

SECTION 15**DIRECT PROCUREMENT ENLISTMENT PROGRAM (DPEP)**

031501. PROGRAM INFORMATION. DPEP provides for the enlistment of applicants with civilian acquired postsecondary vocational/technical training and/or significant work experience. DPEP requirements apply to both Active and Reserve Component applicants except where Component-specific criteria are identified.

a. **Vocational/Technical Training.** Applicants who have completed accredited civilian vocational/technical postsecondary training at an accredited institution comparable to the rating enlisting into, but have no significant work experience, may be eligible for enlistment in paygrade E-3 as a designated striker.

b. **Training and/or Experience.** Applicants who have completed accredited civilian vocational/technical training and/or have one or more years of significant work and supervisory experience in a civilian field may be eligible for enlistment in paygrades E-3 through E-6 in critically manned (CREO Group 1 or 2) ratings. The applicant's training, work and/or supervisory experience must correlate directly to the rating for which enlisting. Refer to the most recent CREO NAVADMIN listing for rating entrance availability.

(1) **Documentation of Self-Employment.** Applicants must include at least two letters of reference (DD Form 370) documenting skills and experience comparable to the requested rating. Additional letters may be required to address the minimum time period for the requested paygrade. In addition, at least two of the following must accompany the application:

- (a) Current business or state license
- (b) Advertisement in telephone directory
- (c) Billing statement addressed to the applicant's business address

(2) **Documentation of Employment.** Document rating related civilian employment as follows:

(a) A resume detailing the training, work and supervisory experience required for the requested paygrade.

(b) A DD Form 370 from a minimum of 3 employers listed on the EPSQ/SF-86 that are applicable to the rating applying for.

Note: This information will be used to assist in determining the applicant's paygrade. Refer to section 031503.

c. **Navy Rating/Civilian Occupation Equivalency Resource.** The Occupational Information Network (O*NET Online) provides access to four occupation classification systems: Dictionary of Occupational Titles (DOT), Military Occupational Classification (MOC), Registered Apprenticeship Information System (RAIS), and Standard Occupational Classification (SOC). O*NET Online is accessible at <http://online.onetcenter.org/>. Click on the “Crosswalk” button to access the above classification systems. The Military Occupational Classification system allows entry of either the rating abbreviation (AE, etc.) or the rating long title (Aviation Electrician’s Mate, etc.). If there is a corresponding civilian occupation, the system will return a listing of occupation(s) coupled with the respective Standard Occupation Classification(s). Additionally, each listing contains an associated link for occupation details encompassing Tasks, Knowledge, Skills, Abilities, Work Activities, Work Context, Job Zone, Interests, and Work Values. Compare the applicant’s occupation qualification level with rating/paygrade requirements listed in NAVPERS 18068 (Navy Enlisted Occupation Standards) to determine the recommended rating and paygrade. All applications are considered on a case-by-case basis.

Note: The mere listing of occupations does not mean the applicant is qualified for the rating. Each individual’s training and work history must be reviewed closely to determine the exact nature of the job and the rate/paygrade for which they may be best qualified.

031502. BASIC ELIGIBILITY. Applicants must meet all basic enlistment and specific program/rating eligibility requirements.

a. **ASVAB.** Applicants must meet ASVAB line score eligibility for entry into the requested rating.

b. **Prior Service.** Open to non-prior service and prior service. Personnel currently under a Navy Selective Reserve (SELRES) contract are ineligible. Skills obtained through previous military training and experience will be considered.

Note: Personnel who have served in the USN/USNR or other branches of service whose MOS/AFSC/NEC directly converts to a Navy rating are not eligible for enlistment under the provisions of the DPEP Program in the same rating unless they have been discharged for more than two years.

c. **Physical.** Meet prescribed physical standards for Navy service and rating entry requirements.

031503. TRAINING EXPERIENCE. In addition to the training and work experience requirements delineated below, applicants must meet the ability and knowledge requirements identified for the requested paygrade by NAVPERS 18068 (Navy Enlisted Occupational Standards). COMNAVCRUITCOM (N32) will make final paygrade determinations based on specific Enlisted Community Manager (ECM) input.

Paygrade	Minimum Years Work Experience	Minimum Supervisory Experience	Minimum Vocational or Technical Training Hours
E3	1	0	1,080
E4	2	0	1,080
E5	4	2	2,160
E6	7	4	2,160

Note 1: The vocational/technical training must be accredited and not part of a high school curriculum.

Note 2: Work Experience and Vocational or Technical Training Compensation

a. Every two additional years of work experience may be substituted for one year (1,080 hrs) of vocational/technical training.

b. Every additional 1,080 hours of training may be substituted for one year of work experience.

Note 3: College Education Compensation. 24 semester hours or 36 quarter hours of college credit earned in qualifying courses may be substituted for 1,080 vocational/technical training hours. College credit compensation may be substituted for vocational/technical training hours only for those credit hours earned in courses that are specifically related to the occupational field/rating in which the member is enlisting. For example: If a member is applying for the HM rating and has 3 semester credits in each of the following courses (English 100, Humanities 101, Biology 120, Emergency Medical Technician-EMT1, Statistics, Basic College Study Skills, Anatomy 100, and World History), then only the nine credits earned for the Biology, EMT, and Anatomy courses can be applied. The other credits were earned in subjects that are not specifically related to the HM rating.

Note 4: Supervisory experience cannot be substituted.

031504. TERM OF ENLISTMENT

a. Non-Prior Service

(1) DPEP enlistees incur an eight-year Military Service Obligation (MSO) with a four-year commitment for Active Component or a six-year SELRES commitment for Reserve Component (via NAT Program). Use NAVCRUIT 1133/52 to delineate basic program and service guarantees.

(2) Active Component E-3 DPEP applicants may be provisionally DEP enlisted with COMNAVCRUITCOM (N32) approval if within 180-days of completing the 2,160 hours of required vocational/technical training. E-3 DPEP applicants must sign a DD Form 1966, Section VI, Remarks entry if provisionally enlisted in DEP.

(3) DPEP enlistees will not be considered for other rating conversion programs until completion of their initial active duty or SELRES obligation.

b. **Prior Service.** Applicants will incur a minimum four-year commitment for Active Component or minimum three-year commitment for Reserve Component.

031505. RATES/RATINGS AUTHORIZED. Active and Reserve Component DPEP enlistment is restricted to only those ratings listed as CREO Group 1 or 2 in the most recent CREO NAVADMIN. The only exception is the Active Component for Hospital Corpsman (HM) NEC HM-8708 (Dental Technician) and HM NEC 8496 (Mortician). The following link will provide access to the most current SELRES CREO listing: <http://www.npc.navy.mil/NR/rdonlyres/24C24FAD-AB5B-4F31-A983-6E62588F379F/0/EnlistedSELRESManning24JUL07.xls>

031506. PROCEDURES

a. **Program Qualification Determinations.** Recruiters shall ensure potential DPEP applicants bring their vocational/ technical school transcripts, resume of work experience, and previous/current employer letter(s) of recommendation to MEPS during initial enlistment processing. The Classifier will interview and screen the applicant to determine program qualification and submit a DPEP application to COMNAVCRUITCOM (N32).

b. **Approval Authority.** COMNAVCRUITCOM (N32) is final approval. In cases where the applicant's qualifications are deemed insufficient, lower paygrades and/or alternate ratings may be considered.

c. Enlistment Application

(1) Process DPEP enlistment application (EXHIBIT 031501) and forward to COMNAVCRUITCOM (N32). Requests must include a completed DPEP application, pre-enlistment kit, and the following:

(a) Licenses, certificates, and other credentials that would demonstrate that the applicant meets NAVPERS 18068 requirements for the requested rating and paygrade.

(b) Copy of vocational and/or technical school transcript(s) and a copy of course curricula.

(c) Copy of applicant's resume and employer references.

(d) Statement of security clearance eligibility and citizenship certification, if required for the recommended rating.

(e) Statement certifying that any special physical requirements have been met.

(f) Navy Occupation and Training History (Page 4) for NAVET personnel.

(g) Copy of all DD-214s, if applicable.

d. Reservations

(1) Active Component. Reservations for DPEP non-prior service and prior service applicants will be made through PRIDE and they will be classified into an Active Component Class “A” School seat for the rating in which approved for enlistment.

(2) Reserve Component.

(a) Reservations for DPEP non-prior service applicants will be made through PRIDE and they will be classified into a New Accession Training (NAT) Class “A” School seat for the rating in which approved for enlistment. They are entitled to any enlistment bonus authorized to NAT accessions.

(b) Reservations for prior service will be processed through CIRIMS and they will be classified into the rating for which approved.

031507. GENERAL APPRENTICESHIP AND PAYGRADE.

a. Active Component. All Active Component applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E-4 through E-6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in Article 031508.

b. Reserve Component.

(1) Non-prior service applicants enlist in paygrade E-3 with the appropriate rating designation. Applicants approved for paygrade E-4 through E-6 will be advanced from E-3 to their approved paygrade upon completion of their training track, as indicated in Article 031508.

(2) Prior service NAVET applicants will enlist in their approved paygrade as determined by COMNAVCRUITCOM (N32) with the exception of those previously separated in paygrades E3 and below. These member’s must attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E-4 through E-6

(3) OSVET applicants will enlist in their permanent paygrade, however, they must complete all requirements before a bonus will be paid.

031508. TRAINING TRACK

a. Non-Prior Service (Active and Reserve Component).

(1) Applicants attend recruit training at RTC, Great Lakes.

(2) Accessions will receive Navy Military Training (NMT) during the training pipeline and service record entries will be made on NAVPERS 1070/613 indicating the NMT subjects completed.

(3) Accessions will complete Sailor Development Continuum (SDC), Apprenticeship Core Curriculum, Course Identification Number (CIN) A-500-1000, prior to transfer to their first permanent duty station.

(4) Accessions approved for paygrades E-4 through E-6 will attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first duty station.

b. Prior Service.

(1) Active Component DPEP applicants attend Prior Service Indoctrination Training at TPU, Great Lakes.

(2) Reserve Component DPEP applicants will be ordered to the NOSC where they will be required to drill upon affiliation or enlistment.

(3) Active and Reserve Component accessions previously separated in paygrades E3 and below will attend Petty Officer Indoctrination Training and/or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E-4 through E-6.

c. All DPEP accessions that are required to report to RTC or TPU Great Lakes will be administered a rating assessment prior to commencing their technical training pipeline (Class "A" School) and may have the training tailored based on their knowledge, skills, and abilities. In most instances, this accelerated training is to fill in the gaps between their civilian acquired experience and specific rating requirements.

031509. SERVICE RECORD REQUIREMENTS

a. Enter the appropriate Program Enlisted For Code (PEFC) on the DD Form 1966. Utilize the appropriate PEFC in blocks 17f and 18m. The only exception is for prior service Reserve Component applicants who require "DPEP" to be entered in item 18m. Refer to Volume III for DD Form 1966 instructions and PEFC's.

b. NAVETs should have a copy of their original Navy Occupation and Training History (Page 4). Applicants who are in possession of these record pages are required to provide them for inclusion in their new Enlisted Service Record at the time of reenlistment. Complete a NAVPERS 1070/613, Administrative Remarks if the applicant did not receive these pages or if they have been lost or destroyed.

c. Insert a copy of the submitted report of availability in the member's service record.

d. A copy of DPEP related correspondence must be included in the individual's service record.

f. The front cover of the Enlisted Service Record must be distinctly marked or stamped "DPEP". Also stamp the cover with "NAVET" or "OSVET", as applicable, if the applicant has previously completed 12 or more consecutive weeks of active duty.

031510. RATING SPECIFIC REQUIREMENTS

a. Hospital Corpsman (HM)

(1) Civilian trained and certified Surgical Technicians, Radiology Technicians, Laboratory Technicians, Pharmacy Technicians, and Cardio-Pulmonary Technicians may be enlisted under the following conditions.

(a) Must possess a current, valid certification in their respective field.

(b) Must have proof of training from an accredited institution.

(c) Must provide two letters of recommendation from a civilian medical facility.

(d) A vacant billet must be available with the NEC for which the applicant is enlisting. NECs will be awarded when applicant's gain has been reflected in IMAPMIS. EPMAC 1221/2 (Navy Enlisted Classification (NEC) Change Request) is to be submitted with the enlistment kit. The form is available in CIRIMS.

(e) Under no circumstances will a technician be enlisted into a general duty HM billet.

(2) **Medical Assistants.** Certified Medical Assistants (CMA) may be enlisted into a general duty HM billet. They must have a current certification in Medical Assisting from the American Association of Medical Assistants.

(3) **Nurse Assistants.** Certified Nurse Assistants (CNA) are not eligible for enlistment as an HM under the DPEP Program.

b. Mortician (HM-8496)

(1) Must satisfactorily complete a mortuary science course at a school accredited by the American Board of Funeral Service Education, Inc.

(2) Must hold a current license to practice as a mortician from one of the 50 States or the District of Columbia.

(3) Refer to the most recent Enlistment Bonus GENADMIN to determine any bonus eligibility.

(4) Applicants will be assigned the HM-8496 NEC upon successful completion of HM "A" School.

c. Dental Hygienist (HM-8708)

(1) Must have completed an Associate's Degree in Dental Hygiene (Associate's in Science or Applied Science Degree (AS or ASS)). The institution must be accredited by an accrediting group, which is recognized by the commission on recognition of post-secondary accreditation (CORPA).

(2) Must have normal color perception and vision correctable to 20/20.

(3) If currently a student, provide the following:

(a) Letter of recommendation from the Director, Dental Hygiene program.

(b) Documented interview with two clinical supervisors. Phone interviews are acceptable.

(c) Copy of transcript prior to entering active duty showing program completion and award of degree.

(4) If working in field less than one year, provide a letter of reference from school program director or current employer.

d. Master-at-Arms (MA)

(1) **Law Enforcement Officer with Experience.** The applicant **must** possess a certificate indicating graduation from a course of instruction by one of the following:

(a) Federal Law Enforcement Training Center, Glynco, GA and not in a "recruit police officer" or "probationary police officer" status.

(b) State government law enforcement academy and not in a "recruit police officer" or "probationary police officer" status.

(c) Approved county/local government law enforcement academy and not in a “recruit police officer” or probationary police officer” status.

(d) Graduates of State, county, or local academies must possess a certificate indicating successful completion of Peace Officer Standards Test (P.O.S.T) at either the Basic, Intermediate, or Advanced level.

Note: Certificates from a non-governmental, private, for profit, or non-profit academy (e.g., ABC Law Enforcement Academy, ABC Criminal Justice Academy, etc.) **are not acceptable.**

(2) **Corrections, Probation, Parole Officer with Experience.** Applicants must possess a certificate indicating graduation from a course of instruction by a government criminal justice, corrections, probation, or parole academy as listed below:

(a) Federal Law Enforcement Training Center, Glynco, GA, and not in a “recruit” or “probationary” status.

(b) Approved State governmental criminal justice, corrections, probation, or parole academy and not in a “recruit” or “probationary” status.

(c) Approved county/local governmental criminal justice, corrections, probation, or parole academy and not in a “recruit” or “probationary” status.

Note: Certificates from non-governmental, private, for profit, or non-profit academies (e.g., ABC Corrections Academy, ABC Criminal Justice Academy, etc.) **are not acceptable.**

(3) **Security Practitioners with Experience.** Applicants must possess a Certified Protection Professional certificate and will be considered on a case-by-case basis.

EXHIBIT 031501. DPEP APPLICATION

NRD:		NRS:		Date:		
Applicant:				SSN (LAST 4):		
DOB/Age: /		Requested Rating:		Requested Paygrade:		
Related Civilian Work Experience						
Employer	Occupation Title	Years	From	To		
Supervisory Experience						
Position/Title	Number Of Subordinates	Years	From	To		
Vocational/Technical Training						
School	Location	Hours	From	To		
Certifications/Credentials Earned						
Type	Purpose/Use	Issuing Authority		Date		
Prior Military Service						
Branch	Component	From	To	MOS/Rate	Paygrade	Re-Code
Rating Requirements						
Does the applicant meet moral, physical, citizenship, security clearance, ASVAB line score, and all other rating requirements?					Yes	
					Needs Waiver	
Type Of Waiver Required, If Any:			Waiver Authority:			
Comments/Recommendation:						
COMNAVCRUITCOM (N32) Use Only						
Meets NAVPERS 18068F Requirements? Yes No	Approved	Disapproved	Returned	Rating: Paygrade:		
Signature:	Control Number:		Date:			
Special Comments/Remarks:						