



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
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COMNAVCRUITCOMINST 1136.2L  
N7  
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COMNAVCRUITCOM INSTRUCTION 1136.2L

From: Commander, Navy Recruiting Command

Subj: PERSONNEL QUALIFICATION STANDARDS (PQS)

Ref: (a) COMNAVCRUITCOMINST 1500.4  
(b) COMNAVCRUITCOMINST 5400.2

Encl: (1) PQS Board Composition  
(2) Recruiter Module  
(3) Recruiter-in-Charge (RinC) Module  
(4) Zone Supervisor (ZS) Module  
(5) Assistant Chief Recruiter (ACR) Module  
(6) Chief Recruiter (CR) Module  
(7) LEADS Production Team Supervisor (LPTS) Module  
(8) Enlisted Processing Division Supervisor (EPDS) Module  
(9) MEPS Liaison Petty Officer (MLPO) Module  
(10) PN-2612/NEC 9586 Classifier Module  
(11) PN-2612 Senior Classifier Module  
(12) Enlisted Processing Assistant (EPA) Module  
(13) Nuclear Field (NF) Coordinator Module  
(14) Enlisted Programs Officer (EPO) Module  
(15) Officer Programs Officer (OPO) Module  
(16) Officer Recruiter (OR) Module  
(17) Officer Processing Lead (OPL) Module  
(Military or Civilian)  
(18) Officer Processor (OP) Module (Military or Civilian)  
(19) Logistical Support Officer (LSO) Module  
(20) Leads Production Team Assistant (LPTA)  
(21) Leads Production Team (LPT) Advertising Coordinator (ADCO) Module  
(22) Leads Mail List Manager (MLM) Module  
(23) NSW/NSO/AIRR Coordinator Module  
(24) Sample Waiver Letter for Recruiter-in-Charge and Zone Supervisor

1. Purpose. To outline Qualification Standards, and provide training and management policy for Navy Recruiting personnel.

2. Cancellation. COMNAVCRUITCOMINST 1136.2K. Marginal notations are not included. This instruction has undergone a major revision and should be read in its entirety.

3. Background. A standardized, on-the-job training and qualification system for COMNAVCRUITCOM is an integral component of an effective continuum of learning. This continuum starts with formal classroom-based training; however, the need to reinforce knowledge gained in the classroom exists for both production and production support functions. Only through a good handoff between formal training and field training will the learning continuum be effective across the entire spectrum of skills needed within Navy Recruiting. The desired outcome is to provide a systematic method to optimize "show and tell" training within the actual work environment and ensure the trainee masters needed knowledge, skills and abilities resulting in increased productivity.

4. Discussion. The PQS system bridges formal classroom to field training. It provides Navy Recruiting Districts (NAVCRUITDIST) with a tool to manage and track field training and professional development. Additionally, it provides a method to ensure long-term professional development and standardization across Navy Recruiting Command. The Executive Officer (XO) in their role as the District Training Officer, is responsible for ensuring the training and development of their subordinates. Proper implementation and use of the PQS system, in conjunction with reference (a), provide the hands-on field training necessary to optimize productivity. Finally, the PQS system provides a valuable method for evaluating and selecting those individuals best suited to assume billets of greater responsibility.

5. Definitions. PQS system terms are defined as follows:

a. Training Standard. A specific item of knowledge, a skill, or an ability, which an individual must be able to perform or demonstrate to effectively accomplish the duties associated with an assigned billet.

b. Qualification Module. Those PQS items that an individual must be able to perform or demonstrate to effectively perform the duties of the respective billets identified in enclosures (2) through (23).

c. Qualified. The individual has satisfactorily demonstrated a high level of efficiency in an actual recruiting

environment in the knowledge, skills and abilities to fully meet the requirements of applicable PQS or PQS qualification modules.

d. Qualification Sheet. The formal signature record for qualifications shall be maintained in the member's training record. The member's official service record shall also be updated to reflect qualification. The PQS qualification sheet becomes the formal record of final qualification in the PQS module.

e. Trainee. The individual being trained in one of the PQS modules.

f. Qualification Board. A board of qualifiers charged with:

(1) Determining whether or not an individual has satisfactorily demonstrated a high level of efficiency in an actual recruiting environment in the knowledge, skills, and abilities to fully meet the requirements of applicable PQS or PQS qualification modules.

(2) Assessing the quality of the qualification process for the individual to include identifying weaknesses and recommending corrective actions to correct deficiencies.

## 6. PQS System Implementation

a. PQS for Assigned Billet. Upon initial check-in or initial assignment to a position requiring PQS completion, the trainee shall initiate position qualification procedures using the appropriate PQS qualification module. The qualifier must be PQS qualified in the appropriate PQS module prior to signing PQS. Department Heads (DH) are authorized to obtain signatures from the Commanding Officer (CO), XO or qualified NAVCRUITDIST Department Heads, NAVCRUITREG or COMNAVCRUITCOM Training Department (N7) personnel for each particular area upon demonstrating a thorough understanding of the topic. The signature columns on the PQS form are to be used to document the date that the particular item was discussed and demonstrated. Both the trainee and the trainer/qualifier need to sign the blocks within columns qualifying that item. The signature of both individuals indicates concurrence and understanding of that particular item. The third column is to be used when remediation is needed, if the member fails a board or if the CO removes their qualifications. The qualifier will only sign the third column of the PQS module once satisfied with the trainee's

level of knowledge after remedial training is complete. Remedial training on a PQS standard will be documented in the individual's training jacket using a NAVCRUIT 1500/2 training syllabus. The training syllabus shall contain sufficient details regarding the training provided for the trainee to use as a ready reference for the future.

b. Qualification Time. Upon commencement of initial qualifications or upon commencement of follow-on or higher level qualifications, individuals shall complete their qualifications and have an initial board within six months. An additional three months is authorized if remediation is required. The nine month period includes all boards, re-boards and remedial training. Failure to complete PQS within prescribed time constraints may result in initiating a fault/no-fault transfer since the qualification is required for current positional assignment. Each field command must establish an effective method of tracking progress towards completion for all individuals in a PQS training track. The XO, as the Training Officer, shall ensure that monthly internal records are maintained and forwarded to the CO monthly for review.

c. Positional Prerequisites. To fill any position of RinC and above, the member must be PQS qualified in that position before assignment, except for immediate fill requirements requiring a waiver using enclosure (24). COs are highly encouraged to require all recruiters to commence RinC PQS upon successful completion of Recruiter PQS to ensure the command has sufficient resources to account for normal RinC turnover. Immediate fill requirements should be rare circumstances, based upon unforeseen events.

(1) Officer Recruiter (OR) (Enlisted Personnel NEC 9587) Additional Requirements. All enlisted personnel, NEC 9587, assigned as ORs must have completed Enlisted Recruiter Module enclosure (2) and successfully passed a PQS board for Enlisted Recruiter. Exception: Recruiter ordered to a NAVCRUITDIST as an OR, including HM.

(2) NAVCRUITDIST Assistant Chief Recruiter (ACR), Additional Requirements. A Career Recruiting Force (CRF) member must be Zone Supervisor (ZS) certified and have a positive recommendation from both their Commanding Officer and Region Commander in order to qualify as ACR.

(3) NAVCRUITDIST Chief Recruiter (CR), Additional Requirements. The member must be ACR certified and ideally,

have at least 12 months ACR experience (waiverable) in order to qualify as CR.

(4) Waiver Approval. Waiver authority is as follows:

(a) RinC: CO, NAVCRUITDIST.

(b) ZS: Commander, NAVCRUITREG.

**Note:** The waiver must be signed and in place before assignment to the position.

d. Extensions. Recruiters and support personnel who fail to qualify may be given up to 90 days for remedial training, which will be documented in the member's training jacket before a second board is convened, except as listed below. The chairman of the board shall ensure that clear remedial training requirements are provided to the member and the supervisor. Subsequent re-boards and re-qualification areas will be addressed by the member's chain of command. Approved extensions must be documented on the individuals PQS Qualification Sheet and signed by the PQS Training Officer.

(1) Recruiters who fail to complete and qualify Recruiter PQS under the guidelines of this instruction will be considered for a fault/no fault transfer.

(2) RinCs requiring a re-board on the first failure will be re-boarded in 30 days. A second failure will result in continued assignment at the Recruiter level and restart of the RinC PQS qualification process with re-board no earlier than six months.

(3) ZSs who do not qualify within time limits shall request an extension from the appropriate NAVCRUITREG Commander via their CO. A first failure requires a 90-day training period before a re-board is attempted. A second failure will result in continued assignment as RinC or level currently qualified, and restart of the ZS PQS qualification process with re-board no earlier than six months.

(4) ACR certification initial board failure requires a 90-day training period before a re-board. A second failure will result in continued assignment at the level currently qualified in and restart of the ACR PQS qualification process with re-board no earlier than six months.

(5) CR PQS failures will follow the recommendations of the board as approved by COMNAVCRUITCOM.

**Note:** Current assignment as a ZS is not a prerequisite for completing the ZS PQS Module. Current qualifications of all recruiting personnel shall be updated monthly in the PSR. Qualification entries include all formal professional training courses attended by CRF personnel (RinC, CRFA, CRFC, ZS, PSA, PSC, Command Trainer etc).

e. PQS Disqualification. Personnel, who after reasonable extensions fail to achieve PQS, fail to maintain PQS for their billet, or lose the confidence of the chain of command, shall be remedially trained, counseled and possibly disqualified. The final decision for disqualification resides with the CO NAVCRUITDIST.

**Note:** COs may, at times, have to fill critical billets with individuals not currently qualified for that billet. Only in rare circumstances should a CO continue to fill a billet with an individual who has been submitted for disqualification due to failure of PQS qualification. Additionally, at the CO's discretion, an individual may be removed from a particular billet, without formally removing their qualification. For any position with qualifications granted above the CO level, the CO must notify their NAVCRUITREG Commander of the removal in writing together with the anticipated disposition of the individual's qualifications.

f. Additional Qualifications. Individuals with multiple PQS qualifications give the command greater flexibility in personnel assignment and development. Any person striving for a higher or alternate track qualification may initiate the training track and PQS for that billet, if approved by their chain of command. Districts are encouraged to support multiple PQS qualifications. There is no need to be currently assigned to a particular position to commence and complete PQS certification for that position. ZSs are highly encouraged to learn as much as possible about the qualifications for the ACR billet.

g. Remedial Training. Remedial training shall be documented in the member's training jacket using a NAVCRUIT 1500/2 Training Syllabus. Remedial training shall be documented in sufficient detail to provide the trainee with specific actions the trainee needs to take and to provide the trainee with a future reference. Verification that the trainee has

demonstrated adequate knowledge will be documented in the "Remedial/Requalification" column of enclosures (2) through (23).

h. PQS Tracking System. The PQS qualification modules, enclosures (2) through (23), serve as a record of initial and remedial training and will be retained in each member's training jacket. An automated PQS tracking system shall be created and maintained at NAVCRUITDIST headquarters to provide a means for tracking the PQS progress. The tracking system shall be updated monthly. The tracking system will include, at a minimum a master tracking board which tracks key points in the PQS process (monthly progress, board date, extensions, etc.) and internal documentation to update the master tracking board. Although there is no requirement for a specific point value to be achieved per month, the total points for each applicable PQS module should be divided by six months and used as a guide to ensure completion of the PQS and board within six months (nine months if remediation is required). The XO shall review this tracking system at least quarterly with the NAVCRUITDIST Senior Trainer to ensure proper emphasis is being placed on completion of PQS modules. The CR shall ensure the tracking system includes all command members required to be PQS certified.

i. PQS Boards. Final PQS certification shall be accomplished by a PQS qualification board composed of, at minimum, the PQS qualified individuals as specified in enclosure (1). Though specifically identified as required in several boards, the CMC and CR should participate in all NAVCRUITDIST level boards as feasible to help monitor overall command production readiness, training status and quality of life. Any exceptions to board composition must be approved in writing by the NAVCRUITREG Commander.

7. Recertification. Personnel reporting to a new command may be required to re-certify at their current PQS level within 90 days at the CO's discretion. The remedial/re-qualification column of enclosures (2) through (23) may be used for recertification or the Commanding Officer may have the trainee complete the entire PQS module again. If the CO determines a newly reported member does not require recertification, the CA shall ensure the existing PQS qualification has been entered in the member's service record.

8. CRF PQS and Career Development. Recruiting personnel will have completed at least RinC PQS prior to selection for the CRF. CRF personnel shall be qualified ZS no later than two years

following graduation from the CRF Academy. Each NAVCRUITDIST and staff must enable their CRF personnel to attain additional PQS qualifications associated with the latest CRF Career Matrix found in reference (b).

9. Action

a. COs will implement this instruction upon receipt. Enclosures (1) through (24) may be locally reproduced.

b. The XO is designated as the PQS Training Officer and is responsible for the administration of the PQS system.

c. DHs are responsible for ensuring an individual's original PQS qualification module, including board members' signature page (qualification sheet), is maintained at the NAVCRUITDIST. The DH schedules PQS boards and ensures appropriate entries for final qualifications are made in member's service record.

d. COMNAVCRUITCOM (N7) is designated as the PQS System Manager. Recommended changes to the PQS System or PQS qualification modules shall be forwarded to COMNAVCRUITCOM (N7). COMNAVCRUITCOM (N7) shall establish a system for periodic review of the PQS to maintain its accuracy and ensure program and policy changes are incorporated into PQS modules.

/s/  
R. R. BRAUN  
Deputy

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Electronic only, via Recruiting Quarterdeck Web site  
<https://rq.cnrc.navy.mil>