG	ACTIVE	1390	OCS	134

(5) NAVCRUITDIST R-OPS or acting R-OPS consolidates all NAVCRUIT 1131/67 sheets into one Adobe Acrobat file and emails the .pdf file with the excel spreadsheet to the NRC program managers (PMs) on Mondays.

(6) The NRC PMs consolidate the weekly NRD submissions into one Excel spreadsheet and forward to the NRC Scrolls Officer for review.

(7) PMs verify names, SSNs, ranks, and status for their programs and annotate whether to submit or not by indicating yes or no.

(8) NAVCRUITCOM N311/N312/N313/N314/N319 directors or their representatives verify names, SSNs, ranks, and status and forward their verified scroll list to the NRC scrolls officer.

(9) NRC scroll coordinator consolidates the directors' final scroll lists into one Excel spreadsheet and routes to the NAVCRUITCOM scrolls officer for signature.

(10) Scroll submitted to NRC DET ARLINGTON via TV5 taskers by NAVCRUITCOM scroll coordinator.

c. For medical programs, the NAVCRUIT 1131/67 along with a copy of the scroll spreadsheet is submitted to the scroll coordinator via email by the NAVCRUITDIST R-OPS or acting R-OPS, every Monday. The same documents are required for chaplain programs, except they are submitted to the chaplain program manager (PM).

Program	Rank	Status	Required Documents
1925i (DC only)	Ensign	Reserve	NAVCRUIT 1131/67
Chaplain Students	Ensign	Reserve	NAVCRUIT 1131/67, Resume
Direct Accession*	Blank	Active	NAVCRUIT 1131/67, Resume
Direct Commission Officer*	Blank	Reserve	NAVCRUIT 1131/67, Resume
FAP	LT	Reserve	NAVCRUIT 1131/67, Resume
HPSP Programs	Ensign	Reserve	NAVCRUIT 1131/67
HSCP Programs (DC/MC)	Ensign	Reserve	NAVCRUIT 1131/67
Recall	Current Rank	Active	NAVCRUIT 1131/67, Resume

Note: DA and DCO ranks can be left blank, if unsure of the rank.

d. For all Officer Candidate School (OCS), GENOFF BDCP (CEC and CWE), DCO, and JAG program applicants, scroll submission is submitted to the scroll coordinator by the program's respective NAVCRUITCOM PM. Program managers will submit applicant's name, SSN, rank, and status after they have been recommended by the professional review board.

e. Scroll submissions for collegiates are as follows;

(1) BDCP - Submitted by PM when board is completed.

(2) NUPOC - Submitted by PM after candidate has enlisted.

(3) HSCP - Submitted by the NAVCRUITCOM's processor at time of candidate's enlistment.

f. The majority of direct accessions officers will not be submitted on the scroll until after the rank is determined by the professional review board. The exception to this will be an applicant that is pending graduation and a resume was submitted with the NAVCRUIT 1131/67.

SECTION 9 ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES

040901. INTRODUCTION. This section contains guidelines for the enlistment or commissioning of officer candidates. Processing activities are authorized to enlist selectees once notified in CIRIMS of selection and authority to enlist. The authority to appoint a selected applicant for an officer program is inherent in the appointment documents provided by PERS-802 to the NAVCRUITDIST for delivery, contingent upon compliance with any attendant restrictions.

040902. PREPARATION FOR ENLISTMENT/COMMISSIONING

a. Prior to executing the enlistment or commissioning, the selectee will complete the following forms for the OR or OP to review:

(1) Change of Status Questionnaire (NAVCRUIT 1131/33)

(a) OR or OP will pay particular attention to any positive answers on the Change of Status Questionnaire (NAVCRUIT 1131/33) form that are inconsistent with previously furnished information. If inconsistencies are found, or new information is discovered, the enlistment or commissioning will not be executed.

(b) The form will be completed in applicant's own handwriting in reproducible black or blue-black ink.

(c) Line-outs are not recommended to avoid any question of what the applicant stated during the enlistment or commissioning process. Line-outs will be initialed by the selectee. The OR or OP will ensure all information is clear, concise and full supportive documentation is included if needed.

(d) All "yes" answers must be fully explained.

(2) Program service agreement

(3) Annual Certificate of Physical Condition

(a) The OR will review the completed Annual Certificate of Physical Condition (NAVMED 6120/3) and sign as the reviewing officer if all responses are "NO".

(b) If the selectee's physical condition appears to have changed since the last physical examination; or information on the annual certificate of physical condition indicates that a

change may have occurred, the enlistment or commissioning will not be executed. An updated DD 2807-1, reviewed and signed by a credentialed provider, must be forwarded to NAVCRUITCOM (N3M) via MEDWAIVE for final determination prior to enlistment or commissioning.

b. Prior to an applicant's enlistment or commissioning, the NAVCRUITDIST OPL or OP will:

(1) Ensure that a review of the applicant's file is completed and that no additional information of a derogatory nature has been received subsequent to the time the application was forwarded to NAVCRUITCOM headquarters for selection consideration. Attention will be paid to any character and employer references or police record checks that may not have been forwarded to NAVCRUITCOM prior to the time of selection.

(2) If derogatory information or any change which would preclude enlistment or commissioning is discovered, ensure the enlistment or commissioning is not executed. Notify the NAVCRUITDIST CO and appropriate NAVCRUITCOM director immediately.

(3) Ensure the physical examination has not expired at time of enlistment or commissioning. If the physical is older than 24 months at time of enlistment or commissioning, the member will not be enlisted until he or she receives a new physical and has been found physically qualified for commission.

(4) In the case of selectees who are members of the Navy Reserve or another service, review the Conditional Release Form (DD 368) to ensure that the release date is still current and in effect and conditions are met prior to the enlistment or commissioning. If the release date from the Navy Reserve or other service has expired, obtain a new DD 368 with a new release date prior to enlisting the officer candidate. Under no circumstances will the applicant be enlisted prior to obtaining the DD 368.

(5) Use the Distribution of Enlistment or Commissioning Documents Checklist to assemble the required enlistment or commissioning documentation.

(6) If not already complied with, applicants drawing or claiming a pension, retired or retainer pay, or disability compensation from the United States government by virtue of prior military service, will, by time of commissioning:

(a) Voluntarily agree to waive the pension, retired or retainer pay, or disability compensation being received, or

(b) Voluntarily agree to waive claim for active duty pay and allowances.

(7) Will ask selectee if he or she is involved in any lawsuits.

(a) No selectee who has a lawsuit pending against him or her will be enlisted or commissioned without the prior approval of NAVCRUITCOM.

(b) In order to assist NAVCRUITCOM in making a determination in such cases, a description of the nature of the case will be forwarded along with a statement from the applicant's lawyer as to when the case will be tried and whether or not the applicant's presence in court at the time of trial will be required.

c. Determining Enlisted Paygrades

(1) HSCP and NCP paygrades will be determined by the respective program authorization.

(2) NUPOC paygrade determination will be made at the NUPOC Interview.

d. For Commissioning only

(1) Review the NAVCRUIT 1120/59, List of Restrictions, forwarded with the individual's commissioning documents, to ensure that all restrictions are either complete or scheduled for completion prior to executing the commissioning.

(2) For direct appointment selectees, ensure either PCS orders, or a letter stating their future duty station has been received from BUPERS prior to executing the commission.

040903. BRIEFING AT TIME OF ENLISTMENT/COMMISSIONING

a. At the time of enlistment or commissioning, the recruiting staff will ensure the following briefings are conducted:

(1) Training Brief. The enlistee or officer candidate will be provided the appropriate information applicable to the training school to be attended (OCS, ODS, or DCO), such as OCS or ODS DEP guides, OCS, ODS, or DCO website information, etc.

(2) Montgomery GI Bill / Post 9/11 GI Bill Brief. The enlistee or officer candidate will be briefed concerning their eligibility for participation in the Montgomery GI Bill (MGIB) and Post 9/11 GI Bill Programs.

(a) The brief is to be an overview of the MGIB and the Post 9/11 BI Bill Programs. The enlistee or officer candidate will receive a complete briefing at OCS or ODS. Participation decisions will not be made upon enlistment commissioning but after reporting for active duty.

(b) Non-prior service individuals who are assigned full time by the armed forces to a civilian institution for a course of education are precluded from receiving MGIB benefits while they are pending receipt of a degree and attendance at OCS or ODS. This includes NUPOC candidates, BDCP, HSCP and CEC active duty enlistee candidates. These individuals may become eligible for benefits three years after commissioning or three years after reporting to recruit training.

(c) Prior service individuals may be eligible to use their MGIB / Post 9/11 GI Bill benefits while participating in their collegiate program. Details can be found at <http://www.gibill.va.gov/>.

(d) BDCP, NUPOC, HSCP, and CEC Collegiate Program participants enlist onto active duty and will receive a brief upon arriving at OCS or ODS. At that time, they will complete the entire MGIB briefing and DD Form 2366.

(3) Collegiate Management Brief (active duty collegiates only). Active duty collegiates (NUPOC, HSCP, CEC, and BDCP) will be given a thorough briefing on their active duty benefits and responsibilities. Each active duty enlistee will be provided a copy of the Collegiate Management Handout (Appendix A) of this manual.

(4) Change of Status Brief. Each enlistee or officer candidate will be instructed to immediately inform NAVCRUITCOM, via the cognizant NAVCRUITDIST, of any major change in status. Such changes include, but are not necessarily limited to:

(a) Change of address.

(b) Change in name (including by marriage).

(c) Known changes in physical qualifications. Any illness, injuries, surgical procedure or pregnancy will be reported.

(d) Circumstances that affect the individual's qualifications, such as disbarment, loss of a required license, etc.

(e) Involvement with law enforcement agencies for violation of civil or criminal laws. Any arrest, detainment, posting of bail, court hearings, convictions, etc., excluding minor traffic violations for which a fine of \$200 or less is imposed, will be reported. Failure to report may result in discharge from the officer program. Disposition of such cases will be as authorized by NAVCRUITCOM on a case-by-case basis.

(5) Direct Deposit Brief

(a) Enlistees or officer candidates will be briefed on the requirements to maintain an active bank account and to initiate direct deposit to be completed at their financial institution.

(b) Active duty and reserve members will be briefed on the requirement to complete the Direct Deposit Form (SF 1199A) and return it to the NAVCRUITDIST. The NAVCRUITDIST will forward the document to the appropriate PSD.

(6) Command Urinalysis Brief. Active duty and reserve members will be briefed on the command's urinalysis program.

(7) Sexual Assault Prevention and Response (SAPR) Brief. All officer candidates and collegiates are required to watch the SAPR training video provided by NAVCRUITCOM (N7) located on the Navy Recruiting Command Quarterdeck.

b. The enlistee or officer candidate will be provided the following NAVPERS 1070/613's (Page 13s) to sign and date. Once signed, the originals must be filed in the applicant's residual file with copies uploaded into CIRIMS:

- (a) Navy Physical Readiness Program
- (b) Observances of the Religious Faith Practiced
- (c) Explanation of UCMJ article 137 and Discharges
- (d) Direct Deposit Requirement Acknowledgement
- (e) Code of Conduct
- (f) SAPR Acknowledgement Statement

(g) Fraternalization Policy Acknowledgement

(h) For active duty collegiates only: Active Duty Collegiate Urinalysis Testing Program

(i) For collegiates only: COMNAVCRUITCOMINST 1131.2E Appendix A

040904. EXECUTING ENLISTMENT

a. The OPL or OP will complete the Enlistment/Re-enlistment Document Armed Forces of the United States (DD Form 4). For guidance refer to [article 070207](#) of this manual.

b. Any commissioned officer of any component of a U.S. Armed Force, active, reserve, or retired, may administer the enlistment oath.

040905. EXECUTING THE COMMISSION

a. Any commissioned officer of any component of a U.S. Armed Force, active, reserve, or retired may administer the commissioning oath of office. For NAVETs, if the member has been released from active duty, he or she must have a reserve oath of office. If the oath was not completed prior to release of active duty, it must be executed prior to accession.

b. As the official administering the oath of office, the OPL or OP will ensure that all restrictions appended to the appointment documents have been met prior to the candidate being administered the oath. In the event there are questions regarding the restrictions involved, administration of the oath will be delayed until all questions have been resolved. Alterations of names, grades or dates of rank will not be made on appointment papers before or after execution. Appointment papers will be reissued by PERS-802 upon notification of an error.

c. All remaining commissioning documents will be completed by the OPL or OP prior to the selectee's commissioning.

d. After the oath has been administered, the new officer and the officer administering the oath will sign all copies of the Oath and Acceptance of Office (Active - NAVPERS 1000/4, and Reserve - NAVPERS 1000/20).

e. For members currently in an enlisted status, the appointing officer will:

(1) Honorably discharge appointees from their enlisted status by reason of "selected changes in service obligation to accept permanent appointment to officer grade" per MILPERSMAN article 1910-102 as of the day immediately preceding the date of acceptance of the permanent appointment as appropriate.

(2) If not the custodian of the enlisted service record, notify the service record custodian regarding the type of appointment accepted and the date it was accepted.

(3) With the assistance of the OPL or OP, request that the member's enlisted status be terminated on the day immediately preceding the date of acceptance of the permanent appointment.

f. The OPL or OP will ensure:

(1) All signatures must be original.

(2) Appointees serving in permanent enlisted status (including those in temporary commissioned or warrant grades) have been honorably discharged from their enlisted status by reason of "selected changes in service obligation to accept permanent appointment to officer grade" per MILPERSMAN article 1910-102.

(3) A Certificate of Release or Discharge from Active Duty (DD Form 214) is prepared per NAVMILPERSCOMINST 1900.8 and the enlisted service record closed for members discharged while on active duty.

(4) NAVPERS 1070/613: Discharge for the purpose of accepting a commission entry is made for members discharged while on active duty for the purposes of accepting a commission and the enlisted service record is closed. A copy of the NAVPERS 1070/613 can be located in the NRC Sharepoint Portal. Enlisted record disposition will be per MILPERSMAN article 1070-130.

040906. DISQUALIFICATION AFTER ENLISTMENT (PHYSICAL OR EDUCATIONAL)

a. If an enlistee becomes physically disqualified prior to accession, the NAVCRUITDIST will:

(1) Notify the appropriate NAVCRUITCOM processor immediately.

(2) Submit consultations from the attending physician to NAVCRUITCOM N3M if the physical disqualification is of a temporary nature (resulting from an injury, accident, etc.). The enlistee's file will be held in an inactive status for a limited time pending final recovery. If the enlistee is found physically disqualified for the desired program, the applicant may apply for a designator for which qualified.

b. If a selectee fails to earn a degree in the stipulated time, he or she may request an extension from NAVCRUITCOM, via the NAVCRUITDIST CO, of one semester or one full summer session if circumstances warrant. For students enrolled in internships, the program director and or specialty leader will coordinate with NAVCRUITCOM (N314) regarding extensions. If, following the extension, the candidate fails to meet educational requirements:

(1) Candidates or selectees procured from civilian or Navy Reserves sources will be discharged (for example, a non-paid 13750-NFO).

(2) For active duty collegiates, refer to [article 080210](#), academic disenrollment.

040907. DISTRIBUTION OF ENLISTMENT DOCUMENTS

a. The OPL or OP will:

(1) Use the Distribution of Enlistment Documents Checklist to ensure the enlistment documents are appropriately distributed.

(2) Complete appropriate entries in the CIRIMS system.

(3) Active duty collegiates: After an active duty collegiate has received and signed orders, forward his or her service record to the servicing PSD. Retain the active duty collegiate health record at the NAVCRUITDIST until the collegiate prepares to ship to OCS. Mail the health record via traceable means (to protect personally identifying information) no later than two weeks prior to the candidate's OCS report date. When possible, send records in batches to minimize shipping expense.

(4) Inactive duty collegiates: Retain inactive duty service and health records at the NAVCRUITDIST until the individual executes travel to OCS. Mail the officer candidate's service and health records to OCS via traceable mail (to protect personally identifying information) no later than two weeks prior to the candidate's OCS report date. When possible, mail

records in batches to minimize shipping expense. Provide the candidate or appointee with their active duty orders to hand-carry to OCS.

040908. DISTRIBUTION OF COMMISSIONING DOCUMENTS

a. The Distribution of Commissioning Documents Checklist will be used to ensure all the commissioning documents are appropriately distributed after the commission has been executed. The OPL or OP will:

(1) Ensure the 1955-Judge Advocate General's Corps records are maintained at the NAVCRUITDIST whose geographic area of responsibility (AOR) includes the law school the JAG student is attending.

(2) Ensure the service and health records for 1985-DC HPSP, 1995-MSO (Optometry), 1975, HPSP, FAP and 29002-Nurse Candidate Program (NCP), 1925-Dental Corps students are mailed to NAVMED MPT&E. The collegiate records for these programs are maintained by:

Commanding Officer
Navy Medicine Professional Development Center
Personnel Department, 13th Floor, Bldg 1, Room 13132
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

(3) Ensure the service and health records for 1945-chaplain candidates are mailed to the current chaplain candidate program manager.

Commander, Navy Recruiting Command
ATTN: Chaplain Candidate Program Manager
5722 Integrity Drive, Bldg. 784
Millington, TN 38054

(4) Maintain all remaining active duty appointee records until officer departs for ODS. Place the service record in a sealed envelope and hand to the officer to carry to ODS. FEDEX health records, in batches whenever possible to minimize costs.

(5) Ensure the service and health records for all DCO appointees are via FEDEX to the supporting NAVOPSPTCEN.

(6) Provide the officer a copy of documents and ensure he or she signs and dates the Distribution of Commissioning

Documents Checklist indicating receipt. Retain the original checklist and place it in the officer's residual file.

040909. COURTESY/SUPERSEDING APPOINTMENTS

a. The OPL/OP will review the NAVCRUIT 1120/59, List of Restrictions, to ensure all restrictions have been adhered to prior to allowing the administration of the superseding oath (e.g., physical examination that will not expire prior to completing ODS and proof of graduation from college/university).

b. Administer superseding oath to officer. The OPL/OP will ensure the necessary sections are complete and distribute as indicated on the forms. No additional paperwork is required for superseding appointments, including CIRIMS entries.

c. If there are no supporting documents, contact NAVMED MPT&E (for medical applicants) or Naval Chaplain School (for chaplains).

040910. DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS) AND THE MILITARY IDENTIFICATION CARD

a. OCS officer candidates will receive ID cards once they arrive to OCS.

b. DCOs can receive their ID cards at their local NAVOPSPTCEN or PSD.

c. Active duty collegiates:

(1) Upon enlistment, DEERS enrollment will be completed at the local PERSUPPDET.

(2) Obtaining a military ID card. The DD Form 1172 will be completed at the PSD. Collegiates may have to fill out a DD Form 1172 at the NAVCRUITDIST to gain access to the local military installation. The following documentation is required for the military ID card:

(a) Enlistment contract

(b) Birth certificate

(c) Active duty orders

(d) Marriage certificate (if applicable)

(e) SSN card

(f) One form of picture ID

(g) Members with dependents must provide the following dependent information:

1. Birth certificate
2. Adoption papers (if applicable)
3. SSN card
4. Marriage Certificate/Divorce Decree (if applicable)
5. One form of picture ID (except for children)

SECTION 10 ORDERS

041001. GENERAL GUIDELINES

a. When possible, active duty orders to OCS, ODS, or DCO will be issued at least four to six weeks prior to the class convening date to allow the candidate to make plans. The OPL or OP will review orders with the member to ensure they understand the orders.

(1) Active duty orders for CEC, NUPOC, BDCP, HSCP active duty collegiates, Direct Appointment Program selectees, HPSP, FAP, NCP, chaplain and JAG are issued by BUPERS.

(2) OCS Orders: Active duty orders to Officer Candidate School (NAVCRUIT 1131/36) will be used for all officer candidates enlisted for inactive duty.

(3) ODS active duty orders are negotiated between the selectee and the detailer.

Note: If an officer or officer candidate is to receive overseas orders following ODS graduation, the R-OPS or OPL will ensure the active duty orders are issued at least 10-12 weeks prior to the class convening date to allow the candidate to complete required activities (i.e. overseas screening, etc.), and to make plans.

041002. COLLEGIATE ORDERS

a. Requests for active duty collegiate orders will be coordinated through NAVCRUITCOM collegiate management.

b. NAVCRUITDISTs will not issue active duty orders until the officer candidate concerned has presented evidence of receipt of a baccalaureate degree.

c. If less than 30 days remain between presentation of evidence of degree and the class convening date, the active duty orders will be issued as soon as possible upon the candidate's presentation of said evidence. NAVCRUITDIST will advise the candidate to make plans accordingly.

d. Ensure final official transcripts indicating degree earned, date conferred, and all credits and grades received are included in the service record and uploaded to CIRIMS. In those cases where, due to short notice, final transcripts are not available, the enlistee or appointee will provide a letter from

the university or college registrar stating the expected graduation date and degree to be conferred.

e. BDCP Active Duty Collegiates: When the final transcripts are received from the officer candidate, the NAVCRUITDIST will ensure the transcripts, as well as a copy of the Page 13 advancing the BDCP member to E5, are attached in CIRIMS and forwarded to collegiate management immediately. Prior to orders being issued, the NAVCRUITDIST will also complete Evidence of Graduation and Degree Conferred Form (NAVCRUIT 1131/206) and enter it and the page 13 into the Enlisted Field Service Record (NAVPERS 1070/600).

041003. PLACE OF DEPARTURE FOR ORDERS

a. When preparing orders for inactive duty personnel going to OCS, the OPL or OP will ensure the officer candidate is issued orders to depart from one of the following:

(1) The officer candidate's home of record, as listed on the Enlistment Contract (DD Form 4).

(2) The officer candidate's place of enlistment (i.e. NAVCRUITDIST).

(3) A location that is either closer or more cost-effective to OCS Newport, RI (cannot exceed the cost of home of record or place of enlistment).

041004. DEPENDENT TRAVEL. All candidates ordered to OCS or ODS under TEMDUINS orders will be reminded that, per their service agreement, dependent travel is not reimbursable.

041005. SHIPMENT OF HOUSEHOLD GOODS. The OPL or OP will brief all candidates concerning their entitlement for shipment of household goods.

041006. REPORTING WINDOWS

a. Active duty orders will stipulate the following reporting windows:

(1) OCS - NET 1600 on Saturday and NLT 0900 on Sunday before class convening date.

(2) ODS - NET 1600 on Friday and NLT 1200 on Sunday before class convening date.

(3) DCO - NET 1600 on Friday and NLT 1200 on Sunday before class convening date.

041007. VIP ORDERS. VIP orders allow an applicant to travel to a Navy site and view an actual working environment.

a. The nuclear Officer VIP (NUCVIP) is highly recommended (but no longer required) for all nuclear officer candidates prior to being invited to the nuclear officer interview. The NUCVIP allows applicants the opportunity to experience first-hand the work environment of the Navy nuclear officer. Travel arrangements are made through the NAVCRUITREG nuclear trained officer (NTO). The applicant receives applicant travel orders, but does not receive per diem.

b. The Medical VIP trips, when funded and scheduled, is used for critical medical programs. Medical VIP trips are approximately three days in length and the sites alternate between San Diego, CA, and Portsmouth, VA. Medical program accessions (NAVCRUITCOM N314) generates annual MEDVIP trip schedules, coordinates the medical VIPS, and prepares the trip itineraries. MEDVIP travelers receive applicant travel orders, but do not receive per diem. NAVCRUITDISTs identify possible MEDVIP travelers provide those names to NAVCRUITCOM N314 no later than 30 days prior to a scheduled MEDVIP trip with travel submitted via DTS no later than 14 days prior to a scheduled MEDVIP trip.

SECTION 11 DISCHARGE OF OFFICER CANDIDATES

041101. INACTIVE DUTY OFFICER CANDIDATES AWAITING OFFICER CANDIDATE SCHOOL

a. If, prior to reporting to OCS, an officer candidate who is enlisted for inactive duty:

(1) Requests discharge via letter,

(2) Declines to attend OCS, or

(3) Fails to meet any of the requirements for continuation in the officer candidate program in which enlisted, then the NAVCRUITDIST OPL will:

(a) Prepare and execute a NAVPERS 1070/613 in accordance with MILPERSMAN article 1070-330. Ensure the NAVCRUITDIST CO signs and forwards the NAVPERS 1070/613 to NAVPERSCOM (Pers-312) with the candidate's closed out service record. Provide a signed copy to the member.

(b) Prior to mailing the above documents to PERS-312, ensure the words "DO NOT OPEN IN MAIL ROOM" are typed on the front of the envelope.

Note: For circumstances that would preclude an honorable discharge, contact the appropriate program manager for further guidance.

(c) Attach a copy of the NAVPERS 1070/613 and the candidate's letter requesting discharge in CIRIMS.

041102. ACTIVE DUTY OFFICER CANDIDATES ACCEPTING A COMMISSION

a. HSCP, nuclear reactor instructor and nuclear reactor engineer candidates enlisted for active duty will be discharged for the convenience of the government prior to accepting a commission.

b. Prepare a DD Form 214 worksheet (NAVCRUIT 1131/38) and forward it to the servicing PSD to ensure that a DD Form 214 is prepared and issued per COMNAVMILPERSCOMINST 1900.1.

041103. ACTIVE DUTY OFFICER CANDIDATES. Active duty officer candidates (BDCP, HSCP, CEC and NUPOC) requiring discharge will be discharged by the servicing PSD per the appropriate MILPERSMAN article. For further guidance contact NAVCRUITCOM or

refer to <http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900separation/pages/default.aspx>

041104. INJURY OR DEATH

a. In the event of an injury or death of an applicant in process, selected, or enlisted for inactive duty, the R-OPS will inform the appropriate NAVCRUITCOM program manager.

b. In the case of personnel on or deemed to have been on active duty, active duty for training, inactive duty training, or traveling enroute to or from such duty at the time of injury or death, the R-OPS will consult the MILPERSMAN series 1770.

c. In the event of the injury or death of a collegiate, the R-OPS will consult the MILPERSMAN article 1770 series for guidance on completing the Personnel Casualty Report (PCR) and contact the appropriate NAVCRUITCOM program.

Note: Collegiates are to be treated in the same manner as a member on active duty in the event of injury or death.

SECTION 12 RESERVE AFFILIATION

041201. RESERVE OFFICER ACCESSION BRANCH (PERS-911)

a. The Reserve Officer Accession Branch is PERS-911C. The mailing address is:

Commander
Navy Personnel Command
PERS-911C
5720 Integrity Drive
Millington, TN 38055-9110

b. The following address is to be used for special delivery (FEDEX, etc.):

Commander
Navy Personnel Command
PERS-911C
Goetsch Hall (Bldg 768)
5640 Ticonderoga Loop
Millington, TN 38054-9110

c. Additional information provided on other services National Personnel Centers:

- (1) Air Force: Headquarters
Air Force Reserve Personnel Center
Attn: DSMRC
6760 East Irvington Place #4600
Denver, CO 80280-4600
DSN: 926-6506
COMM: (303) 676-6506
FAX DSN: 926-6298
FAX COMM: (303) 676-6298
TOLL FREE: (800) 525-0102 EXT 22
- (2) Army: Commander, United States Army Reserve
Personnel Center
Attn: ARPC-PRB
1401 Deshler Street, SW
Fort McPherson, GA 30330-2000
COMM: (877) 777-6854

- (3) Coast Guard: Commandant
US Coast Guard Headquarters
Attn: G-RA-2
2100 2nd Street SW
Washington, DC 20593
COMM: (877) 669-8724
- (4) Marines: Commandant
United States Marine Corps
Personnel Management Division
Separations and Retirement Branch
Inactive Reserve Section MMSR-5
3280 Russell Road (MMSR)
Quántico, VA 22134-5030
COMM: (703) 784-9306/07

Navy Reserve: For information requests from the Federal Records Center in St. Louis, Missouri, submit requests via the appropriate NAVCRUITDIST.

041202. DRILLING ELIGIBILITY/STATUS

a. An officer's eligibility for assignment to a Navy Reserve unit, including non-pay assignment, will be determined before executing Inactive Duty Training (IDT) orders. Navy Reserve members may be assigned to four sub-categories:

(1) Ready Reserve (USNR-R) members are available for assignment to a Selected Reserve (SELRES) unit with pay.

(2) Standby Reserve-Active (USNR-S1) members are available for non-pay assignment to a unit.

(3) Standby Reserve-Inactive (USNR-S2) members are not eligible for unit assignment. The member will submit a Ready Reserve Agreement (NAVPERS 1200/1) to Navy Personnel Command (PERS 911) for transfer back to the Ready Reserve (USNR-R) or Standby Reserve (USNR-S1) status in order to drill. The OR will ensure these members have a current physical examination. Do not send physical exams to PERS-911 unless requested to do so.

(4) Retired Reserve (USNR-Retired) members may participate on a voluntarily basis only per chapter 10, section 1008, of BUPERSINST 1001.39.

041203. KEY EMPLOYEES. Members identified as key employees per chapter 21 of BUPERSINST 1001.39 may not be assigned to a pay billet.

041204. NAVY ACTIVE DUTY DELAY FOR SPECIALIST PHYSICIAN PROGRAM

a. Navy Active Duty Delay Specialist (NADDS) physicians are not authorized SELRES assignments per chapter 10, section 1004, of BUPERSINST 1001.39. They may be assigned to the IRR either as a drilling (VTU) or non-drilling member. Refer to SECNAVINST 1520.11 and MILPERMAN article 1001-070 for Inactive Duty Reservists who are students or graduates of medical schools or theological studies.

041205. MEDICAL/DENTAL STUDENTS. Reserve officers who are in an accredited medical, osteopathic, or dental school in the United States or Puerto Rico may not be assigned to the SELRES. Refer to chapter 10, section 1005, of BUPERSINST 1001.39 and MILPERSMAN article 1001-070.

SECTION 13 OFFICER TRAINING SCHOOL INFORMATION

041301. CONTACTING SCHOOLS. All officer recruiters are authorized to telephone the respective school or course to ascertain the following:

- a. The reason(s) a candidate is being discharged.
- b. Obtain information for parents and relatives.

041302. OFFICER CANDIDATE SCHOOL. Officer Candidate School (OCS) is a 12 week course designed for active duty applicants only, and attended by unrestricted and restricted line officers, including nuclear conventional officers. OCS is designed to develop civilians, enlisted, and newly commissioned personnel morally, mentally, physically, and imbue them with the highest ideals of honor, courage, and commitment, in order to prepare graduates for service in the fleet as Naval Officers.

OFFICER CANDIDATE SCHOOL

OC (Name) Officer Candidate School Class XX-XX
Officer Training Command, Newport
1356 Meyerkord Ave, Newport, RI 02841

Note: In case of emergencies while in training at OCS, family members and next of kin can contact candidates at the following telephone number: (401) 841-4321

041303. OFFICER DEVELOPMENT SCHOOL. Officer Development School (ODS) is a five-week course designed for active duty applicants only, and most Staff Corps, restricted line officers (medical, JAG, chaplains, nuclear engineer and nuclear power instructors). ODS is designed to prepare officers of specific staff corps and restricted line communities as Navy leaders supporting fleet needs.

OFFICER DEVELOPMENT SCHOOL

(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
ODS Class (Number), Company (Letter)
Officer Training Command, Newport
Officer Development School
1356 Meyerkord Ave, Newport, RI 02841

Note: In case of emergencies while in training at ODS, family members and next of kin can contact officers at the following telephone numbers: (401) 841-2264 (during business hours) or (401) 841-4430 (after business hours).

041304. DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSE

a. The two week Direct Commission Officer Indoctrination Course (DCOIC) is designed to provide newly commissioned reserve officers (staff and restricted line), along with LDOs and CWOs with instruction on essential subjects including naval leadership, military law, administration and other military subjects which will prepare them for the responsibilities of commissioned service and follow-on skill training. Third class swim qualification is also included.

b. Officers must attend this course within one year of commissioning per OPNAVINST 1120.3A with the following exception: Prior service Navy officers (those that had previously held a commission in the AC or RC), are not required to attend DCOIC since they have previously attended a commissioning indoctrination program (i.e., OCS, ODS, or DCOIC).

c. Appointees are highly encouraged to complete the current year annual general military training courses on Navy Knowledge Online prior to attending the DCO course.

d. Officers who fail to complete indoctrination requirements may be involuntarily transferred to the IRR and not recommended for re-affiliation.

DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSE

(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
DCO CLASS #(If Known)
Officer Training Command, Newport
1356 Meyerkord Ave, Newport, RI 02841

Note: In case of emergencies while in training at DCOIC, family members and next of kin can contact officers at the following telephone numbers: (401) 841-3517 (during business hours) or (401) 841-4430 (after business hours).

041305. NAVAL CHAPLAINS SCHOOL. The Naval Chaplain School provides indoctrination to newly-commissioned chaplain candidate program officers.

NAVAL CHAPLAINS SCHOOL

(Rank, First Name, M.I., Last Name; Corps (Abbreviation))
Naval Chaplain Basic Training Student
Naval Chaplaincy School and Center
10100 Lee Road
Columbia, SC 29207

Note: In case of emergencies while in training at the Naval Chaplaincy School and Center in Columbia SC, family members and next of kin can contact candidates at the following telephone number: COMM: (803) 751-9070.

Note: Specific problems which cannot be resolved through OCS, ODS, or chaplain school offices should be requested in writing to the NAVCRUITDIST chain of command. Particularly difficult problems should be referred through the chain of command to:

Commander, Navy Recruiting Command (00IG)
5422 Integrity Drive
Millington, TN 38054-5054
DSN: 882-9030
Commercial: (901) 874-9030

CHAPTER 5 OFFICER RECRUITING PRODUCTION AND MANAGEMENT SYSTEM (ORPMS)

SECTION 1 GENERAL

050101. BACKGROUND. The Officer Recruiter Production and Management System (ORPMS) is designed to manage all available resources within the Navy recruiting district (NRD) to achieve goal. The recruiting operations officer (R-OPS), assistant recruiting operations officer (A-OPS), officer assistant chief recruiter (OACR) shall train each officer recruiter (OR) in system use and monitor recruiter production weekly during the Officer Production Review (OPR). Thorough ORAMPS comprehension and information input, and applicant log, when used in conjunction with other available systems, can effectively increase production and improve the recruiter's quality of life. When used properly, the ORPMS system is the most effective method of increasing production and ensuring ORs have the tools necessary for mission success.

050102. PURPOSE

a. ORPMS provides production personnel with the tools necessary to effectively evaluate recruiting activities and achieve goal. Applicant logs shall be used by the R-OPS, A-OPS, OACR and ORs, and designated station LPO or LCPO to plan and evaluate production.

(1) Officer Prospecting Applicant Log. The applicant log ([Exhibit 050101](#) or NRD approved version) is a tracking system for applicants who were interviewed and is essential in assisting recruiters get "face to face" with qualified prospects in order to expedite the recruiting process. Applicant logs will also be used as an analysis tool by the R-OPS, A-OPS, and OACR to determine individual recruiter and NAVCRUITSTA strengths and weaknesses. The prospects annotated on the applicant logs require weekly follow up from the R-OPS, A-OPS, and OACR. The applicant log will be generated by the OR and used by the R-OPS, A-OPS, and OACR during the production review to ensure ongoing and relevant activity is tracked. All applicant logs should be reviewed and closed out on a monthly basis. In addition to the current month's log, those for the previous 12 months will be retained and available for review if needed. The following interview source codes shall be used on the applicant log:

(a) PH-Phone

(b) RL/RN-local or national lead

- (c) RD-Collegiate referral
- (d) RA-Applicant referral
- (e) RI-COI/Counselor referral
- (f) RS-Referral other service
- (g) PD-Personally developed contact
- (h) RP-Presentation/HARP/seminar
- (i) WI-Walk-in
- (j) RE-Enlisted recruiter referral
- (k) EM-Email
- (l) SN-Social networking

(2) Activity Tracking. NRDs will track officer recruiter activity via the command approved ORAMPS.

050103. REPORTS

a. The following report shall be used by the R-OPS, A-OPS, and OACR:

(1) NRS Quarterly Visit Checklist ([Exhibit 050102](#)). This checklist will be utilized by the R-OPS, A-OPS, and OACR to provide training and improve production. Training and production related deficiencies identified during the visit will be annotated on a training syllabus and placed in the officer recruiter's training jacket along with a copy of the checklist. During the Officer Production Review (OPR), the OACR will assess improvement of the OR weaknesses and or correction of discrepancies and schedule follow up training or visits as necessary. The R-OPS or A-OPS will maintain the original checklist for 24 months.

050104. GOAL ASSIGNMENTS AND APPOINTMENT. Based upon the R-OPS, A-OPS, and OACR input, the NAVCRUITDIST commanding officer will provide an Annual Officer Programs Goaling Letter ([Exhibit 050103](#) or NRD approved version) to each OR. The NRD CO, (XO), R-OPS, A-OPS, CR and OACR will review goal attainment progress with each officer recruiter on a monthly basis, and the NRD CO, R-OPS or A-OPS, and OR will initial and date the bottom of the original letter for each quarter. NRD changes made to the

recruiter goaling letter will be via pen and ink, or via a written addendum to the letter. Any change to the goaling letter must be approved and signed and dated by either the NRD CO or XO.

Note: Market factors and historical trends have demonstrated that proactive measures lead to mission success. Prospects should be identified within the first three quarters of the fiscal year with greater emphasis placed on the first two quarters.

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**EXHIBIT 050102. NAVY RECRUITING STATION (NRS) STATION VISIT
CHECKLIST**

NRS: _____

NRS Commander: _____

Date of NRS Visit: _____

of recruiters assigned: ____

of recruiters advance recruiter qualified: ____

NRS APPEARANCE

1. Does the office have a clean and professional appearance? Y/N
2. Are government vehicles clean (interior/exterior)? Y/N
3. Are recruiters' appearances within military standards? Y/N
4. Is physical fitness scheduled and executed? Y/N
5. Is station/recruiter contact information prominently displayed? Y/N

ORAMPS

1. Is the prospecting activity being updated in ORAMPS? Y/N
2. Is the Collegiate Management Tab up to date? Y/N
3. # of colleges assigned: ____
4. # of colleges the marketing advertising officer (MAO) entered into RTOOLS: ____
5. Are AARs completed within 72 hours (FAM 1140.3G Chap 3) Y/N
7. Are the Career Information Questionnaires filled out at events and turned into the MAO/Advertising Coordinator IAW Field Advertising Manual (FAM) 1140.3G, chapter 3, tab H? Y/N
8. Did the DIVO/DLCPO review and analyze monthly/annual goals from goaling letters and document in writing high point areas and shortfalls? Y/N

Comments on ORAMPS:

ORPMS/CIRIMS

1. Does each recruiter have a goaling letter signed by the commanding officer? Y/N

2. Total # of prospects on applicant log: ____

3. Screen a minimum of three prospects during visit. Y/N

a. Total # of yearly prospects: ____

b. Total # of kits submitted by QTR 1st ____ 2nd ____ 3rd ____ 4th ____

c. Avg # months in processing stage since CV approval: ____

4. Are professionally recommended applicants being processed in a timely manner? Y/N

Total # of applicants over 30 days from PRO REC Y without FINDOCS uploaded: ____

Total # of kits at board: ____ Verified in CIRIMS? Y/N

Total # of Pro Rec Y: ____ Verified in CIRIMS? Y/N

Total # of Selects: ____ Verified in CIRIMS? Y/N

Total # of commissioned/enlisted: ____ Verified in CIRIMS? Y/N

5. Is prospecting at colleges, career fairs, NOSC visits, etc., being conducted and documented on ORAMPS? Y/N

6. Observe one Officer Production Review during NRS Visit. SAT/UNSAT

Comments on ORPMS/CIRIMS:

TRAINING

1. Are there any personnel delinquent on minimum PQS standards? Y/N

2. Has required monthly training been entered into the training jackets (e.g., GMT, Formal, OJT, etc.)? Y/N
3. Is follow-up training being performed and documented? Y/N
4. Is individual training geared toward specific strengths and weaknesses? Y/N
5. Have all recruiters completed a monthly sales lab? Y/N

Comments on training:

COLLEGIATE MANAGEMENT

1. # of collegiates year-to-date? _____
2. Does RTools and ORAMPS reflect all of the collegiates? Y/N
3. Are all collegiates entered into PRIMS? Y/N
4. Are all collegiate's files retained for 2 years? Y/N
5. Are all collegiates enlisted within 15 working days from receipt of their final select letter Y/N
6. Are all collegiate's 72 hour indoctrinations documented in RTOOLS and documentation turned in to the collegiate Manager? Y/N
7. Verify that all collegiates are contacted monthly as required (either face to face or telephonic). SAT/UNSAT
8. Verify that yearly PHAs are completed. SAT/UNSAT
9. Do any collegiate's physicals expire within the next six (6) months? Y/N
10. Have all OCS shippers within 60 days of their class date completed pre-shipping requirements as outlined in accordance with COMNAVCRUITCOMINST 1131.2 series [article 080207](#) and been verified in CIRIMS? Y/N

Comments on Collegiate Management:

LEADS

1. Is RTools effectively utilized to document the management of all assigned leads? Y/N
2. # of overdue leads: ____
3. # of incomplete leads: ____
4. # of unassigned leads: ____
5. Total # of leads received by QTR: 1st ____ 2nd ____ 3rd ____ 4th ____
6. Are all recruiter leads contacted within 72 hours? Y/N
7. How many online applications (OAs) are in the system? ____
8. How many online applications have not been attempted? ____

Comments on LEADS:

ALL DISCREPANCIES WILL BE TRAINED TO AND DOCUMENTED ON A TRAINING SYLLABUS ALONG WITH A FOLLOW-UP PLAN.

DATE: _____

NRS commander: _____

TRAINER: _____

DLCPO REVIEWED: _____ **DATE:** _____

DIVO REVIEWED: _____ **DATE:** _____

EXHIBIT 050103. ANNUAL OFFICER PROGRAMS GOALING LETTER

Date _____
(NLT 1 Oct of current year)

From: Commanding Officer, Navy Recruiting District _____
To: _____
(Officer Recruiter)

Subj: OFFICER RECRUITING REQUIREMENTS FOR FY____

1. The following accession goals are determined to be your contribution to NRD _____ Officer Program's production for FY _____. (If actual goals are not available, utilize anticipated goals based on previous goals and estimated program changes).

Program	1 st QTR Goal/Attn	2 nd QTR Goal/Attn	3 rd QTR Goal/Attn	4 th QTR Goal/Attn	TOTAL Goal/Attn
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

2. I will personally review your progress quarterly. The recruiting operations officer (R-OPS) will review your progress weekly during the Officer Recruiter Production Review. Additionally, prospecting emphasis will be discussed during each production review.

3. In order to ensure success, you must inform me, through the R-OPS, of any problems you encounter or foresee in obtaining your accession goals.

Commanding Officer

EXHIBIT 050103. (P. 2) ANNUAL OFFICER PROGRAMS GOALING LETTER

Reviewed: (Initials & Date)

CO	<u> / </u> 1 st QTR	<u> / </u> 2 nd QTR	<u> / </u> 3 rd QTR	<u> / </u> 4 th QTR
R-OPS or	<u> / </u> 1 st QTR	<u> / </u> 2 nd QTR	<u> / </u> 3 rd QTR	<u> / </u> 4 th QTR
A-OPS	<u> / </u> 1 st QTR	<u> / </u> 2 nd QTR	<u> / </u> 3 rd QTR	<u> / </u> 4 th QTR
OACR	<u> / </u> 1 st QTR	<u> / </u> 2 nd QTR	<u> / </u> 3 rd QTR	<u> / </u> 4 th QTR
OR	<u> / </u> 1 st QTR	<u> / </u> 2 nd QTR	<u> / </u> 3 rd QTR	<u> / </u> 4 th QTR

Distribution:

OR Training Jacket/R-OPS

SECTION 2 OFFICER PRODUCTION REVIEWS

050201. GENERAL. The Officer Production Review (OPR) is the single most important weekly interaction between the R-OPS, A-OPS, OACR and OR. It is designed to diagnose, plan and expedite improvements to sales skills, prospecting and processing procedures. Proper production reviews provide time to correct prospecting and processing short falls and identifies specific training needs. All OPRs should be scheduled in advance with each recruiter.

050202. WEEKLY PRODUCTION REVIEW (PR) FROM R-OPS/OACR TO RECRUITER

a. As each new recruiter checks into the NRS, the R-OPS or OACR must train the OR on how to prepare for the OPR.

b. The formal OPR shall be held a minimum of once per week. The OPR should be conducted in an environment free of distractions and limited interruptions to ensure that the OR is given the attention to ensure success.

c. Prospect follow ups shall be done in a timely manner; training deficiencies shall not become production problems.

d. In addition to conducting a formal production review, the R-OPS or OACR shall review the following items:

(1) Review new contacts and prospects that were held since last OPR and ensure all entries are correct. Determine if the R-OPS or OACR needs to do any follow up with contacts and prospects.

(2) The OR's applicant log for any new contacts or prospects.

(3) Status of contacts, prospects, and applicants moving to the next step in the process (scroll, JPAS, medical, etc.).

(4) Number of contacts to date; Are there sufficient contacts and prospects to meet OR's goaling letter requirements? The R-OPS and OACR needs to be aware of this before going any further.

(5) MEPS processing schedule; Are prospects and applicants scheduled for a MEPs physical or contract physical in a timely manner?

(6) Review ORAMPS to ensure effective school visits are

being conducted and the area canvassing plan is producing COIs and is documented in ORAMPS.

(7) Review leads to ensure they are actively being worked. Ensure proper disposition of leads IAW [article 010706](#).

(8) Based on goal remaining, use the NRD ORAMPS to determine the plan for the upcoming month and strengths in prospecting.

(9) Consider processing delays and consider corrective actions.

(10) Update ORAMPS as appropriate.

050203. OACR TO OFFICER RECRUITER

a. The purpose of the OACR weekly production review is to determine whether the OR is following the prospecting plan and is on track to attain all assigned goals (as per each recruiter's goaling letter and ORAMPS). To assist the OR in attaining all assigned missions, the OACR must determine the following:

(1) Status of all Eligible Contacts/Prospects. Review the status of contacts and prospects and determine if steps were taken to identify individual weaknesses and to make adjustments for prospecting and processing shortfalls. For example, has prospect been scrolled? What is the status of JPAS and physical qualification for those individuals that have been professionally recommended by the board?

(2) Prospecting Results. Are the recruiters being directed into the right target market and is the market being penetrated? From what prospecting modes are contacts/prospects being attained? Review results of the prospecting plan for each OR and identify areas to have the OR follow up with executive screening (PRO REC Y that are not being attained, leads, etc).

(3) Entire Command's Performance. The OACR and the R-OPS should be constantly reviewing the performance of each individual recruiter 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. Consider long-range performance to determining manning discrepancies and NRS trends.

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

050301. INTRODUCTION. The Reserve mission is to make goal with the highest caliber accessions obtainable. Time is valuable, 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.

050302. 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.

050303. MARKETING DEFINITIONS

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

b. Territory analysis. 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). Pinpoints sources of potential quality and quantity affiliates and is a prerequisite for success.

d. Potential Sources. Any persons, organizations or territories that give referrals, or places where an affiliate might be located within the NAVCRUITSTA boundaries.

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

050304. TARGETING THE MARKET FOR EACH NAVY RESERVE PROGRAM

a. The Navy Reserve has three basic "target markets" to consider:

- (1) Navy veteran (NAVET)
- (2) Direct commission officer (DCO)

(3) Other service veteran (OSVET)

050305. MARKET SOURCE POTENTIAL. The potential of a market source can be determined by considering the following areas:

- a. Quantity (numbers only) possible out of each source
- b. Quality (mental, physical, or possible waivers, etc.) possible from source
- c. Accessibility of each source
- d. Past history of production from each source (production analysis)

050306. TERRITORY ANALYSIS. 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. The following items should be considered:

- a. Basic territory information
- b. Population centers
- c. Community events
- d. Economic conditions
- e. Recruiting advertising materials (RAD) item locations
- f. Centers of influence
- g. DoD contractors common work areas
- h. Newspapers and radio/TV stations that reach the market
- i. FLEET concentration area recruiter
- j. Navy Operational Support Center (NOSC)
- k. Military organizations - American Legion, VFW, etc.

050307. 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 cannot be done based on feelings. Market and 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 the recruiter works his or her territory of responsibility, he or she will learn who the centers of influence (COI's) are and where they are located. The recruiter shall post names and date changes immediately for tracking purposes. It is essential for the recruiter to review these records every few months and update them 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.

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**CHAPTER 6 OFFICER RECRUITER ANNUAL MARKET AND PROSPECTING SYSTEM
(ORAMPS)**

SECTION 1 GENERAL GUIDELINES

060101. PURPOSE. To standardize officer programs operation's planning and marketing in Navy Recruiting Command activities.

a. The Officer Recruiter Annual Market and Prospecting System (ORAMPS) is the NAVCRUITDIST's fiscal year execution document to aid the team in tracking its efforts, provides the primary vehicle to coordinate recruiting evolutions, and ensures effective utilization of assets and resources.

b. The ORAMPS shall be reviewed and approved by the NAVCRUITDIST CO no later than 1 September each year. The ORAMPS shall encompass the activities for the forthcoming fiscal year.

c. The ORAMPS shall provide activities and milestones relevant to tracking and measuring the NAVCRUITDIST's progress in reaching their assigned annual production goals.

d. The ORAMPS shall facilitate several key functions by its content. The functional areas are as follows:

(1) Verification. The ORAMPS shall be reviewed and electronically signed by the ACR, R-OPS or A-OPS, and CO or XO at the following intervals to ensure prospecting, processing, and DEP management activities are progressing towards achievement of annual production goals:

(a) R-OPS or AOPS and ACR: Monthly

(b) CO or XO: Quarterly

(2) Manning. The NRD shall populate name, email and phone numbers for the R-OPS, A-OPS, ACRs, OPs and OPLs. Additionally, recruiters shall have name, email, phone numbers, PRDs, and assigned recruiting categories identified.

(3) General Information. General guidance in populating Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, non-medical, GENOFF, NUPOC, and DCO market sections of the ORAMPS is as follows:

(a) Utilizing educational requirements from respective program authorizations listed on the accreditation tab of the ORAMPS, each NRD shall identify and list every accredited program, degree, advanced course, residency and

fellowship program offered throughout their respective district. These programs are listed via a drop down window and or have been pre-populated in the ORAMPS which represent the minimum programs and information that must be researched, identified and documented.

(b) Utilizing the insert comment function of excel in the COI column, each NRD shall provide the name, position, address, phone number, and email address for all COI's per respective program.

(c) A recruiter must be identified by name and will serve as program team lead for his or her assigned program. As prospecting occurs, recruiters are required to document in the respective month and program, in the ORAMPS, details of the outreach activity conducted (e.g., "On 17 January I provided a presentation on HPSP and HSCP programs to 119 new medical students at USA Medical School. I have 12 interested leads to follow-up with.").

(d) To facilitate proper planning for prospecting key known events, the following dates must be identified on the prospecting calendar:

1. When each medical program finalizes selection of all future students;
2. When each program holds orientation;
3. When each program starts classes;
4. When each program graduates; and
5. Dates for school-wide events (i.e., career fairs, health expos, etc.).

Note: A video tutorial providing detailed instructions on the ORAMPS is available on the N7 Portal.

e. Each NRD shall maintain a copy of their respective NAVCRUITDIST's ORAMPS on the iNavy portal and make monthly annotations in the ORAMPS as to the success, failure or rescheduling of the significant recruiting events and efforts.

060102. BACKGROUND. An effective ORAMPS coordinates recruiting efforts and establishes the best allocation of resources, assignment of responsibilities, timing of actions and specific events, and the identification of recruiting opportunities.

This instruction provides the basic framework for development and implementation of an ORAMPS. The primary objective is to integrate basic recruiting information into a coordinated plan of action for mission accomplishment for the coming fiscal year.

060103. ACTION. NAVCRUITDISTs will develop and implement annual ORAMPS. Each area will designate an ORAMPS officer to coordinate the initial development and annual verification of the ORAMPS. One copy of the district's ORAMPS will be made available online for the CO, Navy Recruiting Orientation Unit (NORU) for training purposes. Plans should be forwarded no later than one week before each officer recruiter course.

060104. INTRODUCTION. Successful recruiters realize that time is valuable, and as such, they must analyze their assigned territory. This analysis is called marketing. As the size and composition of the primary market changes, it becomes increasingly important that the recruiter adopt a sound analytical approach to recruiting. The recruiter's ability to gather and use pertinent market information to position their efforts will determine the degree of success achieved. Most individuals assigned to recruiting duty are experienced naval officers, chief petty officers, and in some cases senior petty officers, but have no previous sales or marketing experience. They are not expected to be marketing experts. The ORAMPS gives them an avenue to plan ahead to reach their goals. The approach used in this section is a step-by-step method by which a comprehensive and usable planning document may be developed. If each step of this handbook is followed, the end result will be a functional, usable operations plan that is easily updated and an excellent turnover document. There should be a thorough understanding of where you are and where you are going. This document should be utilized to plan for the current and next fiscal year. This is particularly true in those cases where officer programs close out early.

a. Concept and approach

- (1) Stimulates thinking to make a better use of available resources.
- (2) Reviews the past year's production.
- (3) Reduces crisis management.
- (4) Assigns responsibilities and schedules work.
- (5) Improves communications within the command.

(6) Coordinates and unifies efforts.

(7) Facilitates control, monitoring and evaluation of recruiting evolutions and results.

(8) Provides source of marketing information for current and future reference.

(9) Facilitates progressive advancement towards a goal.

b. Basic requirements. The ORAMPS is:

(1) Simple (easy to understand).

(2) Clear (precise and detailed to avoid confusion).

(3) Practical (realistic).

(4) Flexible (adaptable to change).

(5) Complete (covers all significant marketing factors and assigns responsibilities).

060105. RESPONSIBILITIES

a. R-OPS/A-OPS

(1) Takes the lead in formulating the officer programs input to the ORAMPS; Recommends specific courses of action in regard to prospecting, lead generation, advertising, market analysis and processing to achieve officer program objectives.

(2) Updates the CO or XO monthly on goal attainment.

b. Officer Recruiter

(1) Effectively executes the assigned goaling letter utilizing ORAMPS and program calendars.

(2) Provides feedback to the R-OPS or A-OPS and OACR on recruiting events such as their success or failure, and the reasons for the success or failure, reason event was cancelled or rescheduled, and actual cost versus planned cost of the event.

(3) It is paramount that the officer recruiter provides early and valuable input to the R-OPS or A-OPS and O-ACR for the development of the next FY's ORAMPS (career fair dates,

projected costs for lunch and learns, name list fees, any updates for school accreditations of programs of study, etc.).

c. Advertising Coordinator

(1) Formulates the annual advertising plan in direct support of the ORAMPS in programs for which goals have been or are expected to exist.

(2) Monitors advertising budget distribution to meet officer and enlisted objectives and coordinates with officer and enlisted programs officers to ensure timely and direct advertising support to meet all objectives.

d. LEADs Center Supervisor

(1) Directly assists the executive officer in the coordination and implementation of the plan.

(2) Is the staff advisor on all aspects of marketing and operations planning and factors which may affect the attainment of goals and objectives.

(3) Is responsible for the maintenance and management of all market analysis data.

060106. PARTNERING RESPONSIBILITIES

a. Navy officer recruiters must take an active part in the activities of the local community and the NAVCRUITDIST must become another local business. The attitudes an OR displays, actions they take, and activities they engage in shall reflect favorably upon the U.S. Navy.

b. Community Organizations. The officer recruiters and OACR shall, with the assistance of the public affairs officer, gather contact information for affinity groups as identified in the NRD's ORAMPS.

c. Recruiter Contact Information/Advertising. All ORs shall inspect their respective school and public advertising items to ensure the items and information are both in good condition and current. Posted materials (e.g. station, NAVCRUITDIST phone numbers, etc.) left in a tattered and worn state, or which contain out of date information, reflect poorly on the Navy, and leave a less than desirable impression on our target audience.

060107. TRAINING. Training in efficient time utilization, sales techniques, administrative skills, etc., can have a major impact on the effectiveness of Navy recruiting. For example, if results reveal that an officer recruiter is not meeting their anticipated potential, an investigation might indicate that the recruiter is in need of additional training in a particular area. Relatively inexperienced recruiters may require additional training in the time management aspects of recruiting. An experienced recruiter who seems to be having difficulty may find that a sharing of sales or prospecting techniques may provide him or her with new ideas. Training is an essential element of operational effectiveness. The format for defining and implementing training schedules is not prescribed in this guidance but can be found in COMNAVCRUITCOMINST 1500.4.

CHAPTER 7 FORMS AND DOCUMENTS

SECTION 1 INTRODUCTION

070101. CONTENTS OF CHAPTER

a. This chapter provides information on the various forms, documents and checklists required to complete and process an applicant's package for enlistment or commissioning.

b. Forms. All forms are good for 1 year from date of applicant's signature unless otherwise indicated. Forms and documents necessary for the processing of Navy applicants for active duty and reserve commissioning that do not appear in this manual can be located in the NAVCRUITCOM Sharepoint Portal.

c. Documents, Forms, and Checklists. When documents, forms, and checklists are handwritten, they must be legible. When they are typed, they must be as close to letter perfect as they can be, due to the contractual nature of the package. Reproduced documents must be legible.

d. Handwritten Initials. Unless otherwise indicated, all applicants' initials are to be handwritten, not printed.

e. Full Signature. Unless otherwise indicated, the applicant's signature will be in full (first name, middle name, last name) format.

f. Witness Signatures. All certification or witness signatures must be completed at the same time and place as the applicant's signature.

Note: Capability currently exists for some enlistment and or commissioning forms to be signed electronically or digitally. However, PERS-313 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 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.

g. Corrections. Be neat in appearance, correctly formatted, error free, and grammatically correct. With the use

of computers and advanced word processing software, the long-accepted practice of allowing legible "pen and ink" changes to a piece of correspondence is no longer acceptable. All correspondence shall be free of typographical errors and technically correct before it is signed.

Note: The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state it is unlawful to reproduce, or copying is not authorized. The copy(ies) should be marked "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" must be written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

070102. FORM CHANGES, ADOPTION AND CANCELLATION PROCESS. All changes, adoptions and cancellations to forms, checklists, and page 13s must be authorized by the NAVCRUITCOM forms control officer, (002SD). Personnel are prohibited from altering or promulgating any form without prior approval from NAVCRUITCOM (002SD). All NAVCRUITCOM forms, checklists and page 13s are available located on the CNRC Sharepoint Portal.

070103. REQUESTING COPIES OF MILITARY PERSONNEL RECORDS

a. Military personnel records of former military personnel may be requested by the applicant online from the National Personnel Records System at:
<http://www.archives.gov/veterans/evetrecs/>.

SECTION 2 FORMS

070201. HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY CERTIFICATE (NAVCRUIT 1100/27). All collegiate and OCS applicants shall read and sign the NAVCRUIT 1100/27 prior to participating in any physical fitness activities, including testing.

070202. APPLICATION PROCESSING AND SUMMARY RECORD (NAVCRUIT 1131/238)

a. Will be completed by all applicants prior to submitting an application package.

b. Dependent upon the applicant's answers to individual questions, additional documentation may be required.

070203. ACADEMIC DEGREE COMPLETION PLAN (NAVCRUIT 1131/4)

a. The NAVCRUIT 1131/4 shall be completed if required per the appropriate application checklist.

b. All degree plans shall include the course number, title and number of hours listed by specific term. Generic lists of courses needed for graduation are not acceptable. The degree plan shall indicate the applicant's major and expected graduation date. The form must be signed by the applicant's academic advisor or other appropriate school official. It is acceptable to list elective courses without showing specific course number and title.

c. On-line academic degree plans are acceptable (except for Nurse Corps programs), provided they include all the information listed on the NAVCRUIT 1131/4.

070204. ADMINISTRATIVE REMARKS (NAVPERS 1070/613). To be used to document special circumstances not covered by other forms or directives. If necessary, the NAVCRUITDIST shall complete additional NAVPERS 1070/613 entries per MILPERSMAN article 1070-320.

070205. APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY (NAVPERS 1331/5). Applicants for recall to active duty in the Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps shall complete the NAVPERS 1331/5.

**070206. DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE
(NAVPERS 1740/6)/FAMILY CARE PLAN ARRANGEMENTS (NAVPERS 1740/7)**

a. Single, divorced, remarried applicants, and applicants married to military members are required to complete a Family Care Certificate and Family Care Plan Arrangement (OPNAV 1740/7) 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/herself in the absence of the applicant. Such applicants shall be advised by the R-OPS that all individuals accepted for Naval service are expected to maintain a high degree of commitment to his or her professional responsibilities, and that no exemptions from policies or preferential treatment, to include duty assignments, are extended on the basis of dependency status.

070207. ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

a. Use of Form. DD Form 4 (Oct 2007) documents enlistment and reenlistment in the armed forces. Upon execution, the DD Form 4 is an official legal agreement between the U.S. Government and the enlisted member. The language used in the DD Form 4 specifies in clear English the terms of the enlistment, to avoid future recruit and or parent misunderstandings.

b. Preparation. Although the processor completes the DD Form 4, the service representative who accepts an applicant for enlistment must verify typed entries for corrections before signing the completed form and explain all applicable parts of the document to the applicant; therefore, instructions for completion are provided to ensure quality control.

(1) The processor prepares the DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. Natural capitalization (i.e., the first letter of most proper nouns) and spacing must be used for all entries requiring the individual's name. Punctuation is not used in individual's name.

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) The DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member; therefore, use special care to complete all items correctly without typewriter strikeover. Erasures or

corrections in items 5 (date of enlistment) 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 Navy Administrative Command or 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 processor 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 the DD Form 4:

(1) **Section A. Enlistee/Re-enlistee Identification Data**

(a) **Items 1 thru 7.** Completed by the processor. Verification for accuracy will be conducted by the OR and OPL.

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 the applicant was given initial(s) rather than a first and or middle name, enter such initial(s). Do not use punctuation of any sort, including periods or commas. In addition, an apostrophe or hyphen contained within a name is not to be shown, and spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens.

Examples:

John Q McAfee is shown as:
MCAFFEE JOHN Q
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, county, state, country, and Zip code the applicant claims as his or her permanent home of record.

Note: A post office box is not acceptable.

4. **Item 4.** Enter the military installation, city and state of enlisting or reenlistment activity's location.

Example: NAVY RECRUITING DISTRICT 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 or 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.** In the space following "list branch of service" enter "NAVY". In the space following "this date for", enter number of years applicant is enlisting for, using an Arabic numeral. If applicable fill out weeks. In the space following "in pay grade" enter permanent pay grade.

Example: "E3".

In the space following "list name of Annex(es) and describe" enter the name, form number, and date of the applicable service agreement.

Example: NURSE CORPS ACTIVE DUTY, 2900 SERVICE AGREEMENT
NAVCRUIT 1131/133 (Rev 10-08)

In the space following REMARKS: (if none so state) enter NONE

(3) **Section C. Partial Statement of Existing United States Laws**

(4) **Section D. Certification and Acceptance**

(a) **Item 13a.** Self-explanatory.

1. **Item 13b. Signature of Enlistee or Reenlistee.** Applicant must sign full name in first, middle, and last name sequence.

Example: George Eldon Copperperson

2. **Item 13c.** Date Signed (yyyymmdd)

Example: 19970605

Note: Items 14 thru 17. Will be verified for accuracy by either the OR or R-OPS and signed in the appropriate blocks.

(4) Section E. Confirmation of Enlistment or Reenlistment

(a) **Item 19.** Enlistment or Reenlistment Officer Certification

(b) **Item 19 a thru g.** Will be verified for accuracy by either the OR, R-OPS, A-OPS or O-ACR and signed in the appropriate blocks.

(5) **Sections F, G, and H** are not required for officer enlistments.

070208. CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) and REPORT OF SEPARATION AND RECORD OF SERVICE (NGB-22)

a. The DD Form 214 is required whenever an applicant has indicated prior active or inactive duty in another service. The NGB-22 is required whenever an applicant has indicated prior service in the National Guard (including State National Guard).

b. As applicable, copy 2 or copy 4 of the DD-214 or a copy of the NGB-22 shall be forwarded to NAVCRUITCOM in the application package (USPHS may not have a DD 214, so a discharge certificate or annual point summary must be provided).

070209. REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)

a. The DD Form 368 is required prior to enlisting or commissioning 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 Form 368 requests. NAVPERSCOM (PERS-911) is the approval authority for all officer requests. Unit and NAVOPSPTCEN 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) The DD Form 368 shall be used when enlisted personnel are entering the U.S. Navy active component (AC) via NAVCRUITCOM.

(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 or 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) Individuals enrolled in the NCS program.

(9) Members in the NAT program with fewer than 24 months of service as a mandatory drilling Reservist.

(10) All members of the IRR who wish to enlist USN (AC) must have a DD Form 368 approved by NAVPERSCOM (PERS-913). Personnel who were transferred to the IRR as "UNSAT 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 NAVOPSPTCEN, forward the DD Form 368 to the NAVOPSPTCEN. The NAVOPSPTCEN 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 an approved DD Form 368: The NAVCRUITDIST will complete section III and attach enlistment documentation and forward to the losing activity (i.e., NAVOPSPTCEN for members currently drilling or NAVPERSCOM (PERS 912) for members of the IRR) for proper discharge procedures. For IRR personnel, mail the DD 368 to:

Commander
Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington, TN 38055-4911

(3) For a disapproved DD Form 368: File with the applicants residual files and maintain for the appropriate time frame.

e. Responsibility. The NAVOPSPTCEN shall track approved DD Form 368s for their members to ensure enlistment or appointment

paperwork is received so that discharge entries may be entered into NSIPS.

f. Other Service Reserve Component, National Guard or Air National Guard

(1) 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.

(2) Member is not Participating ith a Reserve Unit

(a) 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 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 filed in the residual file.

Commander, ARPERCEN
Attn: ARPC-SFS-T
9700 Page Boulevard
St Louis, MO 63132-5200

(b) 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

(c) 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 executed 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.

1. Marine Corps Reserve

Director
Marine Corps Individual Reserve Support Activity
2000 Opelousas Avenue
New Orleans, LA 70114
(800) 255-5082

Note: The DD Form 368 may be scanned and emailed to the following email address: mcirsa_ima@usmc.mil. In lieu of entering the applicant's social security number on the form, enter the EDIPI (DoD number located on the back of the ID card).

2. Army National Guard and Air National Guard

Mail to the Adjutant General of the state in which the National Guard unit is located.

3. Coast Guard Reserve. There are several integrated support commands (ISCs) throughout the United States that maintain service records for Coast Guard IRR members. The DD Form 368 must 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:

- a. The IRR member.
- b. The local Coast Guard recruiter.
- c. The Maintenance and Logistic Command (MLC) at (757) 628-4507.

4. 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.

070210. POLICE RECORD CHECKS (PRCs) (DD FORM 369)

a. DD Form 369s are required on all applicants who self-admit to criminal or juvenile offenses, or have a current offense. A written statement with detailed information on the

offense and lessons learned is required for each separate offense.

b. The application may be forwarded prior to completion of the DD Form 369. However, PRCs must be completed prior to enlistment or appointment. If, during the investigation, a PRC reveals any police or juvenile involvement not listed by the applicant, a statement from the applicant regarding the offense, and the reason for its omission, shall be included in the application.

c. PRCs shall not be forwarded to law enforcement agencies of foreign countries. If the applicant has indicated that a foreign record exists for any offense other than minor traffic violations, a request for a foreign police check shall be made to the Director of Naval Intelligence (DNI) for action. Where there is clear indication that rejection will ultimately occur, based on locally available information, rejection shall be effected without requesting a foreign police check from DNI. The results of foreign police checks shall be forwarded directly to NAVCRUITCOM by DNI.

d. All recruiting activities that originate out-of-town PRCs are authorized to utilize law enforcement telecopy or teletype facilities where access is feasible and permitted in place of the DD Form 369. Hard copies of the request and response are acceptable verification for completion of the record check.

070211. REFERENCES - REQUEST FOR REFERENCE (DD FORM 370)

a. The type and number of references required is dependent upon the applicable program checklist. All DD Form 370's shall be mailed or e-mailed directly from NAVCRUITDIST personnel to the employee or person listed as a reference. Only references returned to the NAVCRUITDIST directly from the employer or personal reference will be acceptable for kit submission. At no time is the applicant authorized to personally deliver or hand-carry DD Form 370s to or from references. Any completed DD Form 370s received from an applicant shall be refused by NAVCRUITDIST personnel.

b. The DD Form 370 form shall be used to document employment character, as well as peer, professional and military reference information.

c. The purpose of gathering personal data regarding an applicant is to provide information about the applicant's

leadership potential, character, and integrity from sources other than the applicant. Any unauthorized disclosure of information provided in response to requests for personal data not only betrays the trust that an individual has placed in the Navy, but jeopardizes the reliability of future responses. No applicant shall be told the nature of any reply to an inquiry, nor shall he be told he has been disapproved for reasons of an unfavorable investigative report.

d. Employer references. If instructed to do so by the applicable program checklist, each employer listed on the NAVCRUIT 1131/238 and the Questionnaire for National Security Positions (SF-86), including part-time employers, for three years immediately preceding the date of application shall be queried using the DD Form 370. The OP or OPL shall complete the front of the DD Form 370 and mail or e-mail it to the appropriate employer. The following guidance applies:

(1) Employer references may be submitted on the employer's company letterhead with the employer's phone number and other applicable contact information. If submitted on company letterhead, the employer's reference shall be verified by the recruiter and/or the officer processor. If an employer's company letterhead is not available, the DD Form 370 will be used.

(2) If requested by the applicant, a DD Form 370 shall not be forwarded to the applicant's current employer (e.g., the applicant feels it might jeopardize his or her job). If the current employer is not queried, it shall be annotated in the officer processor's summary of the Application Processing and Summary Record (APSR) (checklist rev 10/07).

(3) All completed and returned employment references must be included in the kit. If any employers are queried but fail to return the DD Form 370 or applicable company letterhead, it must be documented in the officer processor's summary of the APSR.

e. Military References. The CO of all applicants who are currently serving on active or inactive duty in all branches of the armed forces shall be requested to provide a reference utilizing DD Form 370.

f. Peer References. A peer reference is from an associate who shares the same occupation.

(1) Three peer references are required (on DD Form 370) for officer applicants applying for the Chaplain Program.

(2) In addition to the two required peer references in the Personal and Professional Information Sheet (PPIS), an additional reference is required for medical programs. PPIS peer references are used to assess the applicant's clinical skills. Refer to NMSCINST 6010.1.

g. Character References. Character reference(s) will only be required if requested for on the applicable checklist.

h. Congressional/Political References. Applicants inquiring about such endorsements or references shall be advised that they are not necessary and will only be favorably considered by the selection board when the individual providing the reference has had personal knowledge of the applicant prior to the time of application.

i. Instructions for Completing DD Form 370

(1) "To" Block: Enter the address of the recruiting office.

(2) Applicant Identification Data: Complete blocks 1 and 4 as listed (self-explanatory). Mark blocks 2 and 3 as "N/A" as this information is considered PII and is not to be disclosed.

(3) Recruiting Officer Identification Data: Blocks 5 thru 9 (self-explanatory).

(4) Blocks 10-19: To be completed by the reference (self-explanatory).

070212. STATE OF LEGAL RESIDENCE (DD FORM 2058). The DD Form 2058 will be completed by the member and is used to determine the correct state of legal residence for purposes of withholding state income taxes from military pay.

070213. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), AND REPORT OF MEDICAL HISTORY (DD FORM 2807-1). These forms are completed by the applicant and the MEPS examining physician normally 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.

070214. MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2). This form is to be completed by each individual who requires a medical examination at MEPS. The form should be completed by the applicant with the assistance of the recruiter or processor, as needed.

070215. RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (DD FORM 1966). This form will be used to enlist permanent resident aliens that are HCP applicants. Refer to COMNAVCRUITCOMINST 1130.8, volume 3, section 2, for detailed information on completing the DD Form 1966.

070216. SECURITY INVESTIGATION. The use of NASIS is required. Refer to [chapter 4, section 8](#) for step-by-step directions.

070217. FINGERPRINTS (SF 87)

a. Live Scan Fingerprints are completed for all applicants processed at MEPS. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted to OPM.

b. Applicants who are not processed through MEPS, or whose fingerprints are not submitted via Live Scan, shall be manually fingerprinted using the SF 87 fingerprint chart. The completed fingerprint chart will be attached to a copy of the NASIS signed release forms, and mailed to OPM via traceable means to:

e-QIP Rapid Response Team
OPM - FIPC
1137 Branchton Road
Boyers, PA 16020

070218. QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF-86)

a. All candidates for commissioning require, at minimum, a Personnel Security Investigation (PSI) requesting National Agency Check/Local Checks (NACLC/Tier 3/Tier 3R). ENTNAC, NAC, and NACI are not acceptable. If the applicant has had an ANACI/Tier 3/ Tier 3R, NACLC/Tier 3/Tier 3R, SSBI, or SBPR investigation completed within ten years of their anticipated commissioning date, with no break in service greater than 24 months, submission of a new NACLC/Tier 3/Tier 3R is not required. If the applicant has a previous investigation completed more than ten years before their anticipated commissioning date, or has a break in service greater than 24 months, submission of a PSI requesting NACLC/Tier 3/Tier 3R (or

SSBI if applicable) is required. An SBPR (SSBI Periodic Reinvestigation) is the only acceptable substitute for an SSBI.

b. OPM requires all accession PSI requests to be sent electronically. Navy Recruiting Command requires the use of the Navy Accession Security Information System (NASIS) to electronically submit all investigations.

c. Mailing a hardcopy of the SF-86 PSI request is not authorized.

d. The electronic PSI request is comprised of:

(1) Fingerprints (Livescan or mailed FS 87)

(2) Electronic SF-86 via NASIS with signed release forms.

e. (SF-86) The officer recruiter and officer processor are responsible for ensuring:

(1) The completeness and accuracy of the user's section of the SF-86, including all historical information (residence, education, and employment) dated back seven years (10 years for SSBI). All other information must go back to birth. Omissions may result in rejection of the PSI request.

(2) A signed paper copy is required to be included in the residual record.

070219. MAXIMUM AGE STATEMENT OF UNDERSTANDING. All officers who will be beyond their 42nd birthday on the day of their commissioning are required to acknowledge the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62 by signing the Maximum Age Statement of Understanding contained within the respective service agreement.

070220. GPA CALCULATION WORKSHEET

a. Worksheet is located at [http://www.cnrc.navy.mil/Publications/checklists/gpa conversion](http://www.cnrc.navy.mil/Publications/checklists/gpa%20conversion). GPAs scale shall be normalized to a 4.0 scale. Colleges and classes with a pass or fail system or grade will not be added to the GPA.

b. GPA Calculation Worksheet Guidance

(1) Grades for all college courses must be included in the calculation of the GPA worksheet.

(2) If the applicant attended more than one school, ensure that transfer credits are taken into account only once during the calculation for those schools that include transfer credit grades on their transcripts.

(3) For all medical programs, refer to individual program checklists to determine which programs require the submission of GPA Calculation Worksheets as not all officer programs require this item to be submitted with the application.

c. APSR Guidance

(1) For the Degree and GPA fields on the APSR, ensure that transfer credits are accounted for during the GPA calculation.

(2) For those applicants with multiple degrees, follow the GPA calculation worksheet guidance provided above.

Note: Applicants with graduate degrees must include on both the APSR and the GPA calculation worksheet all credits used to gain entrance into their respective graduate program (i.e. grades from four-year bachelor's degree and master's degree).

(3) For those applicants that have multiple degrees of which one is program specific (i.e. BS in engineering and applying to CEC), only the degree that is being counted towards the requested designator needs to be annotated in the APSR - to include all transfer credits.

(4) All transcripts must be included in the application regardless of whether they are being applied to the requested designator or are from a previous degree.

070221. CONTINGENT RESIGNATION LETTER. Applicants holding a commission who desire to resign the commission contingent on acceptance to a program should refer to MILPERSMAN articles 1920-170 and 1920-190 for proper format.

070222. VOTER REGISTRATION INFORMATION (DD FORM 2645)/VOTER REGISTRATION APPLICATION

a. The National Voter Registration Act (NVRA) 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 a 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 NVRA of 1993 is located at: <http://www.fvap.gov/info/laws/nvra>.

b. DD Form 2645. Eligible voters must be asked to complete a DD Form 2645 (Voter Registration Information) upon entry in to the recruitment office. "Yes" answers indicate 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 at: <http://www.fvap.gov/vao/recruiter>.

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 of registration to vote in an election. Copies of completed NVRFs shall not be made or retained by recruitment offices due to presence personally identifiable information (PII). The NVRF is located at: <http://www.fvap.gov/vao/recruiter>.

SECTION 3 NUCLEAR FORMS

070301. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following forms are highlighted due to their importance.

070302. NUCLEAR PROPULSION OFFICER CANDIDATE LETTER OF INTENT TO ENLIST. All nuclear officer programs participants shall indicate their intent to enlist by submitting a signed NUPOC Letter of Intent to Enlist ([Exhibit 070301](#)) if selected by the deputy assistant secretary of Naval Reactors. The original letter shall be included in the application.

070303. NUCLEAR PROPULSION PROGRAM PRE-SERVICE DRUG ABUSE STATEMENT (NAVCRUIT 1131/8) All nuclear officer program applicants, regardless of admitting to drug use or not, shall complete a NAVCRUIT 1131/8 as part of their application.

**EXHIBIT 070301. LETTER OF INTENT TO ENLIST FOR NUPOC, NAVAL
REACTORS ENGINEERS, AND NUCLEAR POWER INSTRUCTOR APPLICANTS**

From: _____
(Applicant Name and last four of SSN)
To: Commander, Navy Recruiting Command (N313)
Subj: LETTER OF INTENT TO ENLIST
Ref: (a) Program Authorization 100A (NUPOC)
(b) Program Authorization 100B (Naval Reactors Engineer,
or Nuclear Power School Instructor)

1. I hereby apply for either the nuclear propulsion officer candidate (NUPOC), naval reactors engineer, or nuclear power instructor programs.
2. If selected by the Director, Navy Nuclear Propulsion Program for one of the above programs, I agree to enlist and be placed in an active or inactive status as an OC1 (E6) in the United States Navy Reserve in accordance with reference (a) or (b) as appropriate. Such enlistment will be executed following interview and prior to departing Washington, DC.
3. I further understand that I will serve in accordance with the requirements set forth in references (a) and (b).

Signature of Applicant

SECTION 4 CHAPLAIN FORMS

070401. INTRODUCTION. Refer to the appropriate program checklist for all required program forms. The following form is highlighted due to its importance.

070402. DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT APPROVAL (DD FORM 2088)/DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT (NAVCRUIT 1131/10)

a. The DD form 2088 verifies that the applicant is a fully qualified clergy from a recognized religious organization; actively employed in a denominationally approved vocation; and recommended as being spiritually, morally, intellectually and emotionally qualified to represent the applicant's religious body in the chaplaincy of the armed forces. An ecclesiastical approval attests that a seminary student is considered a potential candidate for ordination. The decision is up to the prerogative of the individual church or religious body to establish its own requirements. Each denomination has specific application procedures for endorsement consistent with the policy of that particular church body.

b. The Issuing of an Endorsement. In connection with an application for appointment in the Chaplain Corps or Theological Student Program, a copy of the DD form 2088 or NAVCRUIT 1131/10 shall accompany all applications forwarded by the NAVCRUITDIST. In many cases, the application for the Navy Chaplain Corps Program and the request for Ecclesiastical endorsement do not occur simultaneously. NAVCRUITDISTs shall forward applications if the applicant provides a completed (NAVCRUIT 1131/10 indicating the date of request for ecclesiastical endorsement and the name of the endorsing agent or office contacted. An application will not be considered by the selection board until the Ecclesiastical Endorsement is received in the Office of the Chief of Chaplains. Forwarding an application without ecclesiastical approval can extend the time before an applicant is notified of the final selection decision.

c. Requesting Endorsement or Approval. The point of contact in the endorsement system between individual religious bodies and the Department of Defense is the ecclesiastical endorsing agency. The endorsing agent is a descriptive term used by all three services to identify the committee, commission, board, or diocesan office authorized by each organization and formally recognized by the Department of Defense to issue endorsements or approvals. For information

regarding ecclesiastical endorsements, contact the chaplain programs manager, NAVCRUITCOM (N312).

SECTION 5 MEDICAL CREDENTIALING

070501. INTRODUCTION. Refer to the appropriate program checklist for all required program forms.

070502. NAVY MEDICINE SUPPORT COMMAND (NMSC) JACKSONVILLE CREDENTIALING PACKAGE

a. The Centralized Credentials and Privileging Directorate (CCPD) of NMSC Jacksonville reviews and verifies credentials for all direct accession, direct commission officers (to include NAVETS), intra-service transfers, career transition officers, and medical program recall officer applicants. Medical Corps (MC), Medical Service Corps (MSC), Dental Corps (DC) and Nurse Corps (NC) applicants must have approved credentials prior to forwarding application to the Professional Review Board.

b. The following forms are found on the recruiting quarterdeck and must be completed for all medical providers indicated in paragraph c. The OP will upload the completed forms into CIRIMS and forward to CCPD.

(1) Verification of Health Care Provider's Credentialing Checklist

(2) Personal and Professional Information Sheet (PPIS), also known as the CCPD Application Package

c. The health care providers listed below provide direct patient care and must have credentials and professional qualifications verified by CCPD prior to professional review:

(1) All Medical Corps officers (2100/2105)

(2) All Dental Corps officers (2200/2205)

(3) All Nurse Corps officers (2900/2905)

(4) The following Medical Service Corps Officers (2300/2305)

(a) Audiologist

(b) Clinical Dietician

(c) Occupational Therapist

(d) Optometrist

- (e) Clinical Pharmacist
- (f) Physical Therapist
- (g) Physicians Assistant
- (h) Podiatrist
- (i) Clinical Psychologist
- (j) Clinical Social Worker

CHAPTER 8 OFFICER DELAYED ENTRY PROGRAM (DEP) MANAGEMENT

SECTION 1 INTRODUCTION

080101. INTRODUCTION. The sections included in this chapter provide policy, procedures, and sample documents for use in managing the Officer Delayed Entry Program (DEP). Section two covers active duty officer candidates (collegiates), section three covers Individual Ready Reserve (IRR) collegiates, and section four covers Individual Ready Reserve (IRR) officer candidates (non-collegiates).

080102. MANAGEMENT OF OFFICER DELAYED ENTRY PROGRAM (DEP)

a. Purpose

(1) To establish policy and procedures for the management of active duty officer candidates (collegiates), Individual Ready Reserve (IRR) collegiates, and Individual Ready Reserve (IRR) officer candidates (non-collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1, and Manual of the Medical Department, NAVMED P-117.

(2) To maintain future officer's motivation through 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 officer.

(3) Mentally and physically prepare future officers for initial training with the objective of reducing attrition.

(4) Encourage future officers to provide quality referrals to recruiters who can discuss Navy benefits and opportunities with these prospects.

080103. OFFICER DEP PROGRAM RESPONSIBILITIES. Each member of the chain of command must ensure that officer DEP is meeting intended objectives to support program effectiveness while proactively seeking program improvements.

Note: Maintain a professional atmosphere during any interaction with future officers and or their families. Derogatory comments, jokes, poor language, etc., must not be used. Keep in mind the Navy's policy on sexual harassment, fraternization, and an individual's rights regarding the Freedom of Information and Privacy Act.

a. NAVCRUITREG Commander

(1) Ensure each NAVCRUITDIST in the region has a strong, viable officer DEP program that is in compliance with this instruction.

(2) Direct officer DEP audits when trends indicate that adverse conditions are present.

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 officer DEP personnel is maximized to the fullest extent possible.

c. NAVCRUITDIST Executive Officer (XO)

(1) Promulgate execution of local policies to amplify this chapter as necessary to improve program effectiveness and ensure leadership, training and development of officer DEP personnel is maximized to the fullest extent possible.

d. NAVCRUITDIST Public Affairs Officer (PAO). Solicit and process DEP hometown news releases for active duty collegiates.

e. NAVCRUITDIST Recruiting Operations Officer (R-OPS)
Assistant Operations Officer (A-OPS)

(1) Ensure each division has a strong, viable officer DEP 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 officer 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 for attrition analysis. This database can be combined with the enlisted DEP database.

(3) Ensure actions are being taken to correct any negative trends and develop recommended program improvements.

(4) Conduct ongoing attrition analysis to identify trends and develop recommended program effectiveness.

(5) Advise the commanding officer on plans and policies that will improve program efficiency and effectiveness.

(6) Conduct a command-wide officer DEP audit as needed whenever there is a sign of excessive losses or problems in the officer DEP pool; however, officer DEP audits are to be conducted by the R-OPS or officer assistant chief recruiter (OACR) (unless delegated down to the division officer/divisional LCPO) when a turnover of the assigned recruiter, OACR, or R-OPS occurs.

f. NAVCRUITDIST Chief Recruiter/Assistant Chief Recruiter

(1) Ensure each division has a strong, viable officer DEP program that is in compliance with this instruction.

(2) Monitor the officer DEP pool, with special emphasis on those shipping within the next 90 days. Strongly recommend utilizing Web RTools for prospecting, follow-up, and retaining information on each applicant for future application as this tracking method has proven to be a very effective tracking tool for future enlisted sailors while in DEP. If RTools is utilized, the DEP member's record shall be maintained in the recruiter's working tickler. Contact will be maintained and documented on the record throughout the entire DEP period until the date of commissioning. Specific guidance for Web RTools can be found in COMNAVCRUITCOMINST 1130.8J, vol. 1, chapter 2, section 1.

(3) Ensure first out-month shipper verifications are completed by the division officer or divisional 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 officer DEP with emphasis on minimizing attrition.

(5) Ensure actions are taken to correct any negative trends associated with officer DEP losses.

Note: Corrective action shall be taken if divisions have excessive future officer attrition, excessive requests for roll-outs, or abnormally high levels of OCS and or ODS attrition.

h. NAVCRUITDIST Officer Processor Lead (OPL)

(1) Assist the R-OPS, A-OPS and O-ACR in program

administration.

(2) Track all Meritorious Advancement for Referral Letters ([Exhibit 080201](#)) to ensure future officers receive advancement in a timely manner. Verify all paperwork for advancement is included in the future officer's residual file prior to shipping.

(3) Conduct any other administrative duties to enhance the officer DEP as directed by the chain of command.

i. NAVCRUITDIST Trainer

(1) Assist in the training of production recruiters on effective officer DEP leadership and management procedures.

(2) Assist in DEP audits as directed by the chain of command.

(3) Train recruiters in the proper utilization of the DEP Tool Kit for active duty collegiates.

j. Naval Special Warfare/Naval Special Operations/Air Rescue Swimmer (NSW/NSO/AIRR) Coordinator

(1) Ensure proper Officer DEP management through proactive mentorship of all NSW and NSO program future officers.

(2) Identify and work to improve NSW and NSO future officer's 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 NSW and NSO future officers, specifically the Physical Readiness Test (PRT). 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.

(4) Ensure NAVCRUITDIST representatives (LCPO or above) conducting and or supervising the PRT or specific physical training, understand and follow operational risk management to mitigate risk and injury to future NSW and NSO officers.

(5) Conduct presentation and campus visits at colleges.

(6) Assist recruiters in processing and tracking NSW and NSO program applicants and waiver submissions.

(7) Coordinate with recruiter to schedule the physical readiness test (PRT) for NSW and NSO officer program applicants.

(8) Inform the chain of command of all NSW and NSO program's future officer's status, to include PRT, attrition, etc.

(9) Inform the chain of command of any NSW and NSO future officer that fails or is otherwise no longer eligible for the NSW and NSO officer program.

(10) Install and maintain the NSW and NSO officer program working tickler (can be combined with enlisted tickler).

k. Division Officer (DIVO)/Division Leader Chief Petty Officer (DLCPO)

(1) Ensure the officer DEP is administered within the division per this instruction.

(2) Ensure that all assigned LPO, LCPO's and recruiters, with active duty collegiates assigned, are trained on officer DEP leadership policies and procedures.

(3) Maintain a current database of all future officers in the division and a list of potential problems by station, recruiter, future officer's name, program, and OCS or ODS ship date. This database can be combined with the enlisted DEP database.

(4) Review all Officer Delayed Entry Program (DEP) Recertification Forms (NAVCRUIT 1131/39), Change of Status Questionnaires (NAVCRUIT 1131/33), and Collegiate Management Reports (CMRs) (NAVCRUIT 1131/40) during station visits. Identify and take corrective actions on any problems discovered.

(5) Conduct a division-wide officer DEP audit as needed whenever there is a sign of excessive losses or problems in the officer DEP pool; however, officer DEP audits are to be conducted by the division officer/divisional LCPO (if delegated by the R-OPS, A-OPS or O-ACR) when a turnover of the assigned recruiter, OACR, R-OPS or A-OPS occurs. Review all turnover audits. Retain on file for two years.

(6) Conduct first out-month shipper verifications no later than the 15th of the current month on all shippers scheduled for the next out month (i.e., 15 August, complete verifications on all September shippers). All findings shall be documented in CIRIMS and any further action taken as necessary to resolve any issues that might impact shipping.

(7) Perform the duties as recruiter if assigned officer recruiting goals and or officer DEP responsibilities.

1. Recruiter/Leading Petty Officer/Leading Chief Petty Officer (LPO/LCPO). The assigned recruiter's leadership role, or else the assigned LPO or LCPO depending on how the NAVCRUITDIST assigns active duty collegiate responsibilities, is critical to the success of the officer DEP; more simply put, no one is more important. The recruiter, LPO and LCPO must be held accountable for what happens, or what does not happen, within his or her officer DEP pool. Duties and responsibilities are as follows:

(1) Provide the overall supervision required to ensure that all officer DEP policies promulgated by this instruction and as promulgated through local policies are complied with.

(2) Schedule and coordinate officer DEP activities and functions. Ensure all future officers and their families are afforded the opportunity to attend and contribute to the program.

(3) Maintain consistent and continuous contact with each future officer. A minimum of one monthly phone or face-to-face contact with each active duty collegiate is required. A minimum of one quarterly in-person, face-to-face contact is required.

(4) Solicit referrals from future officers and provide the disposition of each referral to the future officer.

(5) Take the role of mentor and provide guidance to the future officer on all issues. The goal is to develop and maintain a professional trust and bond with the future officer, and ensure a smooth transition during the journey from civilian life to military life.

(6) Respond promptly to future officer's needs as they arise, especially when it may alter shipping status. Inform and coordinate this activity through the chain of command.

(7) Ensure all 72 hour indoctrination requirements are completed and annotated appropriately. Sections two, three and

four of this chapter provide specific instructions on what is required during this initial indoctrination.

SECTION 2 MANAGEMENT OF ACTIVE DUTY COLLEGIATES

080201. INTRODUCTION. The articles included in this chapter provide policy, procedures, and sample documents for use in managing active duty collegiates. Each active duty collegiate must be given a copy of Appendix A of this manual.

080202. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose

(1) To establish policy and procedures for the management of active duty officer candidates (collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1, and Manual of the Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected into one of the following programs:

- (1) Baccalaureate Degree Completion Program (BDCP)
- (2) Civil Engineer Corps (CEC) Exceptional Student Program (hereafter referred to as CEC collegiate)
- (3) Nuclear Power Officer Candidate (NUPOC)
- (4) Naval Reactors Engineer (NRE)
- (5) Nuclear Power School Instructor (NPI)
- (6) Health Services Collegiate Program (HSCP)

c. These individuals are considered as being in an active duty status and are therefore entitled to all benefits and privileges commensurate with their paygrade and required to fulfill all obligations of this instruction and their service agreement and program authorization, with the exception of wearing uniforms (specifically prohibited) and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice.

e. Active duty collegiates are assigned to the NAVCRUITDIST and shall be afforded the same oversight, mentoring, and counseling as any other member of the staff.

Note: Every effort should be made to include active duty collegiates into normal recurring enlisted DEP meetings and DEP division. Every effort should be made to integrate active duty collegiates with a recruiting station's enlisted DEP pool and with enlisted DEP practices and procedures as much as possible to ensure maximum training and preparation for all future sailors (officer and enlisted personnel alike).

080203. ACTIVE DUTY COLLEGIATE'S TRACKING PROCESS

a. 72 Hour Indoctrination. Active duty collegiates must enlist within 15 working days of receiving their final select letter. Following enlistment, schedule a face-to-face meeting with the active duty collegiate within 5 days, not to exceed 3 working days following enlistment. Ensure that 72-hour indoctrinations are conducted by the recruiter at the future officer's home, or current local location (college campus or common meeting area), or at the local recruiting station (NRS or NORS) as a last resort. The DIVO, LPO, LCPO or OACR will accompany all new recruiters on their initial 72-hour indoctrination. All future officers who receive their 72-hour indoctrination by only the recruiter will be contacted by the DIVO, LPO, LCPO or OACR via phone or face-to-face within five days minimum, after completion of the 72-hour indoctrination. The following actions must be completed during this initial meeting:

(1) Direct the collegiates to provide their current phone number, mailing address, and email address to the recruiter or OACR and notify their recruiter of any changes of personal information while in a delayed entry status. Maintain this information in the member's residual file for future reference.

(2) Provide the active duty collegiate with the following items:

(a) Naval Officer Delayed Entry Program Guide to Success (013-0238) (Rev 05/2013)

Note: Encourage the collegiate to complete the Personnel Qualification Standards (PQS) listed on pages 48-53 of the "(DEP) Guide to Success" within 45 days of receipt of the handout. The recruiter, LCPO, LPO or O-ACR is responsible for signing completed PQS items.

(3) Provide the candidate with the following information:

(a) Have the candidate read and sign the Fraternization Policy Acknowledgement NAVPERS 1070/613.

(b) Have the candidate read and sign the Recruit/Trainee Prohibited Activities Acknowledgment Form (DD Form 2983) in accordance with DODI 1304.33.

(c) Discuss the Navy's "zero tolerance" drug policy and encourage them to complete the accompanying drug training modules.

(d) Discuss information available on the Navy Knowledge Online (NKO) Web site.

(e) Discuss information available on the Officer Training Command (OTCN) Web site at: <http://www.ocs.navy.mil>

(f) Inform the applicant that he or she will be required to pass, at a minimum, the third class swim test at OCS or ODS. Officer candidates are strongly encouraged to practice swimming prior to shipping to OCS or ODS as all officer candidates are expected to be able to swim.

(g) Inform the collegiate of the physical fitness requirements listed in OPNAVINST 6110.1. All active duty collegiates will be held to these standards.

(h) Inform the collegiate they are active duty members of the command population pool and will be required to participate in the command's urinalysis program. As such, they must receive a briefing regarding the requirement to participate in the command's urinalysis program prior to their enlistment. Refer to [article 080219](#) for specific details.

(i) These individuals are considered as being in an active duty status and are therefore entitled to all benefits and privileges commensurate with their paygrade and required to fulfill all obligations of this instruction and their service agreement and program authorization, with the exception of wearing uniforms (specifically prohibited) and adhering to military grooming standards.

(j) Build a strong rapport with the collegiate and ask if he or she has any questions or concerns about any aspect of the OCS or ODS process.

Note: Upon completion of the items listed in subparagraphs (1) through (3) above, the applicant must sign and date the Officer Candidate Commitment to Success (NAVCRUIT Form 1131/15)

acknowledging he or she has been provided the above documents and information. A copy of the signed NAVCRUIT Form 1131/15 must be uploaded into CIRIMS with the original filed in the candidate's residual file.

(4) Have the candidate complete and sign the Officer Delayed Entry Program (DEP) Recertification (NAVCRUIT Form 1131/39). A copy of the signed NAVCRUIT Form 1131/39 must be uploaded into CIRIMS with the original filed in the candidate's residual file.

080204. MONTHLY DEP SCREENING

a. The recruiter, LPO, LCPO or OACR is required to contact the collegiate a minimum of once per month either by telephone or face-to-face, or online video-teleconferencing application (skype, etc.) starting with the month following the initial indoctrination meeting. A minimum of one face-to-face meeting is required every quarter. The purpose of this meeting is to continue an ongoing dialogue between the recruiter, LPO, LCPO or OACR and the collegiate to determine if he or she is still motivated about the Navy, to verify the collegiate's eligibility status, and to discuss any other topics deemed necessary by the recruiter, LPO, LCPO, OACR or collegiate. Height, weight and BCA measurements must be completed by the command fitness leader (CFL) or an assistant command fitness leader (ACFL) during face-to-face, in person meetings. In accordance with COMNAVCRUITCOMINST 5370.1, recruiting personnel are prohibited from taking body fat measurements on applicants of the opposite sex. Results must be uploaded in CIRIMS.

(1) The recruiter or NAVCRUITDIST military designee will:

(a) Complete an Officer Delayed Entry Program (DEP) Recertification Form (NAVCRUIT 1131/39) to document the meeting. The original must be filed in the collegiate's residual folder.

(b) Review and document academic status and report any known or anticipated academic degree deficiencies to NAVCRUITCOM (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and program authorization and or school degree requirements on the part of the collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM officer program director (N311, N313, and N314), students must be enrolled full time and taking traditional courses.

(c) For HSCP internships, review status with the internship director or specialty leader. When the Degree Completion Plan (DCP) has been modified, obtain a revised DCP from the active duty collegiate, signed by the academic advisor, and forward it to NAVCRUITCOM with an endorsement from the NAVCRUITDIST CO or XO early enough to allow an appropriate review and approval by NAVCRUITCOM prior to registration for the upcoming semester or quarter.

(2) The R-OPS or A-OPS will:

(a) Ensure that the original Officer Delayed Entry Program (DEP) Recertification Form (NAVCRUIT 1131/39) for all non-nuclear active duty collegiates is maintained in the collegiate's residual folder.

(b) When geographical separation makes it impractical for the active duty collegiate to meet with his or her recruiter, it is permissible to arrange for face-to-face, in-person contact with any military designee (leading chief petty officer (LCPO), leading petty officer (LPO), or enlisted or officer recruiter) at the nearest Navy recruiting station (NRS) by coordinating with the R-OPS or OACR.

080205. COLLEGIATE MANAGEMENT REPORTS (CMRs)

a. The R-OPS or A-OPS will:

(1) Ensure CMRs (NAVCRUIT 1131/40) are submitted to NAVCRUITCOM via CIRIMS in a timely manner as discussed below. NAVCRUITCOM has the authority to grant extensions to this requirement on a case-by-case basis should the actions of a university or college preclude the NAVCRUITDIST's compliance with the reporting requirement. All requests for extensions shall be made in writing or email to NAVCRUITCOM (N31), signed by the NAVCRUITDIST R-OPS or Asst. R-OPS, and will be provided prior to the original deadline. CMRs are not required for collegiates enlisted during the month submissions are due (i.e. January and June) for that cycle only.

(2) Ensure fall semester transcripts and CMRs are provided to NAVCRUITCOM via CIRIMS no later than 31 January. Spring semester transcripts and CMRs will be provided to NAVCRUITCOM no later than 30 June. Transcripts accompanying

CMRs are not required to be official copies. All original CMRs shall be maintained in the collegiate's residual folder.

(3) For collegiates on the quarter system, provide transcripts and CMRs to NAVCRUITCOM via CIRIMS within 45 days of the completed quarter.

(4) For collegiates on a yearly term system, provide transcripts and CMRs to NAVCRUITCOM via CIRIMS within 45 days of the completed term (i.e., term runs from August to May).

(5) For collegiates who have been in a CO-OP or internship program, provide a statement of satisfactory completion, a letter of good standing, or an evaluation with the CMR.

(6) Upon the collegiate's graduation, submit the CMR via CIRIMS to NAVCRUITCOM along with the collegiate's final transcript or statement of completion of internship, any licensure requirements, and licensure exam score to meet eligibility for superseding per the respective program authorization. No exceptions are authorized. (Applies even when the collegiate is scheduled to ship to OCS within 30 days of graduation)

(7) Continue to submit CMRs to NAVCRUITCOM via CIRIMS on all collegiates until they transfer to OCS.

b. The NAVCRUITDIST CO or XO will review and sign all Collegiate Management Reports (NAVCRUIT 1131/40) containing adverse information (refer to [article 080206](#)). NAVCRUITDIST COs may delegate signature authority to the R-OPS for reports that contain no adverse information.

c. All CMRs forwarded to NAVCRUITCOM containing errors will be returned to the respective NAVCRUITDIST for correction. The NAVCRUITDIST is required to correct the discrepancy and return the corrected CMR back to NAVCRUITCOM within 15 days of notification.

080206. ADVERSE COLLEGIATE MANAGEMENT REPORTS

a. All adverse CMRs (NAVCRUIT 1131/40) must be sent within 10 working days of receipt via the respective NAVCRUITREG to NAVCRUITCOM.

b. The "additional comments" block of the CMR will contain a summary of the adverse information and any necessary actions required.

c. Adverse information includes (if applicable):

(1) Failure to comply with the service agreement and program authorization.

(2) Failure to follow the approved Degree Completion Plan, including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a different college or university, etc., unless previously approved by the NAVCRUITDIST CO.

(3) Failure to meet program term GPA requirement.

(4) Failure to meet internship requirements.

(5) Failure to meet PFA standards for OCS or ODS.

(6) Any other personal, medical, or legal issue that may negatively impact the collegiate's ability to graduate on time per the approved Degree Completion Plan, or may result in the collegiate no longer remaining eligible to receive a commission as a military officer, or would have been required to be reported on the original application, including the SF-86. If the R-OPS is in doubt as to whether an issue warrants reporting, the R-OPS will include it.

d. All adverse Collegiate Management Reports will include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the CO or XO for any violation.

(2) Collegiate's signed statement and plan to overcome academic or PFA deficiencies.

(3) Copies of NAVCRUITDIST counseling letters, letters of instruction, and or warning letters to member for academic or PFA violations.

(4) Any historical documentation that may be of value in evaluating the adverse information, such as previous counseling letters, NAVCRUITDIST or higher echelon warning letters, letters of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters not previously submitted to NAVCRUITCOM.

(6) An updated Degree Completion Plan (DCP) signed by the member's academic advisor. If the collegiate attends full time, has same major, same graduation date and same school (i.e., course changes only) then the CO can approve the DCP change checklist, sign and forward with the DCP (via CIRIMS) to NAVCRUITCOM. If there are any changes to the collegiate's major, graduation date or school, the DCP must be uploaded into CIRIMS and NAVCRUITCOM notified, who will then forward to the respective program manager for approval.

080207. REQUIREMENTS PRIOR TO COLLEGIATE TRANSFER TO OCS/ODS

a. The officer processor lead (OPL) or officer processor (OP) will utilize the following timeline of events for active duty collegiates pending transfer to OCS or ODS:

(1) **Six months prior to ODS class date**

(a) (NUPOC and HSCP only). Confirm officer candidate is scroll approved and has a current N3M letter.

(b) Once the scroll and N3M letter is confirmed, request commissioning documents (COMDOCS) from NAVPERSCOM (Pers-832).

(c) No later than five (5) days after requesting for COMDOCS, the member must be in contact with his or her detailer to negotiate orders.

(2) **Six weeks prior to OCS class date**

(a) (Except NUPOC and HSCP) NAVCRUITCOM will request orders from the respective NAVPERSCOM detailer. For problems involving non-receipt of orders or discrepancies in the content of the orders, contact:

(b) Active duty collegiates (except HSCP) contact NAVCRUITCOM.

(c) HSCP students contact their respective detailer at NAVPERSCOM.

(3) **45-30 days prior to OCS/ODS class date.** All active duty collegiates must complete a pre-shipping physical fitness assessment (PFA). NAVCRUITDIST will ensure the PFA results are entered into the Physical Readiness Information Management System (PRIMS) per OPNAVINST 6110.1 prior to transfer. A command-conducted semi-annual PFA occurring within 45 days of

assigned ship date can count as the pre-shipping PFA. Otherwise, an additional PFA must be conducted within 45 days of assigned ship date. Due to PRIMS only allowing the scores from two PFAs to be loaded for any single PFA cycle, enter the 45-day pre-shipping PFA scores into CIRIMS even if not able to enter into PRIMS. Conduct a height, weight and BCA measurement to ensure the candidate is within physical standards in accordance with OPNAVINST 6110.1. Candidates who do not meet these standards will be placed on hold and the NAVCRUITDIST must notify NAVCRUITCOM (N31) immediately to determine necessary action(s) required. Under no circumstances will an officer candidate be sent to OCS or ODS if he or she does not meet minimum height, weight and BCA standards. Applicants must pass a pre-shipping PFA in all three events. The PFA shall be administered by the CFL or ACFL.

(4) **30-14 days prior to OCS/ODS class date (DEP-Out Briefing Prior to Shipping to OCS/ODS)**. Recruiter, LPO, LCPO or OACR will meet with the collegiate face to face. This is the final opportunity for the recruiter, LPO, LCPO or OACR to ensure that the collegiate is as prepared as possible for OCS or ODS. The following items need to be discussed, conducted and annotated on an Officer Delayed Entry Program (DEP) Recertification (NAVCRUIT 1131/39):

(a) Review the contents of the Naval Officer Delayed Entry Program Guide to Success.

(b) Ensure the collegiate is informed of all the items he or she is authorized to take when reporting to OCS or ODS.

(c) Answer any last minute questions that the collegiate might have prior to shipping to OCS or ODS. Inform the collegiate that they can contact the recruiter, LPO, LCPO or OACR at any time prior to shipping to OCS or ODS if they have any further questions or concerns. It is very important to keep the lines of communication open at all times.

(d) Inform the collegiate that he or she must contact the recruiter, LPO, LCPO or OACR immediately if he or she encounters any medical, physical, personal, family, or legal problems prior to reporting to OCS or ODS.

(e) NAVCRUITDISTs shall mail the medical, dental, and service records to OCS or ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than two years old at time of commissioning)

no later than two weeks prior to the candidate's class convening date. Ensure the service record includes final transcripts (2 copies) and proof of graduation. Mail records in batches when possible to minimize shipping costs. Also, NAVCRUITDIST makes all travel arrangements for the officer candidate and ensures he or she is in receipt of original orders and travel itinerary (refer to [article 041006](#) for check-in requirements).

080208. COLLEGIATE ACADEMIC RESPONSIBILITIES

a. The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement and program authorization. All active duty collegiates will:

(1) Maintain academic requirements in accordance with the respective service agreement and program authorization.

(2) Maintain the GPA required by their respective program.

(3) Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter or semester.

(4) Comply with their Degree Completion Plan (DCP) as approved at time of entry.

(5) Request extensions of their graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to effecting such changes.

(6) Comply with, complete, and or successfully pass all professional licensure, certification, or credentialing examinations and tests required per program authorizations and service agreements in the required timelines and timeframes relative to graduation and shipping to either OCS or ODS. Failures of these examinations or tests could result in immediate removal from the program and separation from active duty service as defined within individual program authorizations and service agreements.

(7) Request authorization from the NAVCRUITDIST CO prior to seeking outside employment via a written request chit. Active duty collegiates are authorized to request outside employment in accordance with MILPERSMAN article 5370-010 and DoDINST 5500.7-R of 30 August 1993, chapter 3, section 3.

NAVCRUITDIST COs may apply restrictions to the employment as needed.

Note: Unless otherwise authorized by the respective NAVCRUITCOM officer program director (N311, N313, N314), students must be enrolled full time and take traditional courses. (Includes summer session)

080209. NAVCRUITDIST ACADEMIC MANAGEMENT RESPONSIBILITIES

a. By maintaining close and frequent contact with each active duty collegiate on a monthly basis, NAVCRUITDISTs should be able to detect individuals who are developing academic problems and take prompt corrective action.

b. Corrective actions may include:

(1) Active duty collegiate's counseling, both informally and formally, by the NAVCRUITDIST.

(2) Recommendations for improvement, such as tutoring, reduction in extracurricular activities, study plans, etc.

(3) Formal letters of instruction or warning with specific action items and necessary follow-up required by the NAVCRUITDIST.

c. The NAVCRUITDIST CO is authorized to approve changes to the Degree Completion Plan using the Degree Completion Plan Change Checklist, except as follows:

(1) Changes in major (including adding or removing a double major), school, or graduation date require NAVCRUITCOM (N311, N313, or N314) approval as appropriate.

(2) Changes to carry less than a full academic load require NAVCRUITCOM (N311, N313 or N314) approval as appropriate. (Includes summer session)

(3) For nuclear officer collegiates, all course work should be taken within the United States, and the Degree Completion Plan must be forwarded to NAVCRUITCOM (N313) for approval.

d. The latest Degree Completion Plan will be forwarded with each CMR.

080210. ACADEMIC DISENROLLMENT

a. Active duty collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement and program authorization, at the discretion of N31, will be dis-enrolled from their program and immediately discharged.

b. The type of discharge and reenlistment code will be determined by NAVCRUITCOM as required by designator.

Note: The individual program's service agreement and program authorization contains the specific disenrollment obligations and requirements.

080211. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS

a. Active duty collegiates are entitled to full medical and dental benefits.

b. The R-OPS will:

(1) Ensure the collegiate is fully briefed concerning his or her entitlements at the time of enlistment.

(2) If any problems are indicated by an active duty collegiate on his or her semi-annual Physical Activity Risk Factor Questionnaire (PARFQ), forward required documentation (per OPNAV 6110.1) to NAVCRUITCOM via CIRIMS. Additionally, forward all MEDDOCS through MEDWAIVE to NAVCRUITCOM (N3M).

(3) Due to the unique geographical location of many collegiates, develop procedures for handling medical issues locally and provide the TRICARE package and points of contact to each collegiate.

(4) Ensure that the collegiate's physical is not over 24 months old (prior to commissioning) as required by MANMED.

080212. CHANGE IN PHYSICAL STATUS

a. If a collegiate becomes not physically qualified (NPQ) or claims to become NPQ leading up to their assigned shipping date, the member will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST will coordinate with the collegiate to have an evaluation

conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit the collegiate from obtaining a commission. The NAVCRUITDIST will forward required documentation (per OPNAV 6110.1) to NAVCRUITCOM via CIRIMS and forward all MEDDOCS through MEDWAIVE to NAVCRUITCOM (N3M) for review.

(2) If the NAVCRUITCOM (N3M) waiver is disapproved, or the collegiate will be unable to obtain PQ status within 30 days after graduation, the collegiate will be attrited.

b. R-OPS will implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical "due process" for each collegiate identified as potentially "not physically qualified". Timely resolution of collegiate medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST will submit a letter or email (via the NAVCRUITREG) to the appropriate NAVCRUITCOM code (N311, N313 or N314) outlining the difficulties encountered and estimated timeline for final adjudication. Active duty collegiates that unduly contribute to a delay in the "due processing" in situations involving medical determinations can be processed by the NAVCRUITDIST or NAVCRUITCOM (N31) for immediate de-selection and dis-enrollment from the program. Undue delay could include, but is not limited to, refusal or resistance to attend scheduled medical appointments or refusal or resistance providing supporting medical documentation addressing medical issues.

c. In cases in which the NAVCRUITDIST CO considers an active duty collegiate to be inhibiting the expeditious medical resolution process, NAVCRUITDIST CO's are encouraged to provide the collegiate with a letter outlining expectations, appointment requirements, required or requested medical documentation, and any other items or circumstances needed to support continued expeditious processing, with an assigned deadline as to when these requirements are required to be met by, and the fact that failure to adhere to the letter could result in immediate removal from the program and separation.

080213. PHYSICAL FITNESS

a. Active duty collegiates are required to complete the physical fitness assessment (PFA) twice a year IAW OPNAVINST 6110.1. A semi-annual PFA occurring within 45 days of assigned ship date can count as the pre-shipping PFA. Otherwise, an additional PFA must be conducted within 45 days of assigned ship

date. The PFA must consist of the following: 1.5 mile run, curl-ups and push-ups. Alternatives for the run (swimming, stationary bike, or elliptical trainer) are not authorized for active duty collegiates.

b. Active duty collegiates will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment (SF 600) per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the collegiate's TRICARE provider or military physician. Both of these forms can be printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete a DD Form 2766 annually during the member's birth month.

c. Active duty collegiates who do not meet standards set forth in OPNAVINST 6110.1 will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

d. The command fitness leader (CFL) or assistant command fitness leader (ACFL) will enter the active duty collegiate's information into the PRIMS system as a member of the command.

e. Officer candidates are required to pass, at a minimum, the third class swim test at both OCS and ODS. All officer candidates are expected to be able to swim prior to reporting to OCS or ODS.

f. Active duty collegiates are required to conduct a PFA within 45 days prior to shipping to OCS or ODS. A semi-annual PFA occurring within 45 days of assigned ship date can count as the pre-shipping PFA. Scores must be uploaded into CIRIMS within the aforementioned time frame. Collegiates who do not pass the PFA IAW OPNAVINST 6110.1 will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS or ODS without approval from NAVCRUITCOM (N31).

080214. PHYSICAL TRAINING GUIDELINES

a. All physical training conducted by recruiting personnel must be in accordance with the Recruiter Guide for Physical Training, which can be located on the NAVCRUITCOM Quarterdeck N7

department page at <https://rq.cnrc.navy.mil>. Additional information is available in article 020112 of COMNAVCRUITCOMINST 1130.8(series) - Enlisted Recruiting Manual.

b. 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) Ensure the collegiate completes a medical examination.

(2) Ensure the collegiate completes and signs a Hold Harmless Agreement and Release from Liability certificate.

(3) Navy personnel leading the 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 NAVCRUITCOM (N7 and NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

Note: Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed by the collegiate during his or her birth month and reviewed by an authorized medical designated representative (AMDR) (physician, physician's assistant, nurse practitioner, or independent duty corpsman). The recruiter shall document in CIRIMS and maintain a copy of the NAVMED 6120/3 in the collegiate's residual file. Any change in physical condition must be reported to NAVCRUITCOM (N3M). Failure to disclose an illness or disease may be construed as intent to defraud the government and is basis for dismissal from the program.

080215. ACTIVE DUTY COLLEGIATE'S ADVANCEMENTS

a. Nuclear Power Officer Candidate (NUPOC) collegiate NUPOC, NR and NPI collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate of OCC and paygrade E7.

(1) To initiate this advancement, the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) must be uploaded into CIRIMS and NAVCRUITCOM notified. The effective date of advancement will be the date of enlistment for the

referred member. Only the NAVCRUITDIST CO is authorized to sign this letter ("By direction" signatures are not authorized).

b. Baccalaureate Degree Completion Program (BDCP) collegiates. BDCP collegiates may be advanced up to two paygrades while in BDCP, to a maximum of E5 as follows:

(1) BDCP collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any officer program. To initiate the advancement, upload the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) into CIRIMS and notify NAVCRUITCOM. The effective date of advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

(2) Upon graduation, BDCP collegiates will be advanced to E5. To initiate the advancement, upload into CIRIMS the Administrative Remarks (NAVPERS 1070/613), transcripts showing graduation, and then notify NAVCRUITCOM. The effective date of advancement will be the date of graduation.

c. Civil Engineer Corps (CEC) Collegiates. CEC collegiates may be advanced via three different methods while in the CEC Collegiate Program, to a maximum paygrade of E5, as follows:

(1) If enlisted and placed on an active duty status, the CEC collegiate will be advanced to E4 after serving one year in paygrade E3.

(2) CEC collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any collegiate program. To initiate the advancement, upload the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) into CIRIMS and notify NAVCRUITCOM. The effective date of advancement will be the date of enlistment for the referred member. The NAVCRUITDIST CO must sign this letter ("By direction" signatures are not authorized).

(3) Upon graduation, CEC collegiates will be advanced to paygrade E5. To initiate the advancement, upload into CIRIMS the Administrative Remarks (NAVPERS 1070/613), transcripts showing graduation, and then notify NAVCRUITCOM. The effective date of advancement will be the date of graduation.

d. Health Service Collegiates Program (HSCP). HSCP collegiates may be advanced up to one paygrade while in the HSCP Collegiate Program, to a maximum of E7, as follows:

(1) HSCP collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one paygrade for an accession referral regardless of the number of accessed referrals obtained. To initiate the advancement, upload into CIRIMS the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) and notify NAVCRUITCOM. The effective date of advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

080216. DEP MANAGEMENT / ATTRITION ANALYSIS

a. DEP Audits. The NAVCRUITDIST Officer Delayed Entry Program (DEP) will be monitored for effectiveness by the R-OPS and OACR. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and will identify necessary training areas or leadership deficiencies.

(1) DEP audits are to be conducted by the R-OPS or OACR whenever there is a sign of excessive losses or problems in the DEP pool (as determined by the NAVCRUITDIST CO) and when a turnover of the recruiter, OACR, or R-OPS occurs.

(2) NAVCRUITREG commander or NAVCRUITCOM (N31) may direct a DEP audit at any time.

(3) Results shall be retained for two years and forwarded to the NAVCRUITDIST CO via the chain of command.

b. DEP Turnover. A full inspection of the DEP, including face-to-face or telephone interviews with officer candidates, shall be conducted as part of the recruiter, R-OPS and OACR turnover. All turnovers and audits shall be documented in CIRIMS.

c. Attrition Analysis. Attrition analysis is conducted to identify the facts which cause attrition and then develop a plan of action to minimize any possible future attrites.

(1) The R-OPS shall conduct a monthly analysis of DEP and OCS or ODS attrition, and forward results along with recommended corrective actions to the NAVCRUITDIST CO for review and approval.

(2) The NAVCRUITDIST CO shall ensure corrective action is taken on excessive pre-shipping attrition and on abnormally high OCS or ODS attrition.

080217. ACTIVE DUTY COLLEGIATE TRANSFER

a. In many cases, the NAVCRUITDIST tracking the active duty collegiate may be different from the NAVCRUITDIST that recruited the collegiate (e.g., a collegiate or student may transfer to another university). In case of transfer, the following will happen:

(1) A letter requesting authorization for the transfer shall be uploaded into CIRIMS by the requesting NAVCRUITDIST and notification forwarded to NAVCRUITCOM.

(2) NAVCRUITCOM will request an endorsement from the gaining NAVCRUITDIST.

(3) The gaining NAVCRUITDIST will upload an endorsement to CIRIMS within five working days of receipt and forward a notification to NAVCRUITCOM.

(4) When the transfer has been approved by the appropriate program director, NAVCRUITCOM will issue a transfer approval letter, upload into CIRIMS and notify both NAVCRUITDISTs.

(5) The detaching NAVCRUITDIST will ensure the member's collegiate records are forwarded to the new NAVCRUITDIST.

080218. CHANGE IN PERSONAL/LEGAL/OTHER STATUS. Active duty collegiates encountering any problems, including medical, physical, academic, personal, family, or legal, are required to notify their NAVCRUITDIST immediately. The NAVCRUITDIST CO will evaluate and report the circumstances to NAVCRUITCOM with recommendations to resolve the problem. Circumstances may warrant initial notification be made by phone or e-mail with follow-up in writing. NAVCRUITCOM will take action as appropriate for each case, and will liaise with the respective NAVCRUITCOM director as well as NAVCRUITCOM (00J) or (N3M) as appropriate.

080219. URINALYSIS

a. Active duty collegiates are active duty members of the command population pool and will be required to participate in the command's urinalysis program. They will be added to the

command urinalysis roster by the command urinalysis program coordinator (UPC) and be selected along with all other military personnel for testing events. As such, they must receive a briefing regarding the requirement to participate in the command's urinalysis program prior to their enlistment.

b. Due to the remote location of many collegiates, and to minimize time away from academic responsibilities, it is highly recommended all collegiates who do not attend school within the vicinity of the NAVCRUITDIST be placed in enlisted recruiting divisions for urinalysis purposes. Thus, once a random urinalysis is announced and a collegiate's number is randomly selected, the R-OPS or recruiter will inform the active duty collegiate where to go and what time to be there. If a collegiate cannot be tested during the time the enlisted recruiting divisions are testing, he or she will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual command PRT).

c. Collegiates will not receive prior notice of urinalysis testing.

d. All active duty collegiates (in a pay status) shall be tested annually at a minimum per OPNAVINST 5350.4.

080220. CASUALTY OPERATIONS (DEATH/INJURY) OF AN ACTIVE DUTY COLLEGIATE

a. Active duty collegiates who suffer death or serious injury will be processed per MILPERSMAN article 1770, which contains guidance and requirements on casualty reporting, notifications, and assistance. The following additional direction is provided:

(1) When an active duty collegiate is seriously injured or dies, a Personnel Casualty Report (PCR) must be released within 24 hours in accordance with MILPERSMAN article 1770-030.

(2) In the case of serious injury, NAVCRUITCOM (N3M) will be notified per MILPERSMAN article 1770.

(3) In the case of death, the CO will:

(a) Ensure the collegiate's service record contains the following original documents:

1. DD Form 4

2. Annexes

3. NAVPERS 1070/613 containing the separation entry "(Reason - Death)".

(b) Mark the service record folder appropriately on the outside cover, "DIED - DEP/DET".

(c) Ensure the collegiate's service record is sent to:

Navy Casualty Assistance Division
OPNAV N135C
5720 Integrity Dr.
Millington, TN 38055-6200
Toll Free - 1-800-368-3202
Comm: (901) 874-2501
DSN: 882-2501

(d) Prepare and send a letter of condolence to the next of kin per MILPERSMAN article 1770-140.

(e) Contact the appropriate NAVCRUITCOM program manager to cancel the collegiate's OCS or ODS reservation.

(4) NAVCRUITDIST COs are not precluded from taking additional action that may be appropriate in light of the unique situations of collegiates (e.g., special community or campus relations, nurse candidates at hospitals, etc.). Attendance at the memorial and or funeral service is encouraged on a not-to-interfere basis with the consent of the next of kin.

080221. LEAVE AND LIBERTY (ACTIVE DUTY COLLEGIATES ONLY)

a. MILPERSMAN article 1050 provides the Navy's policy and procedures on leave and liberty.

b. Upon enlistment, the NAVCRUITDIST OPL or OP will provide each member with a Collegiate Status, Air Transportation, BAH and BAS Eligibility Letter. This letter will be presented to the appropriate authority by the collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH and BAS rates are determined by the servicing personnel support detachment (PSD) per current instructions.

c. When collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the

recruiter or OACR will provide the collegiate with the address and phone number of the nearest NAVCRUITDIST to the collegiate's destination.

d. Navy active duty collegiates are eligible for U.S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status. The collegiate must have an approved Leave Request Authorization Form (NAVCOMPT 3065).

e. If an active duty collegiate desires to travel outside the United States, it will be necessary for them to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States, the NAVCRUITDIST CO will ensure all recommendations of the U.S. State Department have been followed and all Navy Knowledge on Line (NKO) anti-terrorism classes have been completed. A list of current travel warnings can be found at:
<http://travel.state.gov>.

(2) In addition, active duty collegiates are required to review the Consular Information Sheet, paying particular attention to safety and security available at:
<http://travel.state.gov>.

(3) All active duty collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions and read and review the Foreign Clearance Guide (DoDINST 4500.54-G). For leave, the NAVCRUITDIST must inform NAVCRUITCOM prior to granting the leave request. For authorized travel as part of an academic program, refer to subparagraph (f) below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not listed on the approved Degree Completion Program (DCP), the NAVCRUITDIST will submit a new DCP to NAVCRUITCOM for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue the collegiate a Travel Abroad Letter and upload a copy in CIRIMS. The collegiate must carry this letter with them at all times while abroad.

(4) In addition to the above requirements, collegiates participating in a foreign exchange program will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html.

EXHIBIT 080201. MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER

1400
Ser 00/00
(Date)

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR REFERRAL(S)

Ref: (a) NAVCRUITCOMINST 1131.2 (CRUITMAN-OFF)

1. **(To be completed by the recruiter) OC**
_____(first middle last name of
collegiate/designator), a _____ (program) accession from
(NAVCRUITDIST) _____, is eligible for advancement to
pay grade OC/E-____ for the referral of OC _____ (first middle
last name of referral/designator), who enlisted on
_____(date of referral enlistment) in the
_____(name of program).

Signature of Officer Recruiter

2. **(To be completed by the OC being recommended for advancement)** I, OC _____ have personally reviewed paragraph
(1) of this letter and confirm that I referred OC _____
(name of referral) on the date provided above and all other
information on this letter is correct.

Signature of the OC

3. **(To be completed by the CO)** I have personally reviewed this
case and certify that OC _____ meets the requirements set
forth in reference (a) for advancement. My POC is _____ (name
and rank of recruiter) who can be reached at _____
(recruiter's phone number) or via email at _____.

Commanding Officer

Copy to: COMNAVCRUITREG _____

**SECTION 3 MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR)
COLLEGIATES**

080301. INTRODUCTION. The articles included in this section provide policy and procedures in managing Individual Ready Reserve (IRR) collegiates once enlisted.

**080302. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR)
COLLEGIATES**

a. Purpose. To establish policy and procedures for the Management of Individual Ready Reserve (IRR) collegiate officers per MILPERSMAN 1050, OPNAVINST 6110.1, and NAVMED P-117.

b. Background. Navy IRR collegiates are individuals who have been selected and enlisted into one of the following programs:

- (1) Chaplain Candidate Program officer (CCPO) (**Note 1**)
- (2) Judge Advocate General (JAG) (**Note 2**)
- (3) Health Professions Scholarship Program (HPSP) (**Note 3**)
- (4) Nurse Candidate Program (NCP) (**Note 3**)
- (5) Financial Assistance Program (FAP) (**Note 3**)

Note 1: NAVCRUITDISTs are responsible for monitoring chaplain students to assist NAVCRUITCOM (N312) in their supervision.

Note 2: JAG students will be handled by their appropriate community manager at PERS 416E.

Note 3: HPSP, NCP, and FAP are handled by BUMED - not the NAVCRUITDISTs.

c. The responsible recruiter will:

(1) Upon commissioning of the IRR collegiate, notify him/her in writing that he/she is now under the official supervision of the appropriate manager listed below:

(a) For chaplain students:

Chaplain Candidate Program Manager
Navy Recruiting Command (N312)
5722 Integrity Drive
(Bldg 784)
Millington, TN 38054

(b) For JAG Students:

Head, JAG Community Manager
Navy Personnel Command (PERS-4416E)
5720 Integrity Drive
Millington, TN 38055-4416
DSN: 882-4084
Commercial: (901) 874-4084

(c) For HPSP (DC, MS, MSC), NCP and FAP Students:

Commander
Navy Medicine Manpower, Personnel, Training and
Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611
Email Address: OH@med.navy.mil

080303. IRR COLLEGIATE'S TRACKING PROCESS

a. 72-Hour Indoctrination. (For CCPO only) Recruiter or officer assistant chief recruiter (OACR) must schedule a face-to-face meeting with the officer candidate within 5 days, not to exceed 3 working days, of the date the officer candidate is enlisted or commissioned into the IRR.

(1) Direct the officer candidate to provide his or her phone number, mailing address, and email address to the recruiter or OACR and notify his or her recruiter of any changes in personal information while in a delayed entry status. Maintain this information in the member's residual file for future reference.

(2) Provide the officer candidate with the following items:

(a) Naval Officer Delayed Entry Program Guide to Success (013-0238) (Rev 06/10)

Note: Encourage medical, JAG, and CCPO candidates to complete

the Personnel Qualification Standards (PQS) listed on pages 48-53 of the "(DEP) Guide to Success" within 45 days of receipt of the handout. The recruiter or OACR is responsible for signing completed PQS items.

(b) Pre-OCS Physical Fitness Training Guide (013-0241) (Rev 05/11)

(3) Provide the candidate with the following information:

(a) Have the candidate read and sign the Fraternization Policy Acknowledgement NAVPERS 1070/613.

(b) Have the candidate read and sign the Recruit/Trainee Prohibited Activities Acknowledgment Form (DD Form 2983) in accordance with DODI 1304.33.

(c) Navy's "zero tolerance" drug policy and encourage them to complete the accompanying drug training modules.

(d) Discuss information available on the Navy Knowledge Online website (NKO).

(e) Discuss ODS information available on the Officer Training Command (OTCN) Web site at: <http://www.ocs.navy.mil>.

(f) Inform the candidate that he or she will be required to pass, at a minimum, the third class swim test at ODS. Officer candidates are strongly encouraged to practice swimming prior to shipping to ODS.

(4) Build a strong rapport with the collegiate and ask if they he or she has any questions or concerns about any aspect of the ODS process.

(5) IRR collegiates, when not in an active duty status (i.e., under orders), are not entitled to any medical or dental benefits. Ensure the collegiate is fully briefed concerning his or her entitlements at the time of enlistment and have the member sign an Administrative Remarks (NAVPERS 1070/613) acknowledging he or she received this information.

Note: Upon completion of the items listed in subparagraphs (1) through (5) above, the candidate must sign and date an Officer Candidate Commitment to Success Form (NAVCRUIT 1131/15) acknowledging he or she has been provided the above documents and information. A copy of the signed NAVCRUIT 1131/15 must be

uploaded in CIRIMS with the original filed in the candidate's residual file.

(6) Have the candidate complete and sign the Officer Delayed Entry Program (DEP) Recertification (NAVCRUIT Form 1131/39). A copy of the signed NAVCRUIT Form 1131/39 must be uploaded into CIRIMS with the original filed in the candidate's residual file.

(7) Forward the medical and dental records to the appropriate program manager.

080304. MONTHLY DEP SCREENING

a. **(For CCPO only)** The recruiter or OACR is required to contact the officer candidate a minimum of once per month either by telephone, face-to-face, or by online video-teleconferencing application (skype, etc.) starting with the month following the Initial Indoctrination meeting. A minimum of one face-to-face meeting is required every quarter. The purpose of this meeting is to continue an ongoing dialogue between the recruiter or OACR and the officer candidate, determine if the candidate is still motivated about the Navy, verify the candidate's eligibility status, and discuss any other topics deemed necessary by the recruiter or OACR or applicant. Height, weight, and BCA measurements must be completed by the command's fitness leader (CFL) or an assistant command fitness leader (ACFL) during quarterly face-to-face, in-person meetings. In accordance with COMNAVCRUITCOMINST 5370.1, recruiting personnel are prohibited from taking body fat measurements on applicants of the opposite sex. Results must be uploaded in CIRIMS.

(1) The officer recruiter or NAVCRUITDIST military designee will:

(a) Complete an Officer Delayed Entry Program (DEP) Recertification Form (NAVCRUIT 1131/39) to document the meeting. The originals must be filed in the collegiate's folder and copies uploaded into CIRIMS.

(b) Review and document academic status and report any known or anticipated academic degree deficiencies to NAVCRUITCOM (N312) (e.g., course failure, low exam performance, incomplete thesis, or anything which could result in an unacceptable GPA or non-compliance to degree completion requirements per the specific program service agreement and program authorization and or school degree requirements on the part of the collegiate.)

080305. COLLEGIATE MANAGEMENT REPORT (CMR) (For CCPO only)

a. The R-OPS will:

(1) Ensure that CMRs are submitted on all CCPO IRR collegiates to NAVCRUITCOM (N312). The timeframe for CMRs submission will be as discussed below. NAVCRUITCOM (N312) has the authority to grant extensions to the requirement on a case-by-case basis should the actions of a university or college preclude the NAVCRUITDIST's compliance with the reporting requirement. All requests for extensions will be made in writing or via email, signed by the NAVCRUITDIST R-OPS or Asst. R-OPS, and will be provided prior to the original deadline. CMRs are not required for collegiates selected during the month submissions are due (i.e. January and June) for that cycle only.

(2) Ensure fall semester transcripts and CMRs are provided to NAVCRUITCOM no later than 31 January. Spring semester transcripts and CMRs will be provided to NAVCRUITCOM (N312) no later than 30 June. Transcripts accompanying CMRs are not required to be official copies.

(3) For collegiates on the quarter system, provide transcripts and CMRs to NAVCRUITCOM (N312) within 45 days of the completed quarter.

(4) For collegiates on a yearly term system, provide transcripts and CMRs to NAVCRUITCOM (N312) within 45 days of the completed term (i.e., term runs from August to May).

(5) For collegiates who have been in a CO-OP or internship program, provide a statement of satisfactory completion or letter of good standing in the program with the CMR.

(6) Upon the collegiate's graduation, submit the CMR to NAVCRUITCOM (N312) along with the collegiate's final transcript or statement of completion of internship, any licensure requirements and licensure exam scores to meet eligibility for superseding per the respective program authorization.

(7) Continue to submit CMRs to NAVCRUITCOM (N312) on all CCPO IRR collegiates until a superseding appointment is offered.

b. All CMRs forwarded to NAVCRUITCOM (N312) containing errors will be rejected and returned back to the respective NAVCRUITDIST. The NAVCRUITDIST must correct and return the CMR to NAVCRUITCOM within 15 days of notification.

080306. ADVERSE COLLEGIATE MANAGEMENT REPORTS

a. **(For CCPO only)** The NAVCRUITDIST CO/XO will review and sign all CMRs containing adverse information. All adverse CMRs must be sent within 10 working days of receipt via the respective NAVCRUITREG to NAVCRUITCOM (N312).

b. The "additional comments" block of the Collegiate Management Report (NAVCRUIT 1131/40) will contain a summary of the adverse information, corrective action taken, and any other further recommendations provided to the collegiate.

c. Adverse information includes (if applicable):

(1) Failure to comply with the service agreement and program authorization.

(2) Failure to follow the approved Degree Completion Plan (DCP), including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a different college or university, etc., unless previously approved by the NAVCRUITDIST CO.

(3) Failure to meet program term GPA requirement as set forth in the respective service agreement and program authorization.

(4) Failure to meet internship requirements.

(5) Any other personal, medical, or legal issue that may negatively impact the collegiate's ability to graduate on time per the approved Degree Completion Plan, or would have been required to be reported on the original application, including the SF-86. If a R-OPS is in doubt as to whether an issue warrants reporting, the R-OPS will include it.

d. All adverse Collegiate Management Reports will include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the CO or XO for any violation.

(2) Member's signed statement and plan to overcome academic deficiencies.

(3) Copies of NAVCRUITDIST counseling letters and or letters of instruction.

(4) Any historic documentation that may be of value in evaluating the adverse information, such as previous counseling letters, NAVCRUITDIST or higher echelon warning letters, letters of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters not previously submitted to NAVCRUITCOM (N312).

(6) An updated Degree Completion Plan (DCP) signed by the member's academic advisor. If the collegiate is full time, same major, same graduation date and same school (i.e., course changes only) then the CO can approve, sign and forward the Degree Completion Plan Change Checklist with the DCP to be uploaded into CIRIMS. If there are any changes to the collegiate's major, graduation date or school, the DCP must be uploaded into CIRIMS and NAVCRUITCOM (N312) notified, who will then forward it to the respective program manager for approval.

080307. REQUIREMENTS PRIOR TO THE IRR COLLEGIATE'S TRANSFER TO ODS

a. In order for the IRR collegiate to receive orders to ODS, he or she must:

(1) For medical programs, the IRR collegiate maintain contact with NAVMED Professional Development Center (NMPDC) for all requirements.

(2) For chaplain IRR collegiates, maintain contact with the chaplain program manager at NAVCRUITCOM (N312).

(3) For JAG IRR Collegiates, maintain constant liaison with the NAVPERSCOM (Pers-4416).

b. **45-30 days prior to ODS class date:** All IRR collegiates must complete a height, weight, and BCA measurement to ensure the candidate is within physical standards in accordance with OPNAVINST 6110.1. Candidates that do not meet these standards will be placed on hold and the NAVCRUITDIST must notify NAVCRUITCOM immediately to determine required action. Under no circumstances will an officer candidate be sent to ODS if he or she does not meet minimum height, weight and BCA standards.

c. **30-14 days prior to ODS class date:** Recruiter or OACR will meet with the collegiate face to face. This is the final opportunity for the recruiter or OACR to ensure that the collegiate is as prepared as possible for ODS. The following

items need to be discussed, conducted and annotated on an Officer Delayed Entry (DEP) Recertification Form (NAVCRUIT 1131/39):

(1) Review the contents of the Naval Officer Delayed Entry Program Guide to Success.

(2) Ensure the collegiate is informed of all the items he or she is required to take when reporting to ODS as listed on the ODS website at: <http://www.ocs.navy.mil/ods.asp>.

(3) Answer any last minute questions that the collegiate might have prior to shipping to ODS. Inform the collegiate that they can contact the recruiter or OACR at any time prior to shipping to ODS if they have any further questions or concerns. It is very important to keep the lines of communication open at all times.

(4) Inform the collegiate that he or she must contact the recruiter or OACR immediately if he or she encounters any medical, physical, personal, family, or legal problems prior to reporting to ODS.

(5) The NAVCRUITDIST shall mail the medical, dental, and service records to ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than 2 years old at time of commissioning) no later than two weeks prior to the candidate's class convening date. Ensure the service record includes final transcripts (2 copies) and proof of graduation. Mail records in batches when possible to minimize shipping costs. Also, NAVCRUITDIST makes all travel arrangements for the officer candidate and ensures he or she is in receipt of original orders and travel itinerary (refer to [article 041006](#) for check-in requirements).

080308. IRR COLLEGIATE'S ACADEMIC RESPONSIBILITIES

a. **(For CCPO only)** The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement and program authorization. All CCPO IRR collegiates will:

(1) Maintain academic requirements in accordance with the respective service agreement and program authorization.

(2) Maintain the GPA required by their program.

(3) Submit transcripts to their NAVCRUITDIST within 30 days of completion of the quarter or semester.

(4) Comply with their Degree Completion Plan (DCP) as approved at the time of entry.

(5) Request extensions of their graduation date, changes in degree, major, DCP (implying any class changes other than non-specified electives), or university prior to effecting such changes.

Note: Unless otherwise authorized by NAVCRUITCOM (N312), students must be enrolled full time and take traditional courses.

080309. NAVCRUITDIST'S ACADEMIC MANAGEMENT RESPONSIBILITIES

a. **(For CCPO only)** Each NAVCRUITDIST is responsible for the IRR collegiates attending schools within its area of responsibility (AOR). The R-OPS will direct recruiters to contact the CCPO IRR collegiates monthly (by phone, email, or in person).

b. By maintaining close and frequent contact with each CCPO IRR collegiate every 30 days as required, NAVCRUITDISTs should be able to detect individuals who are developing academic problems and take prompt corrective action.

c. Corrective action may include:

(1) IRR collegiate's counseling, both informally and formally, by the NAVCRUITDIST.

(2) Recommendations for improvement, such as tutoring, reduction in extracurricular activities, study plans, etc.

(3) Formal letters of instruction or warning with specific action items and follow-up by the NAVCRUITDIST.

d. The NAVCRUITDIST CO is authorized to approve changes to the Degree Completion Plan using the Degree Completion Plan Change Checklist, except as follows:

(1) Changes in major (including adding or removing a double major), school, or graduation date require NAVCRUITCOM (N312) approval.

(2) Changes to carry less than a full academic load require NAVCRUITCOM (N312) approval.

e. The latest Degree Completion Plan will be forwarded with each CMR.

080310. ACADEMIC DISENROLLMENT (For CCPO only)

a. CCPO IRR collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement and program authorization, will be subject to the following:

(1) The individual program's service agreement and program authorization, which contains the specific disenrollment obligations and requirements.

(2) Disenrollment of chaplain students shall be managed by the chaplain candidate's program manager at NAVCRUITCOM (N312).

Note: If the IRR collegiate is to be discharged, the type of discharge and reenlistment code will be determined by NAVCRUITCOM as required by designator.

080311. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS

a. IRR collegiates, when not in an active duty status (i.e., under orders), are not entitled to any medical or dental benefits.

b. The R-OPS will:

(1) Ensure the collegiate is fully briefed concerning his or her entitlements at the time of enlistment and have the member sign an Administrative Remarks (NAVPERS 1070/613) acknowledging he or she received this information.

(2) If a collegiate will attend ODS or Chaplain Basic Course, ensure that prior to commissioning, his or her physical is not over 24 months old as required by MANMED.

(3) Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed annually during the chaplain student's birth month and reviewed by an authorized medical department representative (AMDR). Any change in physical condition must be reported to NAVCRUITCOM (N3M). Failure to disclose an illness or disease may be construed as intent to

defraud the government and may be the basis for dismissal from the program.

080312. CHANGE IN PHYSICAL STATUS (For CCPO only)

a. If a CCPO IRR collegiate becomes not physically qualified (NPQ) or claims to become NPQ leading up to their assigned shipping date, the member will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST will coordinate with the officer candidate to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit the collegiate from obtaining a commission. The NAVCRUITDIST will forward all appropriate documentation (per OPNAV 6110.1) to NAVCRUITCOM (N312) via CIRIMs and forward all MEDDOCS through MEDWAIVE to NAVCRUITCOM (N3M).

(2) If the NAVCRUITCOM (N3M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, NAVCRUITCOM will contact the NAVCRUITDIST to begin the separation process and provide a letter of disenrollment.

b. The R-OPS will implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical "due process" for each collegiate identified as potentially "not physically qualified". Timely resolution of a collegiate's medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST will submit a letter or email (via the NAVCRUITREG) to NAVCRUITCOM (N312) outlining the difficulties encountered and estimated timeline for final adjudication. CCPO IRR collegiates that unduly contribute to a delay in the "due processing" in situations involving medical determinations can be processed by the NAVCRUITDIST or NAVCRUITCOM (N312) for immediate disenrollment from the program. Undue delay could include, but is not limited to, refusal or resistance to attend scheduled medical appointments or refusal or resistance in providing supporting medical documentation addressing medical issues.

c. In cases in which the NAVCRUITDIST CO considers an officer candidate to be inhibiting the expeditious medical resolution process, NAVCRUITDIST CO's are encouraged to provide the collegiate with a letter outlining expectations, appointment requirements, required or requested medical documentation, and

any other items or circumstances needed to support continued expeditious processing, with an assigned reasonable deadline as to when these requirements are required to be met by, and the fact that failure to adhere to the letter could result in immediate removal from the program and separation.

080313. PHYSICAL FITNESS

a. IRR collegiates are not required to participate in the Physical Fitness Assessment (PFA) Program or any physical training conducted by recruiting personnel. However, should an IRR collegiate wish to voluntarily participate, he or she must complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior to his or her initial fitness assessment (IFA). The recruiter or OACR will retain these forms in the candidate's folder.

b. Officer candidates are required to pass, at a minimum, the third class swim test at ODS; therefore, all officer candidates are expected to be able to swim prior to reporting to ODS. IRR collegiates selected for ODS programs are strongly encouraged to practice swimming prior to shipping.

080314. PHYSICAL TRAINING GUIDELINES

a. IRR collegiates are not required to participate in the Physical Fitness Assessment (PFA) Program or any physical training conducted by recruiting personnel. However, if they elect to voluntarily participate, they must complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior to their initial participation in any physical activity. All physical training conducted by recruiting personnel must be in accordance with the Recruiter Guide for Physical Training, located on the NAVCRUITCOM Quarterdeck at: <https://rq.cnrc.navy.mil/>.

b. 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) Ensure the collegiate completes a medical examination.

(2) Ensure the collegiate completes a Hold Harmless Agreement and Release from Liability certificate.

(3) Navy personnel leading the 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 NAVCRUITCOM (N7 and NAVCRUITCOM ORIENT UNIT) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

080315. IRR COLLEGIATE'S ADVANCEMENTS

a. Chaplain students are eligible for promotion as follows:

(1) Chaplain Students. Commissioned at the grade of ensign (ENS) and promoted to the rank of lieutenant junior grade (LTjg) and lieutenant (LT) after two (2) and (4) consecutive years of satisfactory performance respectively. The effective date of promotion to LTjg will be exactly two years after the ENS permanent grade date. The effective date of promotion to LT will be the first day of the month following the candidate's fourth year in the program. The promotion is initiated by the chaplain candidate's program manager.

080316. DEP MANAGEMENT / ATTRITION ANALYSIS

a. DEP Audits. The NAVCRUITDIST Officer Delayed Entry Program (DEP) will be monitored for effectiveness by the R-OPS and OACR. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and will identify necessary training areas or leadership deficiencies.

(1) DEP audits are to be conducted by the R-OPS or OACR whenever there is a sign of excessive losses or problems in the DEP pool (as determined by the NAVCRUITDIST CO) and when a turnover of the recruiter, OACR, or R-OPS occurs.

(2) NAVCRUITREG commander or NAVCRUITCOM (N31) may direct a DEP audit at any time.

(3) Results shall be retained for two years and forwarded to the NAVCRUITDIST CO via the chain of command.

b. DEP Turnover. A full inspection of the DEP, including face-to-face or telephone interviews with officer candidates, shall be conducted as part of the recruiter, R-OPS and OACR turnover. All turnovers and audits shall be documented in CIRIMS.

c. Attrition Analysis. Attrition analysis is conducted to identify the factors which cause attrition and then develop a plan of action to minimize any possible future attrites.

(1) The R-OPS shall conduct a monthly analysis of DEP and OCS or ODS attrition, and forward results along with recommended corrective actions to the NAVCRUITDIST CO for review and approval.

(2) The NAVCRUITDIST CO shall ensure corrective action is taken on excessive pre-shipping attrition and on abnormally high ODS attrition.

080317. IRR COLLEGIATE'S TRANSFER (For CCPO only)

a. In many cases, the NAVCRUITDIST tracking CCPO IRR collegiates may be different from the NAVCRUITDIST that recruited the collegiate (e.g., a collegiate or student may transfer to another university). In case of transfer, the following will happen:

(1) A letter requesting authorization for the transfer will be uploaded into CIRIMS by the requesting NAVCRUITDIST and notification forwarded to NAVCRUITCOM.

(2) NAVCRUITCOM will request an endorsement from the gaining NAVCRUITDIST.

(3) The gaining NAVCRUITDIST will upload an endorsement to CIRIMS within five working days of receipt and forward a notification to NAVCRUITCOM.

(4) When the transfer has been approved by the appropriate program director, NAVCRUITCOM will issue a transfer approval letter, upload into CIRIMS and notify both NAVCRUITDISTs.

(5) The detaching NAVCRUITDIST will ensure the member's collegiate records are forwarded to the gaining NAVCRUITDIST.

080318. CHANGE IN PERSONAL/LEGAL/OTHER STATUS. IRR collegiates encountering any problems, including medical, physical, academic, personal, family, or legal, are required to notify their NAVCRUITDIST immediately. The NAVCRUITDIST CO will evaluate and report the circumstances to NAVCRUITCOM with recommendations to resolve the problem. Circumstances may warrant initial notification be made by phone or e-mail with follow-up in writing. NAVCRUITCOM will take action as appropriate for each case, and will liaise with the respective

NAVCRUITCOM program manager as well as NAVCRUITCOM (00J) or (N3M) as appropriate. In addition to the above:

Note: Chaplain collegiates must notify the chaplain candidate's program manager at NAVCRUITCOM (N312).

080319. URINALYSIS. IRR collegiates are not required to participate in the command's urinalysis program.

080320. CASUALTY (DEATH/INJURY) OF AN IRR COLLEGIATE

a. Generally, IRR collegiates who die while in (DEP/DET) status are not eligible for death entitlements available to members who die while on active duty or while in a duty status. Any questions on possible entitlements should be directed to:

Navy Casualty Assistance Division
OPNAV (N135C)
5720 Integrity Drive
Millington, TN 38055-6200
Toll Free: 1-(800) 368-3202
Comm: (901) 874-2501
DSN: 882-2501

080321. LEAVE AND LIBERTY. IRR collegiates are not governed by the Navy's leave and liberty policies.

**SECTION 4 MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) OFFICER
CANDIDATES (NON-COLLEGIATES)**

080401. INTRODUCTION. The articles included in this section provide policy, procedures, and sample documents for use in managing Individual Ready Reserve (IRR) officer candidates (non-collegiates) once enlisted into the IRR.

080402. MANAGEMENT OF IRR OFFICER CANDIDATES (NON-COLLEGIATES)

a. Purpose. To establish policy and procedures for the management of Individual Ready Reserve (IRR) officer candidates (non-collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1, and the Manual of the Medical Department (NAVMED P-117).

b. Background. Navy IRR officer candidates (non-collegiates) are individuals who have completed their college requirements and subsequently applied for and have been selected to attend OCS or ODS. These individuals usually have very little or no military experience and therefore require a thorough indoctrination into the Navy lifestyle to better prepare them for their arrival, and the subsequent training they will receive at OCS or ODS. IRR officer candidates (non-collegiates) are directly appointed to the OCS or ODS training pipeline and not previously subjected to provisions set forth in sections (1) and (2) of this chapter.

c. The responsible recruiter and officer assistant chief recruiter (OACR) must follow the guidelines established in this chapter to manage IRR officer candidates (non-collegiates) to prepare them both mentally and physically prior to reporting to OCS or ODS.

**080403. IRR OFFICER CANDIDATES (NON-COLLEGIATES) TRACKING
PROCESS**

a. 72-Hour Indoctrination. IRR officer candidates (non-collegiates) must enlist within 15 working days of receiving their final select letter. Following receipt of final select letter, the recruiter, LCPO, LPO or O-ACR must schedule a face-to-face meeting with the applicant as soon as possible, but not to exceed five working days. The following actions must be completed during this initial meeting:

(1) Direct the candidate to provide his or her current phone number, mailing address, and email address to the recruiter, LCPO, LPO or O-ACR and notify him or her of any changes of personal information while in a Delayed Entry Program

(DEP). Maintain this information in the member's residual file for future reference.

(2) Provide the candidate with the following items:

(a) Naval Officer Delayed Entry Program (DEP) Guide to Success (013-0238) (Rev 06/10)

Note: Encourage the candidate to complete the Personnel Qualification Standards (PQS) listed on pages 48-53 of the "(DEP) Guide to Success" within 45 days of receipt of the handout. Recruiter, LCPO, LPO or O-ACR is responsible for signing completed PQS items.

(3) Provide the candidate with the following information:

(a) Have the candidate read and sign the Fraternization Policy Acknowledgement NAVPERS 1070/613.

(b) Have the candidate read and sign the Recruit/Trainee Prohibited Activities Acknowledgment Form (DD Form 2983) in accordance with DODI 1304.33.

(c) Discuss the Navy's "zero tolerance" drug policy and encourage them to complete the accompanying drug training modules.

(d) Discuss information available on the Navy Knowledge Online website (NKO).

(e) Discuss ODS or OCS information available on the Officer Training Command (OTCN) Web site at:
<http://www.ocs.navy.mil>.

(f) Inform the candidate he or she will be required to pass, at a minimum, the third class swim test at OCS or ODS. Officer candidates are strongly encouraged to practice swimming prior to shipping to OCS or ODS.

(g) Build a strong rapport with the candidate and ask if he or she has any questions or concerns about any aspect of the OCS or ODS process.

(h) IRR officer candidates (non-collegiates), when not in an active duty status (i.e., under orders), are not entitled to any medical or dental benefits. Ensure the candidate is fully briefed concerning his or her entitlements at the time of enlistment and have the member sign an Administrative Remarks (NAVPERS 1070/613) acknowledging he or

she received this information.

Note: Upon completion of the items listed in subparagraphs (1) through (3) above, the candidate must sign and date the Officer Candidate Commitment to Success (NAVCRUIT 1131/15) acknowledging he or she has been provided the above documents and information. A copy of the signed NAVCRUIT Form 1131/15 must be documented in CIRIMS with the original filed in the candidate's residual file.

(4) Have the candidate complete and sign the Officer Delayed Entry Program (DEP) Recertification (NAVCRUIT Form 1131/39). A copy of the signed NAVCRUIT Form 1131/39 must be uploaded into CIRIMS with the original filed in the candidate's residual file.

080404. MONTHLY DEP SCREENING. The recruiter, LCPO, LPO or O-ACR is required to contact the officer candidate a minimum of once per month either by telephone, face-to-face, or online video-teleconferencing application (skype, etc.) starting with the month following the initial indoctrination meeting. A minimum of one face-to-face meeting is required every quarter. The purpose of this meeting is to continue an ongoing dialogue between the recruiter and the officer candidate, determine if the candidate is still motivated about the Navy, verify the candidate's eligibility status, and discuss any other topics deemed necessary by the recruiter, LCPO, LPO, O-ACR or applicant. This is also a time to obtain referrals from the candidate. A height, weight and BCA measurement must be completed by the recruiter during face-to-face, in person meetings. In accordance with COMNAVCRUITCOMINST 5370.1E, recruiting personnel are prohibited from taking body fat measurements on applicants of the opposite sex. Results shall be uploaded in CIRIMS.

Note: The recruiter, LCPO, LPO or O-ACR must complete an Officer Delayed Entry Program (DEP) Recertification Form (NAVCRUIT 1131/39) to document the monthly and quarterly meetings. The original must be filed in the candidate's residual folder and uploaded into CIRIMS.

080405. COLLEGIATE MANAGEMENT REPORTS (CMRs). CMRs are not required to be completed for IRR officer candidates (non-collegiates).

080406. ADVERSE COLLEGIATE MANAGEMENT REPORTS (CMRs). CMRs are not required to be completed for IRR officer candidates (non-collegiates).

080407. REQUIREMENTS PRIOR TO AN IRR OFFICER CANDIDATE'S (NON-COLLEGIATES) TRANSFER TO OCS/ODS

a. NAVCRUITDISTs are responsible for completing and issuing orders for IRR officer candidates (non-collegiates) attending OCS. NAVPERSCOM is responsible for completing and issuing orders for IRR officer candidates (non-collegiates) attending ODS.

b. **45-30 days prior to OCS/ODS class date.** All IRR officer candidates (non-collegiates) must complete a height, weight and BCA measurement to ensure the candidate is within physical standards in accordance with OPNAVINST 6110.1. Candidates that do not meet these standards will be placed on hold and the NAVCRUITDIST must notify NAVCRUITCOM immediately to determine required action. Under no circumstances will an officer candidate be sent to OCS or ODS if he or she does not meet minimum height, weight and BCA standards.

c. **30-14 days prior to OCS/ODS class date.** Recruiter, LCPO, LPO or O-ACR will meet with the IRR officer candidate (non-collegiate) face to face. This is the final opportunity for the recruiter or OACR to ensure that the candidate is as prepared as possible for OCS or ODS. The following items need to be discussed, conducted and annotated on an Officer Delayed Entry Program (DEP) Recertification Form (NAVCRUIT 1131/39):

(1) Review the contents of the Naval Officer Delayed Entry Program Guide to Success.

(2) Ensure the IRR officer candidate (non-collegiate) is informed of all the items he or she is authorized to take when reporting to OCS or ODS.

(3) Answer any last minute questions that the IRR officer candidate (non-collegiate) might have prior to shipping to OCS or ODS. Inform the officer candidate that he or she can contact the recruiter, LCPO, LPO or O-ACR at any time prior to shipping to OCS or ODS if he or she has any further questions or concerns. It is very important to keep the lines of communication open at all times.

(4) Inform the IRR officer candidate (non-collegiate) that he or she must contact the recruiter, LCPO, LPO or O-ACR immediately if he or she encounters any medical, physical, personal, family, or legal problems prior to reporting to OCS or ODS.

(5) NAVCRUITDIST mails the medical, dental, and service records to OCS or ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than 2 years old at time of commissioning) no later than two weeks prior to the candidate's class convening date. Ensure the service record includes final transcripts (2 copies) and proof of graduation. Mail records in batches when possible to minimize shipping costs. Also, NAVCRUITDIST makes all travel arrangements for the officer candidate and ensures he or she is in receipt of original orders and travel itinerary (refer to [article 041006](#) for check-in requirements).

080408. IRR OFFICER CANDIDATE'S (NON-COLLEGIATES) ACADEMIC RESPONSIBILITIES

a. Upon graduation from an accredited college or university, the IRR officer candidate (non-collegiate) must have met the following requirements:

(1) Achieved academic requirements set forth in his or her respective service agreement and program authorization.

(2) Achieved required GPA requirements set forth in his or her respective service agreement and program authorization.

(3) Submitted final transcripts to his or her respective NAVCRUITDIST.

080409. NAVCRUITDIST'S ACADEMIC MANAGEMENT RESPONSIBILITIES

a. The recruiter or OACR must verify the IRR officer candidate (non-collegiate) has met all academic requirements prior to commissioning as set forth in the respective service agreement and program authorization.

b. NAVCRUITDIST must file a copy of the candidate's transcripts into the candidate's residual file and upload a copy into CIRIMS.

080410. ACADEMIC DISENROLLMENT. Not applicable for IRR officer candidates (non-collegiates).

080411. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS

a. IRR officer candidates (non-collegiates) are not entitled to any medical or dental benefits when not in an active duty status (i.e., under orders).

b. The R-OPS or A-OPS will:

(1) Ensure the officer candidate is fully briefed concerning his or her entitlements at the time of enlistment.

(2) Ensure the officer candidate signs an Administrative Remarks (NAVPERS 1070/613) acknowledging he or she has been briefed.

080412. CHANGE IN PHYSICAL STATUS

a. If an IRR officer candidate (non-collegiate) becomes "not physically qualified" (NPQ) or claims to become NPQ leading up to their assigned shipping date, the member will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST will coordinate with the officer candidate to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit the officer candidate from obtaining a commission. The NAVCRUITDIST will upload all appropriate documents to NAVCRUITCOM via CIRIMS and forward all MEDDOCS through MEDWAIVE to NAVCRUITCOM (N3M) for review.

(2) If the NAVCRUITCOM (N3M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, NAVCRUITCOM will instruct the NAVCRUITDIST to provide a letter of disenrollment to the applicant.

b. The R-OPS or A-OPS will implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical "due process" for each officer candidate identified as potentially not physically qualified. Timely resolution of an officer candidate's medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST will submit a letter or email (via the NAVCRUITREG) to NAVCRUITCOM outlining the difficulties encountered and estimated timeline for final adjudication. IRR officer candidates (non-collegiates) that unduly contribute to a delay in the "due processing" in situations involving medical determinations can be processed by the NAVCRUITDIST or NAVCRUITCOM (N31) for immediate de-selection and dis-enrollment from the program. Undue delay could include, but is not limited to, refusal or resistance to attend scheduled medical appointments or refusal or resistance providing supporting medical documentation addressing medical issues.

c. In cases in which the NAVCRUITDIST CO considers an officer candidate to be inhibiting the expeditious medical resolution process, NAVCRUITDIST CO's are encouraged to provide the candidate with a letter outlining expectations, appointment requirements, required or requested medical documentation, and any other items or circumstances needed to support continued expeditious processing, with an assigned reasonable deadline as to when these requirements are required to be met by, and the fact that failure to adhere to the letter could result in immediate removal from the program and separation.

080413. PHYSICAL FITNESS

a. IRR officer candidates (non-collegiates) are not required to participate in the Physical Fitness Assessment (PFA) Program or any physical training conducted by recruiting personnel. However, should an IRR officer candidate (non-collegiate) wish to voluntarily participate, he or she must complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior his or her initial fitness assessment (IFA). The recruiter, LCPO, LPO or O-ACR will retain these forms in the candidate's folder.

b. IRR officer candidates (non-collegiates) selected for OCS or ODS programs are encouraged to practice swimming prior to shipping to OCS or ODS.

080414. PHYSICAL TRAINING GUIDELINES

a. IRR officer candidates (non-collegiates) are not required to participate in the Physical Fitness Assessment (PFA) Program or any physical training conducted by recruiting personnel. However, if they elect to voluntarily participate, they must complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior to their initial participation in any physical activity. All physical training conducted by recruiting personnel must be in accordance with the Recruiter Guide for Physical Training, located on the NAVCRUITCOM Quarterdeck at: <https://rq.cnrc.navy.mil/>.

b. 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) The applicant must complete a medical examination.

(2) The applicant must complete and sign a Hold Harmless Agreement and Release from Liability certificate.

(3) Navy personnel leading the 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 NAVCRUITCOM (N7 and NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

080415. IRR OFFICER CANDIDATE'S (NON-COLLEGIATES) ADVANCEMENTS

a. No advancements are authorized for IRR officer candidates (non-collegiates).

080416. DEP MANAGEMENT / ATTRITION ANALYSIS

a. DEP Audits. The NAVCRUITDIST Officer Delayed Entry Program (DEP) will be monitored for effectiveness by the R-OPS, A-OPS and O-ACR. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and will identify necessary training areas or leadership deficiencies.

(1) DEP audits are to be conducted by the R-OPS, A-OPS or O-ACR whenever there is a sign of excessive losses or problems in the DEP pool (as determined by the NAVCRUITDIST CO) and when a turnover of the recruiter, OACR, R-OPS, or A-OPS occurs.

(2) NAVCRUITREG commander or NAVCRUITCOM (N31) may direct a DEP audit at any time.

(3) Results shall be retained for two years and forwarded to the NAVCRUITDIST CO via the chain of command.

b. DEP Turnover. A full inspection of the DEP, including face-to-face or telephone interviews with officer candidates, shall be conducted as part of the recruiter, R-OPS, A-OPS and O-ACR turnover. All turnovers and audits shall be documented in CIRIMS.

c. Attrition Analysis. Attrition analysis is conducted to identify the factors which cause attrition and then develop a plan of action to minimize any possible future attrites.

(1) The R-OPS shall conduct a monthly analysis of DEP and OCS or ODS attrition, and forward results along with recommended corrective actions to the NAVCRUITDIST CO for review and approval.

(2) The NAVCRUITDIST CO shall ensure corrective action is taken on excessive pre-shipping attrition and on abnormally high ODS attrition.

080417. IRR OFFICER CANDIDATE'S (NON-COLLEGIATES) TRANSFER

a. In some cases, the NAVCRUITDIST tracking IRR officer candidates (non-collegiates) may be different from the NAVCRUITDIST that recruited the candidate (e.g., a candidate moves their residence to another area). In case of transfer, the following actions are required:

(1) A letter requesting authorization for the transfer will be uploaded into CIRIMS by the requesting NAVCRUITDIST and notification is forwarded to NAVCRUITCOM.

(2) NAVCRUITCOM will request an endorsement from the gaining NAVCRUITDIST.

(3) The gaining NAVCRUITDIST will upload an endorsement to CIRIMS within five working days of receipt and forward a notification to NAVCRUITCOM.

(4) When the transfer has been approved by the appropriate program director, NAVCRUITCOM will issue a transfer approval letter, upload into CIRIMS and notify both NAVCRUITDISTs.

(5) The detaching NAVCRUITDIST will ensure the member's service and health records are forwarded to the gaining NAVCRUITDIST.

080418. CHANGE IN PERSONAL/LEGAL/OTHER STATUS. IRR officer candidates (non-collegiates) encountering any problems, including medical, physical, academic, personal, family, or legal, are required to notify their NAVCRUITDIST immediately. The NAVCRUITDIST CO will evaluate and report the circumstances to NAVCRUITCOM with recommendations to resolve the problem. Circumstances may warrant initial notification be made by phone or e-mail with follow-up in writing. NAVCRUITCOM will take action as appropriate for each case, and will liaise with the respective NAVCRUITCOM program manager as well as NAVCRUITCOM (00J) or (N3M) as appropriate.

080419. URINALYSIS. IRR officer candidates (non-collegiates) are not required to participate in the command's urinalysis program.

080420. CASUALTY (DEATH/INJURY) OF AN IRR OFFICER CANDIDATE (NON-COLLEGIATE)

a. Generally, IRR officer candidates (non-collegiate) who die while in (DEP/DET) status are not eligible for death entitlements. However, the NAVCRUITDIST CO must complete the following actions:

(1) Complete and send a Personal Casualty Report (PCR) in accordance with MILPERSMAN article 1770-030 to OPNAV (N135C), with copies to NAVCRUITCOM (N31) and the respective NAVCRUITREG. Notify NAVCRUITREG and NAVCRUITCOM upon completion of PCR via final SITREP or email.

(2) Prepare and send a letter of condolence to the next of kin of the deceased per MILPERSMAN article 1770-040.

(3) NAVCRUITDIST COs are not precluded from taking additional action that may be appropriate in light of the unique situation. Attendance at the memorial and or funeral service is encouraged on a not-to-interfere basis with the consent of the next of kin.

b. Any questions on possible entitlements should be directed to:

Navy Casualty Assistance Division
OPNAV (N135C)
5720 Integrity Drive
Millington, TN 38055-6200
Toll Free: 1-(800) 368-3202
Comm: (901) 874-2501 DSN: 882

080421. LEAVE AND LIBERTY. IRR officer candidates (non-collegiates) are not governed by the Navy's leave and liberty policies.

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APPENDIX A - ACTIVE DUTY COLLEGIATE HANDBOOK

ACTIVE DUTY COLLEGIATE



HANDBOOK

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APPENDIX A

ACTIVE DUTY COLLEGIATE HANDBOOK

Introduction. Congratulations! You have been selected to participate in the Navy's Active Duty Collegiate Program, and as such, are required to read this handbook in its entirety. You should be very proud of your selection, as the competition was very keen and only the very best qualified individuals were selected.

Purpose. This handbook provides all the policies and procedures that you must follow while participating in the Active Duty Collegiate Program in accordance with the COMNAVCRUITCOMINST 1131.2 Series, Military Personnel Manual (MILPERSMAN) 1050, OPNAVINST 6110.1, and Manual of the Medical Department, NAVMED P-117. **Note: Be advised that the policies written in the aforementioned instructions supersede the information provided in this handbook at all times.**

Background

a. As a Navy active duty collegiate, you have been selected into one of the following programs:

- (1) Baccalaureate Degree Completion Program (BDCP)
- (2) Civil Engineer Corps (CEC) Exceptional Student Program (hereafter referred to as CEC Collegiate)
- (3) Nuclear Power Officer Candidate (NUPOC)
- (4) Naval Reactors Engineer (NRE)
- (5) Nuclear Power School Instructor (NPI)
- (6) Health Services Collegiate Program (HSCP)

b. Once you have been enlisted by the Navy recruiting district (NRD), you are considered as being in an active duty status and are therefore entitled to all benefits and privileges commensurate with your enlisted paygrade. As such, you are required to fulfill all obligations of this instruction (COMNAVCRUITCOMINST 1131.2 series) and your respective service agreement and program authorization, with the exception of wearing uniforms (specifically prohibited) and adhering to military grooming standards.

c. You are now subject to the Uniform Code of Military Justice.

d. You will be assigned to the Navy recruiting district that enlisted you and shall be afforded the same oversight, mentoring, and counseling as any other member of their staff.

MILITARY BENEFITS

a. As an enlisted member of the armed forces, you are now eligible to receive the following entitlements:

(1) All pay and allowances commensurate with your enlisted paygrade to include basic pay and applicable housing allowances.

(2) Military identification card for you and your dependents (spouse, child(ren) if applicable). With this card, you and your dependents (if applicable) will have access to military bases worldwide and can access all military base exchanges, commissaries, and other base facilities.

(3) Medical and dental benefits for you and your dependents (if applicable) to include free medical and dental treatment for you at all military treatment facilities, and appropriate Tri-care medical and dental coverage for your dependents (if applicable).

(4) Military base housing if you have eligible dependents (spouse, child(ren)). This entitlement is based on space availability and specific eligibility requirements of the military installation you would request housing from.

(5) Every month you are enrolled in the collegiate program, you will earn 2.5 leave days for a total of 30 leave days per year.

(6) You will be automatically insured under Service Member's Group Life Insurance (SGLI) for the maximum amount of \$400,000 upon enlistment. You will be provided options to reduce this coverage by \$50,000 increments or cancel it at its entirety. To learn more about this entitlement, you can visit the Navy.mil website and click on the "Insurance Center".

(7) Post 9/11 Montgomery G.I. Bill education benefits. You will receive an in-depth brief on the Montgomery G.I. Bill at OCS or ODS upon check-in and afforded the opportunity to elect these benefits at that time.

ACTIVE DUTY COLLEGIATE'S TRACKING PROCESS

a. 72 Hour Indoctrination. You are required to enlist on active duty within 15 working days of receiving your final select letter. Following enlistment, you are required to meet face-to-face with your officer recruiter within 5 days following your enlistment but not to exceed 3 working days. This meeting will be conducted by the recruiter at either your home, current local location (college campus or common meeting area), or the local recruiting station (NRS or NORS) as a last resort. You will then be contacted by the division officer (DIVO), leading petty officer (LPO), leading chief petty officer (LCPO), or officer assistant chief recruiter (OACR) via phone or face-to-face within five days minimum, after completion of your 72-hour indoctrination. The following actions will be completed during your initial meeting with your recruiter:

(1) You must provide your current phone number, mailing address, and email address to your recruiter and notify him or her of any changes of personal information while you are in a delayed entry status. This information will be maintained in your residual file for future reference by your recruiter.

(2) You will be provided the following items:

(a) Naval Officer Delayed Entry Program Guide to Success (013-0238) (Rev 06/10)

Note: You are strongly encouraged to complete the Personnel Qualification Standards (PQS) listed on pages 48-53 of the "(DEP) Guide to Success" within 45 days of receipt of the handout. Your recruiter or officer assistant chief recruiter is responsible for signing completed PQS items.

b. You will be provided with the following information:

(1) Navy's "zero tolerance" drug policy. You are strongly encouraged to complete the accompanying drug training modules.

(2) Information available on the Navy Knowledge Online Web site.

(3) OCS or ODS information available on the Officer Training Command (OTCN) Web site at: <http://www.ocs.navy.mil>.

(4) Information concerning the third class swim test conducted at OCS or ODS. You will be required to pass this test upon arrival at OCS or ODS; therefore, you are strongly encouraged to practice swimming prior to shipping to OCS or ODS as all officer candidates are expected to be able to swim.

(5) Information listed in OPNAVINST 6110.1 concerning your physical fitness requirements while enlisted in your Active Duty Collegiate Program. All active duty collegiates will be held to these standards.

(6) Information concerning the command urinalysis program. As an active duty collegiate, you are required to participate in the command's urinalysis program which will be conducted by your Navy recruiting district.

Note: Upon completion of the items listed in subparagraphs (1) through (6) above, you must sign and date the Officer Candidate School (OCS) Commitment to success (NAVCRUIT Form 1131/15) acknowledging you have been provided the above documents and information. You will also be required to complete and sign an Officer Delayed Entry Program Recertification Form (NAVCRUIT Form 1131/39). Copies of these forms will be filed in your residual file.

MONTHLY EXECUTIVE SCREENS. Starting with the month following the initial indoctrination meeting, your recruiter, leading petty officer (LPO), leading chief petty officer (LCPO) or officer assistant chief recruiter (OACR) is required to contact you a minimum of once per month either by telephone, face-to-face, or online video-teleconferencing application (skype, etc.). A minimum of one face-to-face meeting is required every three (3) months. Upon completion of the meeting, you will be required to complete and sign an Officer Delayed Entry Program Recertification Form (NAVCRUIT Form 1131/39). The purpose of this meeting is to accomplish the following:

a. Continue an ongoing dialogue between you and your recruiter, LPO, LCPO or OACR to verify your eligibility status and to discuss any other topics deemed necessary.

b. Height, weight, and a body composition assessment (BCA) will be completed by the command fitness leader (CFL) or an assistant command fitness leader (ACFL) during your face-to-

face, in person meetings. In accordance with COMNAVCRUITCOMINST 5370.1, recruiting personnel are prohibited from taking body fat measurements on applicants of the opposite sex.

c. Review and document academic status and report any known or anticipated academic degree deficiencies to your recruiter or Navy recruiting district's representative (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and program authorization and or school degree requirements on your part).

Note: Unless otherwise authorized by the respective Navy Recruiting Command officer program director (N311 or N313) or Bureau of Naval Personnel officer community manager, you are required to be enrolled full time and taking traditional courses.

d. When geographical separation makes it impractical for you to meet with your recruiter, it is permissible to arrange for face-to-face, in-person contact with any military designee (leading chief petty officer (LCPO), leading petty officer (LPO), enlisted or officer recruiter) at the nearest Navy recruiting station (NRS). You must coordinate this meeting with your recruiter prior to meeting with any other military designee.

COLLEGIATE MANAGEMENT REPORTS (CMRs)

a. Your recruiter is required to submit a Collegiate Management Report (CMR) to Navy Recruiting Command Headquarters no later than 31 January for fall semester grades, and 30 June for spring semester grades for each year you are enrolled in the collegiate program. These reports document your academic progress throughout the school year and ensure that you are maintaining your required GPA for your officer program. In order to assist your recruiter, you must provide a copy of your semester grades to your recruiter as quickly as possible after receiving them from the college or university. Failure to provide your grades in a timely manner may result in your removal from the collegiate program.

b. An adverse CMR must be completed by your recruiter if any of the following is applicable to you:

(1) You fail to comply with the service agreement and program authorization.

(2) You fail to follow the approved Degree Completion Plan, including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a different college or university, etc., unless previously approved by the NAVCRUITDIST's commanding officer.

(3) You fail to meet program term GPA requirement.

(4) You fail to meet internship requirements (if applicable).

(5) You fail to meet physical fitness assessment (PFA) standards for OCS or ODS.

(6) Any other personal, medical, or legal issue that may negatively impact your ability to graduate on time per the approved Degree Completion Plan, or may result in you no longer remaining eligible to receive a commission as a military officer, or would have been required to be reported on the original application, including the SF-86

c. If your recruiter is required to submit an adverse Collegiate Management Report on you, it must include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the commanding officer or executive officer for any violation.

(2) Your signed statement and plan to overcome academic or PFA deficiencies.

(3) Copies of any Navy recruiting district counseling letters, letters of instruction, and or warning letters provided to you for academic or PFA violations.

(4) Any historical documentation that may be of value in evaluating the adverse information, such as previous counseling letters, Navy recruiting district or higher echelon warning letters, letters of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters not previously submitted to Navy Recruiting Command (N315).

(6) An updated Degree Completion Plan (DCP) signed by your academic advisor.

d. Upon graduation from your college or university, you will be required to submit to your recruiter your final transcript or statement of completion of internship, any licensure requirements, and licensure exam score to meet eligibility for superseding per the respective program authorization. Failure to provide this information to your recruiter upon graduation may result in your removal from the collegiate program.

REQUIREMENTS PRIOR TO TRANSFER TO OCS/ODS. The following timeline is provided to assist you in preparing for your pending transfer to either Officer Candidate School (OCS) or Officer Development School (ODS). Utilization of this timeline is crucial to avoid any possible delays with commencing your career as a naval officer.

a. **Six months prior to ODS class date.** (NUPOC and HSCP only)

(1) Navy Recruiting Command (N315) will request for commissioning documents (COMDOCS) from Navy Personnel Command in Millington, Tennessee.

(2) No later than five (5) days after requesting for the commissioning documents, you are required to contact your detailer at Navy Personnel Command to negotiate orders. Your recruiter or processor will provide you with the current contact information and assist you if necessary.

(3) HSCP students must contact their respective detailer at Navy Personnel Command. Your recruiter or processor will provide you with current contact information.

b. **Six weeks prior to OCS class date.** (Except NUPOC)

(1) Navy Recruiting Command (N315) will request your orders from the respective Navy Personnel Command detailer.

(2) You are required to contact Navy Recruiting Command (N315). Your recruiter or processor will provide you with current contact information.

c. **45 days prior to OCS/ODS class date.** You must complete a pre-shipping physical fitness assessment (PFA) prior to transfer. If you participated in a command-conducted semi-annual PFA within 45 days of your assigned ship date, you can count it as your pre-shipping PFA. Otherwise, an additional PFA must be conducted within 45 days of assigned ship date. You

must also conduct a height, weight and BCA measurement to ensure you are within physical standards in accordance with OPNAVINST 6110.1. If you do not meet these standards, you will be placed on hold and your Navy recruiting district must notify Navy Recruiting Command (N31) immediately to determine necessary action(s) required. Under no circumstances will you be allowed to transfer to OCS or ODS if you do not meet minimum height, weight and BCA standards. You must pass a pre-shipping PFA in all three events.

d. **14-30 days prior to OCS/ODS class date (DEP-Out Briefing Prior to Shipping to OCS/ODS)**. You are required to meet with your recruiter, LPO, LCPO or OACR face to face. This is the final opportunity for the recruiter, LPO, LCPO or OACR to ensure that you are as prepared as possible for OCS or ODS. The following items need to be discussed, conducted and annotated on the Officer Delayed Entry Program (DEP) Recertification Form (NAVCRUIT 1131/39):

(1) Review the contents of the Naval Officer Delayed Entry Program Guide to Success.

(2) Ensure you are informed of all the items you are authorized to take when reporting to OCS or ODS.

(3) Answer any last minute questions that you might have prior to shipping to OCS or ODS. You may contact your recruiter, LPO, LCPO or OACR at any time prior to shipping to OCS or ODS if you have any further questions or concerns. It is very important to keep the lines of communication open at all times.

(4) You must contact your recruiter, LPO, LCPO or OACR immediately if you encounter any medical, physical, personal, family, or legal problems prior to reporting to OCS or ODS.

e. **10 days prior to OCS/ODS class date**. Your Navy recruiting district must mail your medical, dental, and service records to OCS or ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than two years old at time of commissioning). Your service record must include your final transcripts (2 copies) and proof of graduation. Your records must be received at the school no less than two days and no more than two weeks prior to class convening date. Also, your Navy recruiting district will make all of your travel arrangements for you and will provide you with your travel itinerary and original orders. You are required to check in to OCS or ODS as follows:

(1) **OCS** - Report no earlier than 0800 and no later than 0900 on the Sunday before your class convening date.

(2) **ODS** - Report no earlier than 1600 on Friday and no later than 1200 on the Sunday before your class convening date.

COLLEGIATE ACADEMIC RESPONSIBILITIES. Your primary military responsibility is to comply with the academic requirements of your service agreement and program authorization. You are responsible for the following requirements:

a. Maintain academic requirements in accordance with the respective service agreement and program authorization.

b. Maintain the GPA required by your respective program.

c. Submit transcripts to your respective Navy recruiting district within 30 days of completion of the quarter or semester.

d. Comply with your Degree Completion Plan (DCP) as approved at time of entry.

e. Request extensions of your graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to effecting such changes.

f. Comply with, complete, and or successfully pass all professional licensure, certification, or credentialing examinations and tests required per program authorizations and service agreements in the required timelines and timeframes relative to graduation and shipping to either OCS or ODS. Failures of these examinations or tests could result in immediate removal from the program and separation from active duty service as defined within individual program authorizations and service agreements.

g. If applicable, request authorization from the NAVCRUITDIST CO prior to seeking outside employment via a written request chit. Active duty collegiates are authorized to request outside employment in accordance with MILPERSMAN article 5370-010 and DoDINST 5500.7-R of 30 August 1993, chapter 3, section 3. NAVCRUITDIST COs may apply restrictions to the employment as needed.

Note: Unless otherwise authorized by the respective Navy Recruiting Command officer program director (N311 or N313), or

Bureau of Naval Personnel officer community manager, you must be enrolled full time and take traditional courses (includes summer session).

ACADEMIC DISENROLLMENT

a. If you fail to meet the academic requirements of your service agreement and program authorization, you may be disenrolled from your program and immediately discharged at the discretion of Navy Recruiting Command (N31).

b. The type of discharge and reenlistment code will be determined by Navy Recruiting Command (N315) as required by designator.

Note: Your program's service agreement and program authorization contains the specific disenrollment obligations and requirements.

CHANGE IN PHYSICAL STATUS

a. If you develop (or think you may have developed) a medical condition that causes or may cause you to be not physically qualified (NPQ) leading up to your assigned shipping date, you will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, your Navy recruiting district will coordinate with you to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit you from obtaining a commission. Your Navy recruiting district will forward required documentation to Navy Recruiting Command (N315) through MEDWAIVE to Navy Recruiting Command (N3M) for review.

(2) If the Navy Recruiting Command (N3M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, Navy Recruiting Command will contact your Navy recruiting district with instructions to separate you from your commissioning program.

PHYSICAL FITNESS

a. As an active duty collegiate, you will be required to complete the physical fitness assessment (PFA) twice a year in accordance with OPNAVINST 6110.1. A semi-annual PFA occurring

within 45 days of assigned ship date can count as the pre-shipping PFA. Otherwise, an additional PFA must be conducted within 45 days of assigned ship date. The PFA must consist of the following: 1.5 mile run, curl-ups and push-ups.

Alternatives for the run (swimming, stationary bike, or elliptical trainer) are not authorized for active duty collegiates.

b. As part of the PFA program, you will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment (SF 600) per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with your TRICARE provider or military physician. Both of these forms can be printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete a DD Form 2766 annually during your birth month.

c. If you do not meet standards set forth in OPNAVINST 6110.1, you will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

d. You are required to pass, at a minimum, the third class swim test at OCS or ODS. The test is administered early in the training program. If you are evaluated as being unsafe in the water, you will be removed from training and given remedial swim training. If you are unable to successfully complete the swim test following extensive remedial instruction, you will be held at training until able to pass. If after three weeks of extra instruction you are still unable to pass the swim test, administrative action will be initiated (to include separation from the program). The Third Class Swim Test consists of the following:

(1) Abandon Ship Jump. Jump from a 10 foot tower to simulate abandoning ship.

(2) 5 minute Prone Float. Remain afloat face down, utilizing survival floating skills, for five minutes.

(3) Shirt and Trouser inflation. Fill a shirt and pair of trousers with air to remain afloat.

(4) 50 Yard Swim. Using any single following stroke or combination of the crawl, breaststroke, sidestroke, and elementary backstroke.

Note: In all swimming events, you must appear calm and relaxed.

PHYSICAL TRAINING GUIDELINES

a. All physical training conducted by recruiting personnel that you participate in must be in accordance with the Recruiter Guide for Physical Training, which can be located in the Navy Recruiting Command's Sharepoint Portal. Additional guidance is available in article 020112 of COMNAVCRUITCOMINST 1130.8(series) - Enlisted Recruiting Manual.

b. Under no circumstances will you participate in any Navy conducted physical activity until you complete the following:

(1) A complete medical examination. Failure to disclose an illness or disease may be construed as intent to defraud the government and is basis for dismissal from the program.

(2) Complete and sign a Hold Harmless Agreement and Release from Liability certificate.

(3) Complete the Annual Certificate of Physical Condition (NAVMED 6120/3) during your birth month and have it reviewed by an authorized medical designated representative (AMDR) (physician, physician's assistant, nurse practitioner, or independent duty corpsman). Your recruiter will maintain a copy in your residual file.

Note: All Navy personnel leading the physical training must 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 Navy Recruiting Command (N7 and NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

ACTIVE DUTY COLLEGIATE'S ADVANCEMENTS

a. **Nuclear Power Officer Candidate (NUPOC)collegiate**
NUPOC, NR and NPI collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate of OCC and paygrade of E7.

(1) To initiate this advancement, your recruiter or processor will complete the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) and submit it to Navy Recruiting Command (N315) for processing. The effective date of advancement will be the date of enlistment for the referred member or your enlistment date (whichever occurs later). Only your Navy recruiting district's commanding officer is authorized to sign this letter ("By direction" signatures are not authorized).

b. **Baccalaureate Degree Completion Program (BDCP) collegiates.** BDCP collegiates may be advanced up to two paygrades while in BDCP, to a maximum of E5 as follows:

(1) BDCP collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any officer program. To initiate the advancement, your recruiter or processor will complete the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) and notify Navy Recruiting Command (N315). The effective date of advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

(2) Upon graduation, BDCP collegiates will be advanced to E5. To initiate the advancement, your recruiter or processor will complete the Advancement for Graduation Form (NAVCRUIT 1131/209), Administrative Remarks (NAVPERS 1070/613), and transcripts showing graduation and notify Navy Recruiting Command (N315). The effective date of advancement will be the date of graduation.

c. **Civil Engineer Corps (CEC) Collegiates.** CEC collegiates may be advanced via two different methods while in the CEC Collegiate Program, to a maximum paygrade of E5, as follows:

(1) CEC collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any collegiate program. To initiate the advancement, your recruiter or processor will complete the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) and notify Navy Recruiting Command (N315). The effective date of advancement will be the date of enlistment for the referred member. Your Navy recruiting district's commanding officer must sign this letter ("By direction" signatures are not authorized).

(2) Upon graduation, CEC collegiates will be advanced to paygrade E5. To initiate the advancement, your recruiter or processor will complete the Advancement for Graduation Form (NAVCRUIT 1131/209), Administrative Remarks (NAVPERS 1070/613), and transcripts showing graduation, and then notify Navy Recruiting Command (N315). The effective date of advancement will be the date of graduation.

d. **Health Service Collegiates Program (HSCP)**. HSCP collegiates may be advanced up to one paygrade while in HSCP, to a maximum of E7, as follows:

(1) HSCP collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one paygrade for an accession referral regardless of the number of accessed referrals obtained. To initiate the advancement, your recruiter or processor will complete the Meritorious Advancement for Referral Letter ([Exhibit 080201](#)) and notify Navy Recruiting Command (N315). The effective date of advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

CHANGE IN PERSONAL/LEGAL/OTHER STATUS. If you encounter any problems, including medical, physical, academic, personal, family, or legal, you are required to notify your Navy recruiting district immediately. The commanding officer will evaluate and report the circumstances to Navy Recruiting Command (N315) with recommendations to resolve the problem. Circumstances may warrant initial notification be made by phone or e-mail with follow-up in writing. Navy Recruiting Command (N315) will take action as appropriate for each case, and will liaise with the respective Navy Recruiting Command director as well as Navy Recruiting Command (00J) or (N3M) as appropriate.

URINALYSIS PROGRAM

a. As an active duty collegiate, you are included in your Navy recruiting district's command population pool and will be required to participate in the command's urinalysis program. You will be added to the command's urinalysis roster by the command urinalysis program coordinator (UPC) and be selected along with all other military personnel for testing events. As such, you will be receiving a briefing regarding the requirement to participate in the command's urinalysis program prior to your enlistment.

b. You will not receive prior notice of urinalysis testing.

c. You shall be tested annually at a minimum per OPNAVINST 5350.4. Failure of any urinalysis testing may result in your immediate removal from the Active Duty Collegiate Program and subsequent discharge from active duty.

LEAVE AND LIBERTY

a. MILPERSMAN article 1050 provides the Navy's policy and procedures on leave and liberty.

b. Upon enlistment, your Navy recruiting district's OPL or OP will provide you with a Collegiate Status, Air Transportation, BAH and BAS Eligibility Letter. This letter will be presented to the appropriate authority by you along with your military identification card, as necessary, to explain your status with respect to military authority. BAH and BAS rates are determined by the servicing Personnel Support Detachment (PSD) per current instructions.

c. When you are not attending college (e.g., on an authorized break such as Christmas), you may travel anywhere in the United States in a liberty status. Prior to departing school, you are required to inform your recruiter of your itinerary. If you are leaving the geographical area of your Navy recruiting district, your recruiter or OACR will provide you with the address and phone number of the nearest Navy recruiting district to your destination.

d. You are eligible for U.S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status. You must have an approved Leave Request Authorization Form (NAVCOMPT 3065).

e. If you desire to travel outside the United States, it will be necessary for you to take leave to protect your rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and you to ensure you are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States, your Navy recruiting district's commanding officer will ensure all recommendations of the U.S. State Department have been followed and all Navy

Knowledge on Line (NKO) anti-terrorism classes have been completed.

(2) In addition, you will be required to review the Consular Information Sheet, paying particular attention to safety and security.

(3) You must inform Navy Recruiting Command (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions and read and review the Foreign Clearance Guide (DoDINST 4500.5G).

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not listed on the approved Degree Completion Program (DCP), your Navy recruiting district will submit a new DCP to Navy Recruiting Command (N315) for approval.

(3) You will submit to your Navy recruiting district a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon Navy recruiting district's approval of the travel, you will be issued a Travel Abroad Letter. You must carry this letter with you at all times while abroad.

(4) In addition to the above requirements, collegiates participating in a foreign exchange program will also review the applicable warnings and consular information sheets, paying particular attention to safety and security.

APPENDIX B - ACRONYMS

<u>ACRONYM</u>	<u>DESCRIPTION</u>
AC	Active Component
ADCO	Advertising Coordinator
ADL	Active Duty List
ADP	Automated Data Processing
AFHPSP	Armed Forces Health Professions Scholarship Program
AOR	Area of Responsibility
AQD	Additional Qualifications Designations
ASTB/APEX	Aviation Selection Test Battery
AYS	Academic Year Statement
BDCP	Baccalaureate Degree Completion Program
BERS	Basic Eligibility Requirements
BUPERS	Bureau of Naval Personnel
CCPD	Centralized Credentialing and Privileging Department
CDN	Campus Data Notebook
CDT	Command District Trainer
CEC	Civilian Engineer Corps
CFL	Command Fitness Leader
CLO	Campus Liaison Officer
CNP	Chief of Naval Personnel
CO	Commanding Officer
COI	Center of Influence
CR	Chief Recruiter
CWO	Chief Warrant Officer
DA	Direct Accession
DAT	Dental Aptitude Test
DAT	Drug and Alcohol Test
DC	Dental Corps
DCO	Direct Commission Officer
DCP	Degree Completion Program
DEERS	Defense Eligibility Enrollment Reporting System
DFAS	Defense Finance Account Service
DIVO	Division Officer
DoD	Department of Defense
DoN	Department of the Navy
DTS	Defense Travel System
DVA	Department of Veterans Affairs
EAOS	End of Active Obligated Service
EOV	Educator Orientation Visit
ESS	Education Services Specialist
FAP	Financial Assistance Program

FOIA	Freedom of Information Act
FTS	Full Time Support
GPHR	Global Professional in Human Resource
HIV	Human Immunodeficiency Virus
HPSP	Health Profession Scholarship Program
HSCP	Health Services Collegiate Program
IDC	Independent Duty Corpsman
IDT	Inactive Duty Training
INS	Immigration and Naturalization Service
IRR	Individual Ready Reserve
JAG	Judge advocate general
JOAPPLY	Junior Officer Apply
JPAS	Joint Personnel Adjudication System
LCPO	Leading Chief Petty Officer
LDO	Limited Duty Officer
LEADS	Local Effective Accession Delivery System
LOA	Letter of Acceptance
LPTS	LEADS Production Team Supervisor
LSAT	Law School Admission Test
MC	Medical Corps
MCAT	Medical College Admission Test
MEDDOCS	Medical Documents
MEPCOM	Military Entrance Processing Command
MEPS	Military Entrance Processing Station
MPO	Medical Programs Officers
MPT&E	Manpower, Personnel, Training and Education
MSC	Medical Service Corps
MTF	Military Treatment Facility
NAACP	National Association for the Advancement of Colored People
NADDS	Navy Active Duty Delay for Specialist
NALTS	National Leads Tracking System
NASIS	Navy Accession Security Information System
NAVCRUITCOM	Commander, Navy Recruiting Command
NAVET	Navy Veteran
NC	Nurse Corps
NCP	Nurse Candidate Program
NETC	Naval Education Training Center
NOBC	Navy Officer Billet Classifications
NOSC	Navy Operation Support Center
NPC	Navy Personnel Command
NPS	Non-prior Service
NRC	Navy Recruiting Command
NROTC	Navy Reserve Officer Training Course
NRS	Navy Recruiting Station
NSBE	National Society of Black Engineers
NTO	Nuclear trained officers

NUPOC	Nuclear propulsion officer candidate
OACR	Officer Assistant Chief Recruiter
OAR	Officer Aptitude Rating
OAT	Optometry Admissions Test
OCS	Officer Candidate School
ODS	Officer Development School
OHARP	Officer Hometown Area Recruiting Program
OMR	Officer Market Report
OP	Officer Processor
OPL	Officer Processing Lead
OPM	Office of Personnel Management
OR	Officer Recruiter
OPR	Officer Production Report
ORAMPS	Officer Recruiter Annual Market and Prospecting System
ORPMS	Officer Recruiting Production Management System
OSD	Office of the Secretary of Defense
PA	Program Authorization
PA/FOIA	Privacy Act/Freedom of Information Act
PAO	Public Affair Office
PDC	Personally Developed Contacts
PDRL	Physical Evaluation Board
PFA	Physical Fitness Assessment
PHR	Professional in Human Resource
PII	Personal Identification Information
PM	Program Manager
POA&M	Plan of Action and Milestone
PPAR	Post-Prospecting Activity Report
PQS	Personnel Qualification Standards
PS	Prior Service
PSA	Public Service Advertising
PSD	Personnel Support Detachment
PSLO	Professional School Liaison Officer
PSS	Professional Selling Skills
QC	Quality Control
R-OPS	Recruiting Operations Officer
RAD	Recruiting Aid Device
RASL	Reserve Active Status List
RC	Reserve Component
RFAS	Reserve Functional Area and Sex Criteria
ROTC	Reserve Officer Training Course
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SEMINAR	Senior Minority Assistance to Recruiting
SOPMAN	Standard Operating Procedures Manual
SPHR	Senior Professional in Human Resource

SSN	Social Security Number
SSP	Subspecialty
SYSAD	Systems Administrator
TCO	Test Control Officer
TDRL	Temporary Disability Retirement List
UCMJ	Uniform code of Military Justice
UCSIS	U.S. Citizenship and Immigration Services
UMT&S	Universal Military Training and Services
USMEPCOM	United States Military Entrance Processing Command
USN	United States Navy
USNR	United States Navy Reserve
USPHS	U.S. Public Health Service
XO	Executive Officer