



DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND

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COMNAVCRUITCOM INSTRUCTION 5400.2E CHANGE TRANSMITTAL 7

From: Commander, Navy Recruiting Command

Subj: STANDARD OPERATING PROCEDURES MANUAL

Encl: (1) Common Recruiting Terms Acronyms and Abbreviations
(2) Chapter 1, Section Five

1. Purpose. Revises the Common Recruiting Terms and Chapter 1 Administration and Personnel, Section Five Administration of Recruiters in their entirety.

2. Action. Remove Common Recruiting Terms, Pages T-i through T-viii and Chapter 1, Administration and Personnel, Section Five, Pages 1-31 through 1-43, Tabs D, E, F, G and replace with enclosures (1) and (2).

/s/

JERRY R. ANDERSON

By direction

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<https://rq.cnrc.navy.mil> and

<http://www.cnrc.navy.mil/Publications/directives.html>

Common Recruiting Terms,
Acronyms and Abbreviations

A

"A" Cell	Upper Mental Group, High School Diploma Graduate
ACDU	Active Duty
ACES	Aviation Certification Examination Screening
ACR	Assistant Chief Recruiter
ACT	American College Test
ADCO	Advertising Coordinator
ADDOCS	Advance Documents
ADSO	Advertising Systems Officer
AECF	Advanced Electronics Computer Field
AEF	Advanced Electronics Field
AFQT	Armed Forces Qualification Test
AIS	Automated Information Systems
AMCAS	American Medical College Admissions Screening
AMDO	Aviation Maintenance Duty Officer
ANTHROS	Anthropometrical Measurements
AQR	Academic Qualification Test (Part of the ASTB)
AR GOAL	Part of the PRIDE System
ASTB	Aviation Selection Test Battery
ASVAB	Armed Services Vocational Aptitude Battery
ATF	Advanced Technical Field

B

BCNR	Board for Correction of Naval Records
BDCP	Baccalaureate Degree Completion Program
BEERS	Basic Enlistment Eligibility Requirements
BI	Background Investigation
BLUE & GOLD OFFICER	Reserve Officer (Assists in Recruiting for the Naval Academy)
BOOST	Broadened Opportunity for Officer Selection and Training
BOY	Beginning of Year
BPOR	Basic Principles of Officer Recruiting
BQ	Background Questionnaire
BRC	Business Reply Card
BVE	Binocular Visual Efficiency

Common Recruiting Terms,
Acronyms and Abbreviations
Continued

C

CA	Chief Administrator
CCB	Configuration Control Board
CEC	Civil Engineer Corps
CEU	Continuing Education Units
CLO	Campus Liaison Officer
CMO	Chief Medical Officer
CM	Collateral Materials Card
CMP	Collateral Materials Program
CNGREC	Change Record (Change a record in the PORT System)
CNRRC	Commander, Navy Reserve Recruiting Command
COI	Center of Influence
COMDOCS	Commissioning Documents
COMNAVCRUITCOM	Commander, Navy Recruiting Command
CONSUBPAY	Continuous Submarine Pay
CR	Chief Recruiter
CRF	Career Recruiter Force
CRFHR	Career Recruiter Force Hometown Recruiter
CV	Curriculum Vitae

D

DA	Direct Appointment
DAA	Designed Approving Authority
DAT	Drug and Alcohol Test
DBM	Dominant Buying Motive
DC	Dental Corps
DDD	Direct Deposit DEP
DEF	Delayed Enlistment Full Kit Waiver
DEM	Delayed Enlistment Medical
DEP	Delayed Enlistment Program
DER	Direct Enlistment Reservation
DET	Delayed Entry into Training
DLAB	Defense Language Aptitude Battery
DLPT	Defense Language Proficiency Test
DMC/MECH	Defense Megacenters, Mechanicsburg
DNR	Dedicated Nuclear Recruiter
DoDMERB	Department of Defense Medical Examination Review Board
DOR	Drop on Request or Date of Rank
DPEP	Direct Procurement Enlistment Program

Common Recruiting Terms,
Acronyms and Abbreviations
Continued

DPSR Data Processing Services Request
DST DEP Slope Target

E

EB Enlistment Bonus
ECM Enlisted Community Manager
ESS Education Services Specialist
EOT Engineer in Training
ENRO Enlisted Navy Recruiting Orientation
ENTNAC Entrance National Agency Check
EOV Educator Orientation Visit
EOY End of Year
EPA Enlisted Processing Assistant
EPDS Enlisted Processing Division Supervisor
EPO Enlisted Programs Officer
EPSQ Electronic Personnel Security Questionnaire
ERPMS Enlisted Recruiting Production Management
System
ESS Education Services Specialist

F

FAP Financial Assistance Program
FMAM February, March, April, May
FOBI Flight Officer Biographical Inventory (Part
of ASTB)
FOFAR Flight Aptitude Rating (Part of ASTB)

G

GED General Education Development
GENDET General Detail (Undesignated Seamen, Airmen,
Firemen)
GME Graduate Medical Education
GOF General Officer
GOP General Officer Program
GPA Grade Point Average
GPR General Practice Residency
GRASP Geographical Recruiting and SOAR Program

Common Recruiting Terms,
Acronyms and Abbreviations
Continued

H

HARP	Hometown Area Recruiting Program
HCA	Health Care Administrator
HP3	High Predictor Profile
HPSP	Health Professions Scholarship Program
HSCP	Health Services Collegiate Program
HSDG	High School Diploma Graduate
HSG	High School Graduate
HYT	High Year Tenure

I

IMP	Information Management Plans
INS	Immigration and Naturalization Service
INTERN	Person engaged in first year of medical education after medical school.
IRR	Individual Ready Reserve
ISSM	Information Systems Security Manager
IT	Information Technology
IAVA	Information Assurance Vulnerability Alert

J

JOBS	Jobs Orientation Basic Skills
JRAAC	Joint Recruiting Advertising Committee
JRAP	Joint Recruiting Advertising Program

L

LAMS	Local Advertising Management Section
LAN	Local Area Network
LEADS	Local Effective Accession Delivery System
LPT	Lead Production Teams
LRP	Loan Repayment Program
LSAT	Law School Admission Test
LSM	Logistics Support Manual
LSO	Logistics Support Officer
LTCS	LEAD Tracking Center Supervisor

Common Recruiting Terms,
Acronyms and Abbreviations
Continued

M

MAQ	Maximum Allowable Quantity
MCAT	Medical College Admission Test
MC	Medical Corps
MCT	Mechanical Comprehension Test
MEDIVP	Medical Very Important Person Visit
MEPS	Military Entrance Processing Station
MEPCOM	Military Entrance Processing Command
MFR	Music for Recruiting
MGIB	Montgomery G.I. Bill
MLPO	MEPS Liaison Petty Officer
MOV	Medical Orientation Visit
MSC	Medical Service Corps
MSLO	Medical School Liaison Officer
MSPO	Medical Support Petty Officer
MSO	Military Service Obligation

N

NACLC	National Agency Check/Local Agency Check/Credit Check
NALTS	National Advertising Leads Tracking System
NAMI	Naval Aerospace Medical Institute
NASC	Naval Aviation Schools Command
NAVCRUIT	Navy Recruiting
NAVET	Navy Veteran
NAVY-CASH	College Assistance/Student Headstart Program
NBQ	Not B.E.E.R.S. Qualified
NEC	Navy Enlisted Code
NETCOM	New Enlistment Contracts Report
NCF	Navy College Fund
NCO	New Contract Objective
NC	Nurse Corps
NCP	Nurse Candidate Program
NCR	National Chief Recruiter
NEWREC	New Record (Create a new record in PORT system)
NF	Nuclear Field Program
NFOC	Naval Flight Officer Candidate

**Common Recruiting Terms,
Acronyms and Abbreviations**
Continued

NFQT	Nuclear Field Qualification Test
NOIC	Navy Opportunity Information Center
NORS	Navy Officer Recruiting Station
NAVCRUITCOM ORIENT UNIT (NORU)	Navy Recruiting Orientation Unit
NP	Non-Pay
NPQ	Not Physically Qualified
NPS	Non-Prior Service
NPT	Navy Parachute Team
NRAMS	Navy Recruiting Accession Management System
NAVCRUITDIST (NRD)	Navy Recruiting District
NRLA	Navy Recruiting Leadership Academy
NROTC	Naval Reserve Officer Training Corps
NRR	Navy Recruiting Region
NRS	Navy Recruiting Station
NSHS	Naval School of Health Sciences
NSI	Naval Science Institute or Naval Science Instructor
NTO	Nuclear Trained Officer
NTT	National Training Team
NUPOC	Nuclear Propulsion Officer Candidate

O

OAR	Officer Aptitude Rating
OAT	Optometry Admissions Test
OC	Officer Candidate
OCARS	Officer Candidate Accounting and Reporting System
OCS	Officer Candidate School
OCSN	Officer Candidate, Seaman E3
OCUI2	Officer Candidate Under Instruction, Second Class
OHARP	Officer Hometown Area Recruiting Program
OIS	Officer Indoctrination School
OPA	Officer Processing Assistant
OPDS	Officer Processing Department Supervisor
OPE	Out of Pocket Expense
OPINS	Officer Personnel Information System
OPO	Officer Programs Officer
OPQC	Officer Processing Quality Control
OR	Officer Recruiter

Common Recruiting Terms,
Acronyms and Abbreviations
Continued

ORPMS	Officer Recruiting Production Management System
OSVET	Other Service Veteran
OTOOLS	Officer Recruiting Tools

P

PA	Program Authorization
PAO	Public Affairs Officer
PBI	Pilot Biographical Inventory (Part of ASTB)
PCS	Permanent Change of Station
PDC	Personally Developed Contract
PDS	Permanent Duty Station
PCN	PRIDE Control Number
PFAR	Pilot Flight Aptitude Rating (Part of ASTB)
PMA	Positive Mental Attitude
PMR	Permanent Medical Rejection
PNS	Professors of Naval Science
POC	Point of Contact
POPO	Prospective Officer Programs Officer
PORTNEWS	Technical Information on PORT Matters
PORTS	Personalized Officer Recruiting and Tracking System
PQ	Physically Qualified
PQS	Personnel Qualification Standards
PRC	Police Records Check
PRD	Projected Rotation Date
PRIDE	Personalized Recruiting for Immediate and Delayed Enlistment
PRISE III PROGRAM	NAVETs discharged to over manned ratings reenlist with a guaranteed "A" school in a critical rating.
PRN	Physicians Recruiting for the Navy
PROMO	Promotional Item
PROREP	Production Report - PORT Program
PTO	Part Time Office
PSA	Public Service Advertising or Public Service Announcement
PSD	Personnel Support Detachment
PSLO	Professional School Liaison Officer

Common Recruiting Terms,
Acronyms and Abbreviations
Continued

Q

QMA	Qualified Male Applicant
QNE	Qualified Not Enlisted
QNI	Qualified Not Interested

R

RAD	Recruiting Aid Device
RAF	Recruiting Assignment Factor
RBJ	Rejected, Reevaluation Believed Justified
RCAP	Recruiter Command Advancement Program
RCS	Report Control Symbol
RDAC	Recruiting District Assistance Council
RDS	Recruiting Data System
REPORT	Daily Transaction/Exception Reports - PORT Program
RRT	Recruiter Refresher Training
REPORT	Daily Transaction/Exception Reports - PORT Program
RINC	Recruiter-in-Charge
RIS	Recruiting Incentive System
ROMO	Recruiting Officer Management Orientation
ROTC	Reserve Officer Training Corps
ROY	Recruiter of the Year
RQS	Recruiter Qualification Standards
RRA	Ready Reserve Agreement
RTC	Recruit Training Center
RTO	Rejected to Obligate
R-TOOLS	Recruiting Tools
RQAT	Recruit Quality Assurance Team

S

SAM	Sea and Air Mariner
SAT	Scholastic Aptitude Test
SATO	Scheduled Airline Ticket Office
SBI	Special Background Investigation
SCII	Strong Campbell Interest Inventory
SDA PAY	Special Duty Assignment Pay
SECF	Submarine Electronics/Computer Field
SEEREC	See Record - See a Record in the PORT Program

**Common Recruiting Terms,
Acronyms and Abbreviations**
Continued

SELRES	Selected Reserve
SEMINAR	Senior Minority Assistance to Recruiting
SOAR	School of Area Responsibility
SOI	Sphere of Influence
SRB	Selective Reenlistment Bonus
SSN	Social Security Number
STASS-RTM	Standard Training Activity Support System - Recruit Training Management
STEAM	Standardized Territory Evaluation and Analysis for Management
STO	Standard Transfer Order
SYSAD	System Administrator

T

TAR	Training and Administration of Reserves
TCU	Test Category Upper
TDRL	Temporary Disability Retirement List
TFMMS	Total Force Manpower Management System
TMMCA	Total Force Manpower Management System Micro Management Change Application
TMR	Temporary Military Report
TSC	Test Score Category

U

UIC	Unit Identification Code
UPDATE	Update a Record in the PORT System
USMMA	U.S. Merchant Marine Academy
USNA	U.S. Naval Academy

W

WF	Work Force
WG	Working Group

Z

ZS	Zone Supervisor
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**CHAPTER ONE
ADMINISTRATION AND PERSONNEL**

**SECTION FIVE
ADMINISTRATION OF RECRUITERS (NEC 9585/9586/9587)**

1501. INITIAL ASSIGNMENT

a. Fleet personnel are ordered to COMNAVCRUITCOM Headquarters as Cyberspace recruiters (NEC 9585) and to NAVCRUITDISTs as production recruiters (NEC 9585 or 9587) or recruiter classifiers (NEC 9586). Prescribed tour lengths are outlined in the Navy Military Personnel Manual (MILPERSMAN).

b. Upon initial communication with a member desiring orders as a NEC 9585 production recruiter, the NAVCRUITDIST must temporarily assign the member to a Zone prior to the release of orders. Every effort must be made to assign the member to a Navy Recruiting Station (NAVCRUITSTA) within that Zone upon receipt of the member's Permanent Change of Station (PCS) orders. If the member has previous recruiting experience and already holds the 9585 NEC, consideration should be given to directly assigning them as a 9587 NEC. Commander Officers desiring to initiate an order modification, to include the Officer Recruiting course, must contact COMNAVCRUITCOM N11.

c. Upon receipt of PCS orders assigning a member to recruiting duty, the NAVCRUITDIST must provide the transferring command with the Ultimate Duty Station (ULTDUSTA) assignment, normally a NAVCRUITSTA, for inclusion in the member's Standard Transfer Order (STO) prior to transfer in accordance with the MILPERSMAN.

1502. RECRUITER DEVELOPMENT BOARD (RDB), RECRUITER QUALIFICATION BOARD (RQB), RECRUITER EVALUATION BOARD (REB). It is incumbent upon each NAVCRUITDIST to provide the training and assistance necessary for Sailors to succeed during their tour in recruiting. To ensure new recruiters are making satisfactory progress and/or to identify areas where they need additional training and assistance, the NAVCRUITDIST will conduct the following series of training reviews and evaluations during the recruiters' first nine months on production.

a. ENRO Student Training Record Review. NAVCRUITCOM ORIENT UNIT will provide the NAVCRUITDIST with an assessment of the recruiter's performance during ENRO to include test scores and other graded evolutions. The record will be reviewed by the command group to assist in the development of a tailored training plan and then filed in the recruiter's command residual file with a copy to their training jacket.

b. Recruiting Development Board (RDB). The RDB is held during the recruiter's third month on production and anytime afterwards as needed. The purpose of the RDB is to check the recruiter's progress since graduation from NAVCRUITCOM ORIENT UNIT, determine status towards PQS qualification, identify areas where the recruiter may need additional training and assistance, and discuss any personal/professional issues that may hinder their development.

(1) Board membership consists of the following:

- (a) Executive Officer - Board President
- (b) Enlisted Programs Officer
- (c) Command Master Chief
- (d) Chief Recruiter or Assistant Chief Recruiter
- (e) NAVCRUITDIST Trainer - Recorder

(2) The recruiter shall provide the following records, logs, and reports:

- (a) Training Record (including completed Command Indoc checklist)
- (b) All Applicant Logs
- (c) Production Analysis Training and Evaluation (PATE)
- (d) DEP Folders
- (e) School Folders/SOAR binders
- (f) Recruiter Planner
- (g) Recruiter's territory breakdown
- (h) Completed NAVCRUIT 1130/50 (5-05) Tab D (the Tab D must be signed by the member, RinC and Zone Supervisor).

(3) At a minimum, the RDB must accomplish the following:

- (a) Review Tab D and all items provided in para b (2).
- (b) Receive member's feedback on the command's check-in process, PQS and training programs, quality of work environment, quality of life (member and family).

(c) Identify any personal or professional problems that may impact performance (EFM, medical, financial, PFA, language barrier, domestic issues, etc.).

(d) Conduct a sales lab.

(e) Determine whether the recruiter is tracking towards PQS qualification within the sixth month on production.

(f) Complete Tab E and forward with Tab D to Commanding Officer for final review/comment.

(4) The final recommendation of the RDB must be one of the following:

(a) Satisfactory

(b) Unsatisfactory. A specific training track shall be provided within two working days that should allow the recruiter to qualify by their sixth month on production.

(5) The NAVCRUITDIST Executive Officer will debrief the recruiter on the results of the RDB and task members of the board with specific actions to ensure the recruiter receives necessary training and support to resolve all noted issues. Maintain completed Tabs D and E in the recruiter's command residual file and the recruiter's training jacket until the member transfers from the command.

c. Recruiter Qualification Board (RQB). The RQB is typically held no later than the recruiter's sixth month on production as outlined in COMNAVCRUITCOMINST 1136.2. Normally, recruiters who have been on production for six months have developed the initial skill sets and self-confidence necessary to become consistent producing recruiters.

(1) Board membership is specified in COMNAVCRUITINST 1136.2.

(2) Final recommendation of the RQB must be one of the following:

(a) Qualified

(b) Failed with only limited improvement needed to qualify. A specific training track shall be provided to qualify the recruiter by their ninth month on production.

(c) Unsatisfactory with formal counseling required. A detailed Plan of Action and Milestones (POA&M) shall be developed

and a mentor/trainer assigned with the intent of qualifying the recruiter by the ninth month on production.

d. Recruiter Evaluation Board (REB). The REB is held for those recruiters who fail to pass the RQB by their ninth month on production, or who successfully pass the RQB but whose production has been continually below average during their first nine months in recruiting. Its primary purpose is to evaluate whether the recruiter has the potential to eventually succeed or is incompatible with recruiting duty and should be made available to their rating detailer. The REB should be held no later than the end of the recruiter's ninth month on production.

(1) Board membership is as follows:

- (a) Executive Officer - Board President
- (b) Command Master Chief
- (c) Enlisted Programs Officer
- (d) Chief Recruiter
- (e) Command Trainer - Recorder

(2) Final recommendation of the REB must be one of the following:

(a) Retain on recruiting duty. Forward POA&M to the Commanding Officer via chain of command. If approved, the recruiter cannot be no-fault transferred at a later date due to low or poor recruiting production.

(b) Recommend recruiter be transferred due to incompatibility with recruiting duty. An Incompatible With Recruiting Duty transfer request should be forwarded to the Region within five working days after the CO's approval of board deliberations.

1503. INCOMPATIBLE/NO-FAULT/FAULT TRANSFERS

a. General Policies

(1) Incompatible, no-fault, and fault transfers cannot be used as a substitute for disciplinary action.

(2) Incompatible, no-fault, and fault transfers only apply to Fleet personnel currently assigned as a NEC 9585, NEC 9586 or NEC 9587. Career Recruiting Force and support personnel, including NEC

2612, are not eligible for incompatible, no-fault, or fault transfers.

(3) Recruiters may not request an incompatible or no-fault transfer; recruiter statements, which reflect such action, are not acceptable and will be returned without action.

(4) Recruiters who have an approved incompatible, no-fault, or fault transfer must have their NEC 9585 revoked and must be reassigned per the MILPERSMAN. Commands must submit NAVPERS 1221/6, Navy Enlisted Classification (NEC) Change Request, requesting removal of NEC 9585 upon receipt of approval message. SDAP must be terminated per OPNAVINST 1160.6, Enlisted Bonus and Special Duty Assignment Pay Programs.

(5) Recruiters who are being processed for an incompatible, no-fault, or fault transfer must be provided an opportunity to review the transfer request package, provide a signed statement that they have reviewed the transfer request, and either has no statement or will provide a written statement to be forwarded with the NAVCRUITDIST Commanding Officer's letter.

(6) Incompatible, no-fault, and fault transfers requests are submitted by letter to Commander, Navy Personnel Command (PERS-4010) via COMNAVCRUITREG and COMNAVCRUITCOM N1. The request may be initiated by the appropriate NAVCRUITREG Commander or NAVCRUITDIST Commanding Officer, but must not be used as endorsement to an individual's request for transfer.

(7) If the transfer recommendation is based on or indicates alcohol abuse, the procedures in OPNAVINST 5350.4 must be followed. A statement must be made containing the results of the medical consultation and the disposition of the individual. If the Alcohol Rehabilitation Center report states the individual should not be assigned to Recruiting duty due to medical problems, the individual must be processed for a no-fault transfer.

(8) If a recruiter who has been recommended for an incompatible, no-fault, or fault transfer, requests to transfer to the Fleet Reserve, the following guidance pertains:

(a) As soon as feasible, the Fleet Reserve request should be completed and forwarded to PERS-4823. The Commanding Officer's endorsement to the Fleet Reserve request should state incompatibility, no-fault and fault transfer is being submitted by separate correspondence.

(b) When the incompatible, no-fault, or fault transfer request is forwarded, a copy of the Fleet Reserve request should be attached as an enclosure.

(9) Requests must be handled expeditiously, as retention of nonproductive personnel for extended periods imposes undue hardship to the individual and is counterproductive to the maintenance of high production and good morale.

(10) Availability reports are initiated by the member's command only after the transfer request is approved by NAVPERSCOM (PERS-40) and the message prompting availability is received.

(11) Reassignment for incompatible, no-fault, and fault transfers are made in accordance with the guidelines of the MILPERSMAN.

(12) Personnel made available for incompatible, no-fault and fault transfers are considered ineligible for either future assignment to recruiter duty or recruiter support duty.

b. Incompatible with Recruiting Duty Transfer. Incompatible with Recruiting Duty transfers are made without prejudice to the recruiter and should not reflect unfavorably on their record. The request will be submitted within five working days of the REB by official letter to Commander, Navy Personnel Command (PERS-4010) via NAVCRUITREG and COMNAVCRUITCOM N1. The request must contain the following information:

(1) Rate, Name, SSN, PNEC/SNEC

(2) Expiration of Active Obligated Service

(3) Date reported and current PRD

(4) Shore Duty Commencement Date (SHDCD)

(5) Number and location of dependents and household effects.

(6) The individual's duty preference.

(7) State specific reasons for the transfer request (e.g., qualified but continually low production or failure to meet qualifications per COMNAVCRUITCOMINST 1136.2) and any actions taken by the command.

(8) Enclose all documentation from the RDB (Tab D and E), RQB, and REB. A copy of the recruiters PQS, PQS extensions, and training documentation related to the incompatibility transfer must be attached.

(9) A statement signed by the recruiter that they have reviewed the incompatible for recruiting duty transfer package must be included as an enclosure.

(a) If the recruiter desires to make a statement, it must address the specific facts contained within the transfer recommendation only.

(b) Should the recruiter not desire to make a statement, it needs to be indicated in writing as follows: "I have reviewed the incompatible with recruiting duty transfer and do not desire to make a statement."

c. No-Fault Transfer. No-fault transfers are made without prejudice to the recruiter and should not reflect unfavorably on their record. Reasons for no fault transfers normally relate to the mental and physical well being of the recruiter and/or his family and may involve medical/health problems, financial difficulties, or domestic issues. No-Fault transfers will not be used for exceptional family member (EFM) cases or humanitarian reasons (HUMS). For EFM, follow the guidance provided in the OPNAVINST 1754.2C and for HUMS refer to MILPERSMAN 1300-500.

(1) No fault transfers shall not be requested due to low recruiter production.

(2) The command should provide adequate assistance to help rectify the problem. This may involve medical attention, financial counseling, legal/domestic counseling, alcohol/drug rehabilitation, attendance at defensive driving courses, etc. If a no-fault transfer is still deemed necessary, then medical documentation (written disposition recommendations from a military medical officer), financial statements, statement by the individual, or other similar substantiating documentation must be included as enclosures. Commanding Officers must ensure recruiters who are recommended for no-fault transfers understand such action must not be reflected in their service record.

(3) A request for no-fault transfer must be submitted by official letter to Commander, Navy Personnel Command (PERS-4010) via NAVCRUITREG and COMNAVCRUITCOM N1, and will contain the following information:

- (a) Rate, Name, SSN, PNEC/SNEC
- (b) Expiration of Active Obligated Service
- (c) Date reported and current PRD
- (d) Shore Duty Commencement Date (SHDCD)

(e) Production status (on or off) if off, indicate duties currently being performed.

(f) Number and location of dependents and household effects.

(g) The individual's duty preference.

(h) State the specific reason and facts as to the reason for recommending a no-fault transfer and a synopsis of actions taken by the command to resolve the issue.

(i) Specific recommendations from a military medical officer must be included if the problem is with the recruiter. Problems relating to the recruiter's dependents must include any information available and are handled on a case-by-case basis.

(j) A statement signed by the recruiter that they have reviewed the no-fault transfer. This statement must be included as an enclosure to the Commanding Officer's letter.

1. If the recruiter desires to make a statement, it must address the specific facts contained within the no-fault transfer recommendation only.

2. Should the recruiter not desire to make a statement, they must indicate in writing as follows: "I have reviewed the no-fault transfer and do not desire to make a statement."

d. Fault Transfers. Fault transfers are made with prejudice to the recruiter and should reflect unfavorably on their record. Commanding Officers should use the fault transfer when the infraction could impact recruiting efforts in the community or results in the inability of the member to perform in the capacity of a recruiter. The transfer request must not be submitted prior to final disposition of NJP/civil action/medical boards, including appeals to NJP. A fault transfer must list the specific reason for which an individual is recommended for transfer.

(1) A list of possible reasons for fault transfer includes:

(a) Recruiter malpractice

(b) Personal misconduct (e.g., fraternization, sexual misconduct, driving under the influence of alcohol or drugs in any vehicle (refer to SECNAVINST 5300.29 for specific guidelines concerning drug abuse and driving under the influence)).

(c) Misuse of government property or funds.

(d) Indebtedness and failure to discharge just obligations (declaration of bankruptcy is not considered cause for a fault transfer).

(2) Letter requests for fault transfers must be submitted to Commander, Navy Personnel Command (PERS-4010) via NAVCRUITREG and COMNAVCRUITCOM N1, and will contain the following information:

(a) Rate, Name, SSN, PNEC/SNEC

(b) EAOS

(c) Date reported/PRD

(d) Shore Duty Commencement Date (SHDCD)

(e) Production Status (on or off)

(f) Number and location of dependents and household effects.

(g) Specific and detailed facts as to the reason for recommending a fault transfer. Comments must be limited to those events or incidents that occurred while assigned as a recruiter.

1. State a specific reason (not symptom) for the fault transfer.

2. Provide information and examples, which support the reason for the transfer.

3. Ensure statements, attached as enclosures to the Commanding Officer's letter, do not contradict the reason for the fault transfer, but rather strongly support the command's position. When possible, show the command's attempts to ensure the individual's success. Proper training and subsequent documentation in the member's training record must support this.

(h) Include NJP date, violations (specifications) and punishment awarded in the Commanding Officer's letter. If the member requested an appeal to the NJP, state the disposition of this appeal and include the letter of resolution from COMNAVCRUITCOM as an enclosure. Do not forward the fault transfer request until the appeal is resolved by COMNAVCRUITCOM.

(i) A statement signed by the recruiter that they have reviewed the fault transfer request must be an enclosure to the Commanding Officer's letter.

1. If the recruiter desires to make a statement, it must address the specific facts contained within the fault transfer recommendation only.

2. Should the recruiter not desire to make a statement, it needs to be indicated in writing as follows: "I have reviewed the fault transfer and do not desire to make a statement."

1504. PREGNANCY. Female recruiters who become pregnant must be retained on recruiting duty as recruiters unless they request separation from active duty; OPNAVINST 6000.1 contains the guidelines to be followed for the management of pregnant service members. It is not meant to replace good medical judgment in the management of uncommon or complicated situations. The following policy applies:

a. Pregnant recruiters who are productive are to be retained as long as they can continue to recruit effectively without endangering their health.

b. Upon completion of maternity leave, they must be returned to full production status.

c. Where overall performance characteristics warrant removal from recruiter duties, fault or no-fault transfers, as appropriate, should be initiated. However, pregnancy and/or dependency status, alone, are not criteria for transfer.

1505. RECRUITER/CLASSIFIER NEC 9586. The Recruiter/Classifier performs as a classification interviewer at MEPS or NRPS, with the same responsibilities as a PS NEC 2612 classifier and receives SDAP. Members holding 9586 NEC may only classify on recruiting duty. They interview applicants for enlistment to determine optimal enlistment program using the Personalized Recruiting for Immediate and Delayed Entry (PRIDE) System. The NAVCRUITDIST Commanding Officer may grant them signature authority to assign applicants to programs.

a. To receive the NEC 9586, the member must meet the following criteria:

(1) Possess the NEC 9585 (Recruiter/Canvasser).

(2) Be an E5 through E9 of any rating.

(3) Have 18 months remaining to PRD.

(4) Successfully complete Enlisted Classification school in Pensacola, FL.

(5) Have a working knowledge of a typing keyboard.

(6) Be assigned in the proximity of the NAVCRUITDIST or NRPS at which they will be classifying (otherwise, an out-of-proximity move request per Section 1506 must be requested).

b. The NAVCRUITDIST is responsible for ensuring members with the NEC 9586 are given the proper DNEC (distribution NEC) so they are eligible for the proper SDAP level.

c. At the Commanding Officer's discretion, a NEC 9586 may return to duties as a recruiter with reinstatement of SDAP at the 9585 NEC level. The NAVCRUITDIST should ensure the member's DNEC is reverted to NEC 9585.

1506. CHANGE OF STATION/NAVCRUITDIST MOVE PROCEDURES AND CRITERIA

a. General. Permanent Change of Station (PCS) procedures have been established for the purpose of moving production recruiters, career recruiters, and recruiter/classifiers within a NAVCRUITDIST to meet emergent requirements and provide for upward mobility.

b. Definitions:

(1) Permanent Duty Station (PDS). A member's PDS is the activity (i.e., NAVCRUITSTA, NRPS, NAVCRUITDIST) to which they were originally assigned and includes the corporate boundaries of the city or town in which the activity is located. Two NAVCRUITSTAs can be 15 miles apart and still be located in the same PDS; alternatively, two NAVCRUITSTAs can be ten miles apart and not be located in the same PDS. NAVCRUITDISTs need to exercise their best judgment and common sense in making such determinations. A move within the same PDS is a "No Cost" move.

(2) Short Distance Move. Both permanent duty stations are in an area serviced by the same local transportation network or where the member can reasonably be expected to commute daily from home to both duty stations. A relocation of household is not authorized for this type of move.

c. Authorized moves are defined as:

(1) Short Distance (No Cost) Moves. All short distance no cost moves of 50 miles or less from the member's household goods to proposed PDS can be approved by the respective NAVCRUITDIST Commanding Officer. All moves more than 50 miles can be approved by the NAVCRUITDIST's Region Commander. Regions will submit a monthly report (Tab EE) (NAVCRUIT 4050/1) to COMNAVCRUITCOM N1 listing all approved no cost moves within their Region. Report Control Symbol

4050-1 has been assigned to the reporting requirement. Requests moving a member more than once during a tour must be forwarded to COMNAVCRUITCOM N1 for approval. If approved, Chief Administrators must verify BAH levels as well as Special Duty assignment pay changes if moving from or to a production billet. The Commanding Officer of the NAVCRUITDIST must ensure all items in Tab F are completed and allowance changes are forwarded to the appropriate Personnel Support Detachment once approved. Tab F must be filed in the member's service record with a copy maintained at the command.

(2) Out of Proximity (Enlisted). If the new assignment involves a change of PDS to a new PDS that is not in proximity to the old PDS, a PCS order is required. Members executing these moves receive all PCS allowances, including relocation of household effects. An Out-of-Proximity move may be requested using TAB G. The member must have a minimum of 12 months onboard, computed to proposed transfer date, with at least 18 months remaining onboard until PRD. Moves cannot be executed until the month authorized by the official BUPERS order. PERS-4010 issues PCS orders authorizing the move. Out-of-Proximity move requests must be routed via Commander, Navy Recruiting Command with copy to appropriate NAVCRUITREG.

(3) Permissive Reassignment for Personal Convenience. A member may wish to be transferred to a new PDS solely for personal convenience. Conversely, permissive reassignments should not be used, solely to move personnel into positions of upward mobility (e.g., RinC, Z/S, etc.). All permissive reassignment for personal convenience moves of 50 miles or less from the member's household goods to proposed PDS can be approved by the respective NAVCRUITDIST Commanding Officer. All moves more than 50 miles can be approved by the NAVCRUITDIST's Region Commander. Regions will submit a monthly report RCS 4050-1 (Tab EE) to COMNAVCRUITCOM N1 listing all approved personal convenience moves. Requests moving a member more than once during a tour must be forwarded to COMNAVCRUITCOM N1 for approval. If approved, Chief Administrators must verify BAH levels as well as Special Duty Assignment Pay changes if member is moving from or to a production billet. The Commanding Officer of the NAVCRUITDIST must ensure all items in Tab H are completed and allowance changes are forwarded to the appropriate Personnel Support Detachment once approved. Tab H must be filed in the member's service record with a copy maintained at the command.

d. Important. Under NO circumstances should moves be executed until the month authorized by official approving letter.

1507. OFF-DUTY EMPLOYMENT. Employment of Recruiter and Support personnel in the civilian sector is subject to the Commanding Officer's approval and provisions of SECNAVIINST 5370.2.

1508. PERSONNEL REQUESTS. Enlisted Personnel Action Requests (NAVPERS 1306/7) must be submitted in accordance with the Enlisted Transfer Manual directly to the appropriate NAVPERSCOM code.

1509. EXCEPTION TO POLICY REQUESTS. Requests for exceptions to policy should be kept to a minimum. They are designed to provide temporary solutions to unforeseen management problems and may be authorized on a case-by-case basis for no longer than six months. Other avenues should be sought to remedy long-term management problems. If a member is eligible for SDAP and the exception is to a non-SDAP billet, SDAP must be terminated immediately in accordance with OPNAVINST 1160.6. Submit all exception to policy requests to COMNAVCRUITCOM N1 via the chain of command.

1510. 6YO/NUCLEAR FIELD RECRUITER

a. NAVCRUITDISTs normally have at least two Nuclear qualified personnel assigned (one to be assigned as the 6YO/Nuclear Field Recruiter). A trained nuclear qualified recruiter must fill the 6YO/Nuclear Field Recruiter billet. Should circumstances dictate the temporary assignment of a non-nuclear trained recruiter, an AEF/ATF trained individual, preferably qualified in submarines, should fill the billet. NAVCRUITDISTs must notify the Region, in writing, when a trained Nuclear qualified recruiter is not assigned to the 6YO/Nuclear Field Recruiter billet.

b. To preclude excessive PCS costs, all nuclear qualified recruiters should be stationed within proximity of the NAVCRUITDIST Headquarters or MEPS, in the event the recruiter is needed to fill the 6YO/Nuclear Field Recruiter billet.

1511. MANPOWER AUTHORIZATION BILLET CHANGE REQUESTS. Any requests for manpower authorization changes must be forwarded to COMNAVCRUITCOM N1 via the chain of command. Refer to Section 6, Article 1601 in this Chapter.

1512. NAVCRUITDIST PERSONNEL STATUS REPORT (NAVCRUIT PCS 1300-5). The Personnel Status Report (PSR) is designed to give Navy Recruiting Command a quick reference of all personnel on a monthly basis. This tool gives each NAVCRUITDIST the ability to foresee any manning problems that may occur in the future regarding the status of personnel. Information is gathered from two different sources to produce this report. One of which is the Readiness In System (RIS) and the other being the online NAVCRUITDIST Personnel Status Report that each NAVCRUITDIST is required to certify. That information is then combined to create the PSR. Information concerning the online PSR can be found in the Help Screens at COMNAVCRUITCOM's official website.

Tab D

Recruiter Development Board Input		
1. Rate/Name:	2. Position:	
3. Date Reported:	4. NRS:	5. NRS RAF: # Recruiters Onboard :
6. Recruiter Market Data:		
a. How many High Schools assigned? ____ b. % of NRS' market assigned? ____ c. Total DoD ASAD(Past 12 Months) ____ Navy DOD ASAD ____		
7. Training:		
a. % of PQS completed: ____ b. MEPS Indoc completed: Yes/No c. How many COIs developed? ____ d. How many presentations conducted? ____ e. # accompanied by Zone Supervisor or RinC: SOARs ____ PDC ____ Visits (Home/School) ____/____ High School Presentations ____ 72 hr Indoc ____		
8. Production:		
a. NCO to Date: Active ____ Reserve ____ b. # DEP Attrites to Date: IM ____ OM ____		
9. Recruiter comments:		
a. Strengths, areas to improve: b. Do you foresee any reason you will not be able to PQS qualify by your 6 th month? Yes/No		
10. RinC comments:		
a. Performance, strengths, areas to improve: b. Is recruiter on track to complete PQS by 6 th month? Yes/No		
11. Zone Supervisor comments:		
a. Performance, strengths, areas to improve: b. Recommendations:		
12. Signature:		
_____ (Member) (RinC) (Zone Supervisor)		
NAVCruit 1130/50 (Rev 5-08)		

Tab E

Recruiter Development Board Results Format

From: President, Recruiter Development Board
To: Commanding Officer, Navy Recruiting District _____

Subj: RECRUITER DEVELOPMENT BOARD ICO _____

Ref: (a) COMNAVCRUITCOMINST 5400.2

Encl: (1) Tab D

1. A Recruiter Development Board for SNM was conducted on (Date).
The following pertains:

a. Board Membership:

- (1) President: _____
- (2) Member: _____
- (3) Member: _____
- (4) Member: _____
- (5) Member: _____

b. Findings: Satisfactory _____ Unsatisfactory _____

c. Comments: _____

d. Recommendations: _____

(Signed) _____
(Signature of Board President)

From: Commanding Officer, Navy Recruiting District _____
To: President, Recruiter Development Board

1. I hereby Approve/Disapprove (circle one) of the findings and
recommendations of the board.

(Signature of Commanding Officer)

Copy To:
Service member

Tab F

No Cost Move Format

From: Commanding Officer, Navy Recruiting District _____
To: _____ (Recruiter) _____, USN, _____ (SSN) _____

Ref: (a) COMNAVCRUITCOMINST 5400.2

Block 1. Personal Data:

Recruiter To Be Relocated: _____
Current Assignment: _____
Proposed Assignment: _____

Block 2. Justification Date: _____

(Current assignment) is within the same corporate boundaries as (proposed assignment); therefore, the proposed relocation constitutes a no cost move. A no cost move is a permanent change of assignment where the commuting distance does not require you to change your place of residence and is within the same permanent duty station. You are not authorized any of the entitlements or reimbursements of a PCS transfer. This move meets all the requirements of the officer transfer manual (NAVPERS 15909), and the no cost move is authorized.

(Signature of Commanding Officer)

Block 3. Recruiter Acknowledgement Date: _____

I accept the no cost move from (current assignment) to (proposed assignment).

(Signature of Recruiter)

Tab G

Sample Permanent Change of Station (PCS) Move Request

From: Commanding Officer, Navy Recruiting District _____
To: Chief of Naval Personnel (PERS-4010)
Via: (1) Commander, Navy Recruiting Region _____
(2) Commander, Navy Recruiting Command (N1)
Subj: PERMANENT CHANGE OF STATION MOVE REQUEST, PROXIMITY OR
OUT-OF-PROXIMITY
Ref: (a) COMNAVCRUITCOMINST 5400.2
Encl: (1) NAVPERS 1306/7 ICO _____
(If Applicable)

1. The following move meets the criteria for subject permanent change of station move as defined in reference (a). Enclosure (1) is provided (if applicable).

2. Move information:

a. Member's rate and name:

b. SSN:

c. Date Detached from last Permanent Duty Station (PDS):

d. Current PRD:

(Member must have 12 months remaining onboard for proximity move; 18 months remaining for out-of-proximity move. Enclose NAVPERS 1306/7 requesting extension if applicable.)

e. Proposed transfer month: (Must be a different FY than the date in paragraph 2.c.)

f. Current PDS:

g. Proposed PDS:

3. Justification for the move:

(Commanding Officer Signature)

Member's Acknowledgement: I accept the above proximity/out-of-proximity move.

(Member's Signature and Date)